

Contact: Timber Frame Homes Team  
Email: **TimberFrameHomes@barnet.gov.uk**  
Date: 8<sup>th</sup> April 2024  
Reference: Timber Frame Homes

Dear insert name,

Re: insert Address

We are writing in follow up to the previous letters sent regarding fire safety works to your timber frame home. A separate letter will be sent imminently to freeholders following Saturday's drop in session.

You were previously sent a fire safety leaflet, but we would like to remind you of some key steps that you should be taking to help you stay safe in your home:

- Never leave cooking unattended
- Do not keep vehicles with power sources close to your property.
- Do not charge e scooters in your house
- If you are a smoker do not smoke inside, especially in bed. Always put the cigarette out in an ashtray and ensure that it is fully extinguished.
- Never leave phones or laptops plugged in to charge overnight.
- Hair straighteners can get extremely hot – always switch them off and leave them to cool on a heatproof surface.
- Candles, tea lights and incense burners should only be placed in stable, heat-resistant holders. Keep these items or any other type of naked flame well away from curtains, furniture and clothes.
- Don't overload electrical sockets.
- Close all doors at night (this helps to stop fire spreading quickly, allowing time to get out)
- Keep your hall, stairs and landing clear of possessions in case you need to exit quickly
- Keep door and window keys where everyone can find them.
- Ensure that you have at least one smoke detector and that you regularly check that it is working properly

You can find out more about fire safety at [london-fire.gov.uk/safety/the-home/](https://london-fire.gov.uk/safety/the-home/).

The Council has already supplied 250 smoke detectors to timber home properties. If you need smoke detectors for your home, we can provide and install these for free. Please contact us on [TimberFrameHomes@barnet.gov.uk](mailto:TimberFrameHomes@barnet.gov.uk) or 0208 359 5348.

Yours sincerely

The Timber Frame Homes Team