



Council of the
ISLES OF SCILLY



Council of the Isles of Scilly, Town Hall,
St Mary's, Isles of Scilly, TR21 OHW

To report a health and safety issue in your communal
area please use the contact methods below.

Email: Housing@scilly.gov.uk

Phone: 01720 424440

Enquiries: 0300 1234 105 (Option 3)

You can find this leaflet on our website
www.scilly.gov.uk/community-safety/housing/social-housing

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Keeping Communal Areas Clean and Safe

This booklet has been produced by
the Council of the Isles of Scilly Housing Team



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This booklet will provide you with all the important information needed to keep your communal areas clean and free of health and safety hazards.



Additional safety advice - what you can do

Entrance doors

Entrance doors are a key part of the building's fire protection system. Any alterations or replacements to these doors require prior written consent from us.

Please DO NOT tamper with or remove any door closers provided, and DO NOT prop doors open at any time.

Smoking

Smoking in communal areas is prohibited by law.

Additionally, we enforce a strict **NO SMOKING** policy in all communal areas and inside properties, including the use of e-cigarettes. This policy must be followed at all times.

Waste Items

Dumping waste items in communal areas is a breach of your tenancy or lease agreement. If rubbish is identified as being left by you or your visitors, you will be charged for its removal.

Reporting

You can report items left in the communal areas to the Housing team by emailing housing@scilly.gov.uk, or by phoning 01720 424440.

Why are we taking action now?

Recent changes to fire safety legislation have introduced additional responsibilities for us as your landlord. These measures are designed to reduce risks to you and ensure we comply with our legal obligations.

In the event of a fire, it is vital that communal areas remain clear to allow safe evacuation and enable the fire service to carry out their work effectively. Items left in communal areas can pose serious risks, such as:

- Fueling a fire.
- Releasing toxic smoke that could harm you.
- Creating trip hazards that may impede a safe escape.

Under the Regulatory Reform (Fire Safety) Order 2005, we are required to:

- Conduct risk assessments, including reviewing escape routes such as communal areas.
- Ensure that the structure of our buildings and their communal areas comply with fire safety regulations.
- Collaborate closely with the fire service and local environmental health departments to minimize risks for residents in apartment blocks.

Fire prevention tips:

- Test your fire alarm regularly, ideally once a month.
- Always keep a close eye on your cooking – especially if you use a chip pan.
- Keep all appliances and combustible materials (e.g. tea towels and kitchen roll) away from the cooker.
- Never leave burning candles unattended and make sure they are in a suitable holder.
- Do not ever smoke in your property.
- Do not overload electrical extension leads/adapters.

As your landlord, your safety is our priority. We are committed to ensuring the areas where you live remain secure, and we rely on your cooperation to achieve this.

This booklet contains essential information about safety in the communal areas of your home or building, along with guidance on how you can contribute to keeping your home safe.

What are communal areas?

Communal areas are spaces that everyone can access including:

- Entrance lobbies
- Landings
- Corridors
- Stairwells
- Gardens
- Meter cupboards
- Solar panel cupboards
- Laundry rooms
- Open walkways
- Mail rooms

Why do communal areas need to be kept clear?

We are legally required to ensure that the building and communal areas comply with fire safety standards. To support this, it is crucial that communal areas remain tidy and free from hazards, as clutter or inappropriate items could:

- Obstruct people trying to escape .
- Hinder the fire services.
- Release toxic smoke and gases if ignited.
- Explode under high temperature.
- Accelerate the spread of fire.

Using the communal areas - What you need to do

A key part of our responsibility is to address potential issues before they pose a risk. To help us ensure the safety of you and other residents, please adhere to the following guidelines for communal areas:

- Do not store personal belongings.
- Do not leave unwanted items behind.
- Avoid displaying decorative items such as pictures or plant pots.



These measures have been designed in collaboration with our specialist fire risk assessors to help reduce risks to residents in the event of a fire.

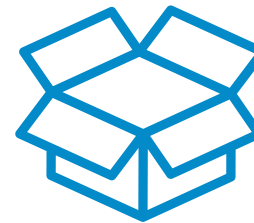
What is not permitted in communal areas?

This includes, but is not limited to:

- Pushchairs
- Bicycles/motorbikes/mopeds
- Electric bikes/ mobility scooters
- Door mats
- Children's toys
- Artificial/live plants
- Decorative furniture e.g. bookcases/tables
- Use of electrical outlets
- Electrical equipment
- Pet supplies
- Flammable liquids
- Any other decorative items
- Washing lines/racks
- Items of furniture and goods waiting for disposal
- Shoes, and outdoor wear

Communal areas, including the space immediately outside your front door, are shared spaces and do not belong to any individual resident.

Residents are not allowed to use communal areas for storing or disposing of belongings, rubbish, or personal items. These areas must remain clear and unobstructed at all times.



What will happen to items left in the communal area?

A member of the Housing Team will conduct regular inspections of the communal areas to ensure no personal items are being stored there. If any items are found, a notice will be placed on them, requesting their removal by a specified date.

If the items are not removed by the deadline indicated on the removal notice, we will remove them.

Unclaimed items will be disposed of after 90 days.

