Dear Sir/Madam

A recent visit by a fire officer to:

Name:

Address:

Telephone number:

has identified that they may be at increased risk of a fire occurring and/or insert name may be unable to respond to a fire.

To help keep them safe the XXX Fire and Rescue Service would like to;

* make you aware of the risks that our officer noted
* offer you some immediate advice on actions that can be taken by the resident, their family, carers or others.

We have indicated the risks we identified during our visit on the attached form.

The housing provider, care provider or the Local Authority may already know about these risks and be supporting the resident to reduce them but we want to be certain that this is happening.

The best way for us to do this is to organise a free **Home Fire Safety Visit** by our local Fire Station or Area Team and they can work with all agencies to make sure that the resident is getting the right advice and support. They will contact the resident shortly to arrange this visit, and yourselves to ensure that you are informed and able to contribute to any decisions made about the resident’s safety.

If you have any questions about this letter or are uncertain about what will happen next please do not hesitate to contact the person named below who will be happy to assist you.

Yours faithfully,

**Officer:**

**Tel:**

**Group email:**

Copies of this letter should be sent to:

[ ]  Housing representative (Warden/Manager), Responsible Person (Housing Provider)

[ ]  XXX Fire and Rescue Service ; Local Area Team – mailbox addresses below: (Local Area Team will action the HFSV and forward to SM)

[ ]  XX Fire and Rescue; social.issues mailbox

[ ]  Care Provider (if applicable)

[ ]  Care Quality Commission (if Registered Care premises)