



You and your safety

A basic guide to being safe

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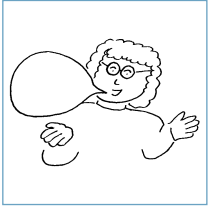
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What is this book about?

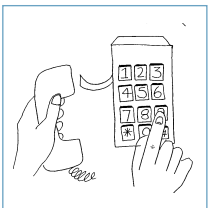
This book is a basic guide to help you feel safer when you are at home or out on the streets.




What if I want to talk about my safety?

If you would like to talk about your safety, please talk to your support worker:

Insert photo	name <input type="text"/>
	telephone number <input type="text"/>




Emergency telephone numbers

 **999** for: Fire
Police
Ambulance

Tell the emergency service:

- what the emergency is
- where the emergency is
- where you are phoning from
- the telephone number of the phone you are using

 **0800 111 999** if you think you can smell gas



Telephone numbers of your local services

Electricity	<input type="text"/>
Gas	<input type="text"/>
Water	<input type="text"/>
Social services	<input type="text"/>
Landlord	<input type="text"/>

Keeping safe at home

Many accidents take place in the home. There are things you can do to make your home a safer place to live.



Keeping safe when you use electricity

A few simple things you can do to stop you getting an electric shock:

- do not put too many plugs in a socket
- switch the plug off at the socket before you take out the plug
- do not pull a plug out by pulling on the cord
- do not touch a plug with wet hands
- do not use things in the bathroom that you have to plug in, like an electric fire
- if something that uses electricity does not work, get it fixed or buy a new one

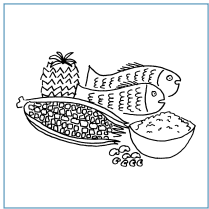


In the kitchen

Here are some things you can do to stay safe in the kitchen:

- leave a clear space near the sink and cooker so that you can put hot pans down safely
- make sure electric cords on things like the kettle and toaster are kept away from cooker rings

- put things you use every day within easy reach
- If you need to, use a timer to remind you that you have left something cooking
- turn pan handles inwards, away from the front of the cooker
- do not go out of the kitchen and leave a pan with the heat on
- if you spill something on the floor clean it up straight away, so you don't slip on it later



Food in the kitchen

A few simple things you can do so you don't get food poisoning:

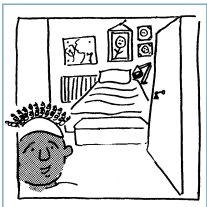
- when you buy food check the 'use by' date
- don't buy any food that is out of date
- take frozen or chilled foods home as soon as possible
- keep your fridge at the right temperature (below 5 c)
- check your fridge every week for food that is out-of-date
- put raw food on the lower shelves of the fridge, and keep raw food covered
- de-frost frozen food thoroughly and don't freeze food more than once
- reheat food thoroughly, and do not reheat more than once
- always wash your hands well before touching food
- Keep worktops and utensils clean



In the bathroom

Here are some things you can do to stay safe in the bathroom:

- run the cold water before the hot water, or run the hot and cold taps together, so you don't burn yourself
- check the water before you get into the bath to make sure it is not too hot
- put a non-slip mat in the bath to stop you slipping over
- it is best to leave the bathroom door unlocked in case there is an emergency
- do not use things in the bathroom that you have to plug in, like an electric fire

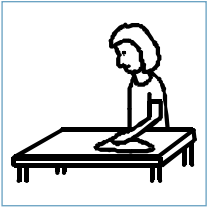


In the bedroom

Here are some things you can do to stay safe in the bedroom:

- keep electric fires and heaters well away from bedclothes, furniture and curtains
- it is best not to use an electric blanket. If you do, check electric blankets for danger signs like worn fabric, worn wire and scorch marks
- switch off electric fires, heaters and electric blankets before you get into bed
- watch out for clothes or sheets on the floor - it is easy to trip up when you first get out of bed

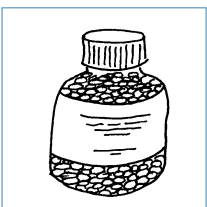
- make sure that you can switch on the bedside lamp easily if you wake up in the night



Household jobs

Here are some things you can do to make household jobs safer:

- ask for help if there is something you find difficult
- think carefully about safety in any job where you need to use a ladder, electric tools or an electric lawn mower
- always read and follow the instructions carefully when you use electric tools and electric mowers
- use a trip switch (residual current device, RCD) when using electric tools and electric mowers
- be careful when you use chemicals, like bleach and weedkillers. Always keep them in a safe place



Taking medicine

Here are some things you can do to keep safe with medicine:

- ask your pharmacist for advice before you buy any medicine over the counter
- make sure you understand the instructions on the label. If you are not sure of anything, ask your pharmacist to explain
- keep your medicine in the packets or bottles they came in
- make sure you take the right amount of medicine at the right time

- if you have any medicine that you don't need any more, take it back to your pharmacist
- do not give your medicine to anyone else - this can be very dangerous
- do not leave medicines lying around. Keep your medicines safe

Keeping safe from fire at home



Using chip pans and deep fat fryers

- It is best not to use a chip pan or deep fat fryer at all - they can be very dangerous

If you do use a chip pan or deep fat fryer then:

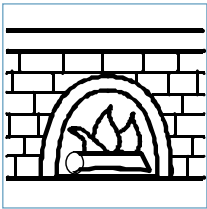
- dry the food before you put it in the pan
- do not fill the pan more than one-third full of fat or oil
- do not go out of the kitchen and leave the chip pan with the heat on
- do not put the food in the pan if you see any smoke
- if you see any smoke, turn off the heat and leave the oil to cool, so it doesn't catch fire
- when the food is cooked turn off the heat
- leave the oil to cool, otherwise it could catch fire



If the pan catches fire:

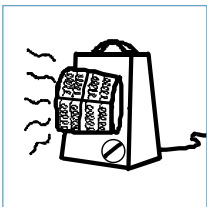
- do not move it
- do not throw water onto the fire

- turn off the heat if it is safe to do so, but do not lean over the pan to reach the cooker controls
- Cover the pan with a damp cloth or damp tea towel and leave it to cool for at least 30 minutes
- If you are not sure about how to try and put out a chip pan fire yourself don't try to do anything
- Leave the room, close the door and call the fire brigade



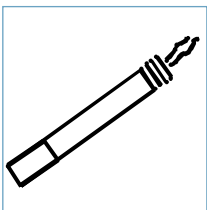
Open fires

- open fires should always have a fireguard round them
- never put clothes or newspapers on the fireguard
- before doing any cleaning near an open fire, make sure the fire is cold



Portable heaters

- never put a portable heater near clothes or furniture



If you smoke

- do not go out of the room and leave a lit cigarette or pipe behind - it might fall onto an armchair or carpet and catch fire
- do not smoke in a chair if you think you may drop off to sleep



At bedtime

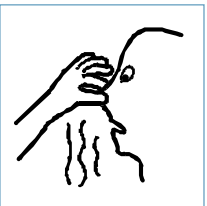
Here are a few simple things you should do every night:

- switch off and unplug the television
- switch off portable heaters
- make sure no cigarettes or pipes are still burning
- make sure the contents of ashtrays are cold before you empty them
- close the doors of all rooms
- do not smoke in bed



Get a smoke alarm

- make sure you have a smoke alarm
- check it regularly to make sure it is working



If you can smell gas

If you think you can smell gas:

- do not turn electric switches on or off
- do not smoke
- do not use matches
- turn off the main gas at the meter

- open doors and windows to get rid of the gas
- telephone the emergency gas number ☎ 0800 111 999



Planning how you will get out if there is a fire

If there is a fire in your home you will need to get out. You should:

- know how you will get out if there is a fire
- make sure that there is nothing in the way
- if you will need help, make sure you have some way of getting help by your bed, like a buzzer or a telephone



What to do if a fire starts

- if you can, close the door of the room where the fire is. Close all doors behind you as you leave.
- before you open a closed door, use the back of your hand to touch it. Don't open it if it feels warm, the fire will be on the other side!
- get out as quickly as you can. Don't stop to pick anything up
- telephone the fire brigade on 999 when you are out of the house
- do not go back into the house until a fire officer has told you it is safe



If you can't get out

- try to stay calm
- if you can't go through a door because of flames or smoke, close the door
- Put towels or sheets at the bottom of the door, to stop the smoke coming into the room
- try to make your way to the window
- if the room is smoky, crawl along the floor where it's easier to breathe
- open the window and shout to get help
- wait for the fire brigade
- if you are in real danger from the fire and your room is not too high from the ground, drop some cushions or bedding to the ground which you can fall on
- if you can, get out feet first. Hold on to the window ledge and lower yourself as far as you can before dropping

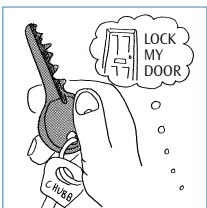
Keeping safe from crime at home

Everyone has the right to be safe and feel safe in their home. There are some things you can do to help you feel safe.



Keeping thieves out

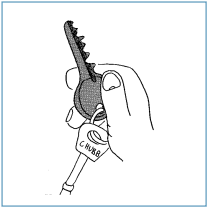
- put a door chain and spy hole viewer on your front door. Make sure you use them
- put good quality locks on all your doors that lead to the outside
- put locks on your windows, especially on the ground floor (remember to think about how you would get out if there was a fire)
- close the curtains when it gets dark
- keep your shed and garage locked



When you go out

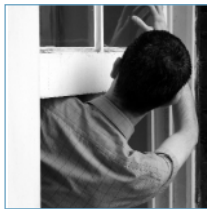
- lock all your doors when you go out
- close all your windows. Don't even leave a window open a few inches for the cat to get in and out
- close the curtains and leave a light on in a room (but not the hall) when you are out for the evening
- fix up outside lights to light up dark areas around your house at night

- don't leave the curtains drawn during the daytime or leave a note saying "back soon"



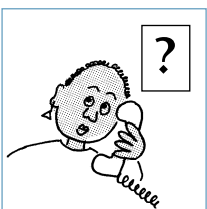
Keep your keys safe

- do not put your door key under the doormat, in a flower pot or on a piece of string through the letter-box
- do not give your keys to workmen or other people, unless you can really trust them



If someone breaks into your home

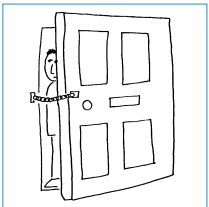
- if you see signs that someone has broken into your home, like a smashed window or an open door, don't go in. Telephone the police
- if you hear someone in your house who should not be there, you must decide the best thing to do:
 - you may want to be quiet so the intruder doesn't know you are there, and wait for them to leave
 - you may want to switch on the lights and make a lot of noise by moving about. Even if you're on your own, call out loudly to make believe a friend is with you
- telephone the police as soon as it's safe for you to do so



Strangers on the telephone

- simply say hello when you answer the phone
- don't give your number when you answer the phone
- do not tell a stranger anything about yourself

- never say you are alone in the house
- if you receive an abusive or threatening phone call, say nothing and put the phone down
- if you keep getting abusive or threatening calls, tell the police



Strangers at the door

- before you open the door, think:
 - am I expecting anyone?
 - do they have an appointment? Official visitors will always book an appointment first
- put the door chain on before you open the door or look through the window to see who it is
- ask the person for proof of who they are. Check it carefully but leave the door chain on
- telephone the office the person says they are from (like British Gas) to check they are who they say they are. Always look up the telephone number in the telephone book and dial this number – don't use a number the person gives you
- **if in doubt keep them out**



If you live with other people

If you live with other people who you don't know very well or you can't really trust:

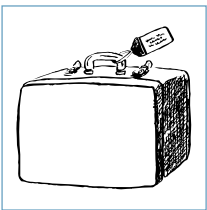
- keep your room locked when you go out

- do not leave your keys lying around
- do not leave cash or other valuable things lying around



Your money

- do not keep a large amount of money at home and do not carry a lot of money on you
- put it in a safe place like a bank or post office



If you are going away on holiday

- get a good friend or a good neighbour to look after your home when you are on holiday
- cancel your milk and newspapers
- use time switches to turn on the lights and radio when you're out. This will make it look like someone is living in your house
- don't leave curtains closed – if curtains are closed in the day they are a give-away that no-one is there



Mark your things with your postcode

Thieves like things like TV's, videos, hi-fi's, home computers and cameras. You should:

- mark things like this with your postcode and the number of your house. You can get a special pen to do this
- keep a list of your valuable things, with a description or photograph



Neighbourhood Watch

People who live in the same area sometimes get together to help stop crime and make their neighbourhood a safer place. This is called Neighbourhood Watch.

- see if there is a Neighbourhood Watch in your area that you can join

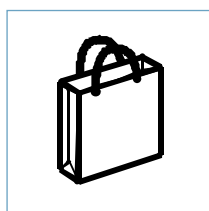
Keeping safe on the street

Everyone has the right to be safe and feel safe on the street. There are some things you can do to help you feel safe.



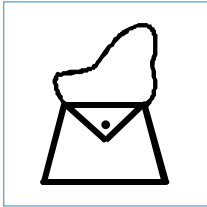
Personal safety

- be aware of what is happening around you
- walk on the footpath
- use well lit areas and keep to busy streets
- do not use alleyways with no lights or other lonely spots, especially at night
- do not take a lift from a stranger
- if you think you are being followed, head for a busy public place
- carry a mobile phone to call someone if you need to
- carry a personal alarm if it makes you feel safer
- if anyone tries to grab your bag, money or mobile phone let it go – your safety is more important than your belongings



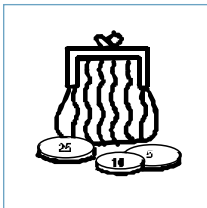
Shopping

- do not let your shopping bags out of your sight
- keep hold of your shopping when you are waiting for public transport or travelling on public transport



Handbags

- do not let your bag out of your sight
- carry as little as possible in your handbag
- make sure zips and other fastenings are closed
- carry your house keys apart from your handbag



Wallets and Purses

- do not carry large amounts of cash
- carry your wallet or purse in an inside pocket or in a fastened bag
- if your bank or credit cards are lost or stolen, telephone the bank or card company as soon as you can



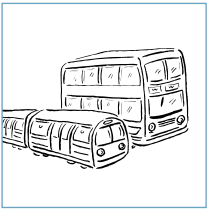
Cashpoints

- do not use a cashpoint late at night or in an empty street
- do not hang around the cashpoint after you have taken out your money – be as quick as you can
- do not count your money on the street – put it away quickly
- do not write your personal identification number down
- do not tell anyone else what your personal identification number is



Mobile phones

- be very careful when you use your mobile phone on the street
- keep your phone out of sight when you are not using it
- do not let your phone out of your sight
- mark your phone with your postcode. You can get a special pen to do this
- your phone has a special number, called a serial or IMEI number. You can find out what this is by keying in **#06#* or by looking behind the battery. Write this number down and keep it in a safe place
- if your mobile phone is stolen, tell your phone company as soon as possible



On public transport

- be careful at bus stops at night and where there is no one else around
- sit near the bus driver if the bus is empty or there are only a few people on the bus
- do not sit in empty train compartments or compartments with only 1 person in
- if someone pesters or bothers you, tell the driver or guard



If someone threatens or attacks you

- if you are threatened or attacked, scream and shout for help as loud as you can
- if you have a personal alarm, use it
- call the police straightaway
- try to remember what the attacker looked like

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Learning Disability Helpline 0808 808 1111

Illustrations provided by Change and Sue Hellard