

Helping to Improve the Fire Safety of your Clients

Guidance and Advice 2010





About Firebrake Wales

Firebrake Wales is a registered charity whose mission is...

“**to reduce the incidence of deaths and injuries in fires by raising awareness of risks, providing safety information, promoting fire safety research and encouraging collaboration between the public, private and voluntary sectors to make Wales a safer place.**”

Our activities are based on:

- **Evidence based practice** – using research to target those most at risk of fire, hardest to reach with conventional fire safety messages and those hardest to influence in order to encourage safer attitudes and behaviours
- **Partnership approach** – establishing and developing partnerships with organisations already engaging with ‘at risk’ and/or ‘hard to reach’ groups

For further information on the work of the charity, visit www.firebrake.org

About this Leaflet

This leaflet is specifically designed for workers and support staff that engage with and visit the homes of vulnerable clients who have been identified, through research, as being more vulnerable to a fire in their home.

The leaflet is not just about smoke alarms – they will only alert your client to the presence of a fire – it also aims to provide guidance on how to spot potential risks and what you might be able to do to support your client in using or adopting safer behaviour.

The Four C's – You know your client

Most fire safety advice is universal but some of the things that may make your client more vulnerable might also place them at higher risk of having a fire in the home or less able to leave their home quickly in the event of a fire.

The following 'Four C's' are some things to think about before you go into your client's home.

Capacity	Do they have difficulty understanding or retaining information or guidance?
Capability	Are there any factors that might affect their ability to prevent a fire starting or reacting promptly if a fire should happen in their home e.g. mobility problems, effects of alcohol or prescribed medication?
Condition	Do they have any health conditions that might directly increase their risk of fire e.g. age-related conditions, learning disabilities, sight/hearing problems?
Circumstance	Where do they live? What condition is their housing in? Do they have other support or do they live alone e.g. family, friends, other support agencies?

By thinking about these things and discussing them with your client where possible, together you can start to apply the general fire safety advice to their circumstances.

Smoke Alarms

A smoke alarm will alert your client if a fire breaks out in their home **but only if it is working.**

Does your client have smoke alarms in their home?

- ✓ There should be one on each floor of their home, ideally placed on the ceiling in a hallway
- ✓ They should not be covered
- ✓ Batteries should not be taken out of the alarm
- ✓ They should not be situated in or near the kitchen
- ✓ They should be tested once a week - most alarms will have a 'test' button which will need to be pressed

Is your client able to **safely check their smoke alarms themselves?** If not, could you, or a family member/neighbour/friend do this for them?

If your client does not have smoke alarms (or if they are not working/appear in poor condition), they can have them fitted as part of the free Home Fire Safety Check offered by the Fire Service. The alarms they provide are fitted with 10 year batteries, which cannot be removed. If your client has **hearing or sight problems**, the Fire Service may be able to provide alarms for the hard of hearing which consist of a vibrating pad and a flashing light to alert – check with your local Fire Service representative.

Details on how to request a free Home Fire Safety Check are given at the end of this leaflet.



Escape Plan

Does your client have an escape plan?

- ✓ Everyone in the household needs to be aware of it and practice it. The Fire Service can help your client to plan an escape route as part of the Home Fire Safety Check
- ✓ The best escape route is usually the normal way in and out of the home so exits should be kept clear
- ✓ Everyone in the home should know where door and window keys are kept
- ✓ If your client has mobility problems they need to keep mobility aids close by
- ✓ Keeping a telephone next to their bed could also be of use in an emergency

Night time Routine

Does your client have a night time routine? Advice suggests it can be beneficial to follow these tips before going to bed:

- ✓ Switch off and unplug electrical appliances unless they are designed to be left on – like the fridge
- ✓ Smoking materials and candles should be put out properly
- ✓ Exits should be kept clear
- ✓ Inside doors should be closed at night. If a fire starts this would help to stop it spreading
- ✓ Window and door keys should be easily accessible where everyone can find them
- ✓ Heaters should be turned off. If your client uses a real fire they should make sure the fireguard is in place. Materials used in the fire could still be hot and cause a fire

Smoking

Does your client smoke in their home? While no one likes to be told they shouldn't smoke or they shouldn't smoke in their own home, the fact remains that fires caused by smoking materials account for a significant number of fire fatalities in the home.

As a support worker you may see the following danger signs:

- ! Full/overflowing ashtrays
- ! Burn marks on carpets, furniture, clothing or bedding could indicate careless use and smoking materials not being put out properly. If left alight, smoking materials could easily cause a fire to start
- ! Your client using a bin or wastepaper basket instead of an ashtray
- ! Your client smokes in bed
- ! Your client is an oxygen user - they should **never** smoke whilst using oxygen

However, there are things that your client can do to make themselves safer:

- ✓ They could smoke outside or limit smoking to one room in the house
- ✓ Remember to put out smoking materials properly and not to leave them lying around
- ✓ Wait for used smoking materials to become cool before putting them in the bin or pour water into the ashtray
- ✓ Smoking in bed can be extremely dangerous and could easily start a fire if they fall asleep. Similarly they need to take extra care if smoking when tired, taking prescription drugs or drinking alcohol
- ✓ They could use a proper ashtray which won't tip over and is made of a material that won't burn

Kitchen Safety

Evidence, over several years, shows that cooking appliances are the single largest source of ignition in accidental house fires. You might see the following danger signs when visiting your client:

- ! Scorch marks on pots or pans could indicate your client may be leaving cooking unattended
- ! Tea towels/cloths or other materials on or around the cooker – these could catch on fire
- ! Your client uses a chip pan – cooking with hot oil can be dangerous
- ! Evidence of a previous fire in their kitchen
- ! Excessively greasy or dirty grill pan and hobs – remnants could easily catch on fire

Again there are things your client can be encouraged to do to make themselves and their home safer:

- ✓ If your client has young children encourage them to avoid leaving them alone in the kitchen when cooking on the hob and to keep saucepan handles out of their reach
- ✓ Suggest they take pans off the heat if they need to leave the room or suggest using a timer or other 'reminder' (e.g. carrying a tea towel out of the kitchen with them) to prompt them to go back into the kitchen
- ✓ Encourage your client to keep anything that can easily catch fire away from the stove – including dangling sleeves and other clothing
- ✓ Suggest they use a spark device rather than matches or a lighter to light a gas cooker

Open Flames & Heating

Open flames and heating equipment can pose particular risks. There are some things that your client can be encouraged to do in order to minimise their risk:

- ✓ Use proper candle holders which will ensure candles are secure
- ✓ Suggest using a snuffer or spoon to put out candles
- ✓ Recommend candles and portable heaters should be placed on a stable, heat resistant surface
- ✓ Encourage your client to put candles out when they leave the room and at night
- ✓ You could recommend your client always uses a fire guard when using their fire
- ✓ If your client has a chimney you could remind them to ensure it is swept every year to avoid blockages before lighting
- ✓ An open fire should not be used for rubbish disposal
- ✓ You could remind your client that clothes, furnishings and other combustible materials (e.g. hairspray, matches) should not be kept near any heat source



Electrical Safety

There are some things you could look out for in your client's home which could pose a fire hazard:

- ! Your client is using more than one plug per socket
- ! Electrical leads, plugs and appliances close to water
- ! Appliances, including electric blankets, in generally poor condition/ working order e.g. frayed wiring, scorch marks on plugs

There are things you can discuss with your client to make themselves and their home safer:

- ✓ Suggest they use a fused adaptor if they need to attach more than one plug per socket
- ✓ If plugs and wiring appear faulty or in poor condition you could suggest your client contacts a qualified electrician
- ✓ Encourage your client to switch off and unplug appliances when not in use, unless they are designed to be left on – like a fridge
- ✓ If your client uses an electric blanket they should **never** use a hot water bottle as well
- ✓ Your client should store electric blankets either flat or rolled-up to prevent damage to internal wiring

! Your client should never tackle a fire themselves. In such a situation they should get out, stay out and call the Fire Service

What you can do next...

If you notice any of the above signs of danger around your client's home there are a few things you could do to support them in minimising their risk:

- Discuss this leaflet with your client to help them decide how it applies to them
- Firebrake has also produced a **Fire Safety Checklist** to leave with your client which reminds them of some basic home fire safety tips to help them to reduce the risk of fire at home. This is available to download from our website. Alternatively, give us a call on **01633 654000**
- You could refer your client for a **Home Fire Safety Check**. Remember, your client can have a Home Fire Safety Check even if they already have smoke alarms and are following the advice in this leaflet. You could reassure your client that:
 - This is a completely **free service**
 - Representatives from the fire service will **carry identification** at all times and will not try to sell your client anything

You can refer your client via our on-line **Agency Referral Form** at firebrake.org. The simple form will only take a few minutes to complete and will give the Fire Service additional information on the circumstances of your client which will help them to prepare for the check.

In order to pass your client's details on to Firebrake and the Fire Services you will need to gain their consent. To help with this we have produced a two-part consent form. The form also enables you to note the referral details – you may wish to keep this for your own records.

Copies of the form were provided with this leaflet. However they are also available to download from firebrake.org or you can call us on **01633 654000** and we can provide additional copies.

Our Mission

“**To reduce the incidence of deaths and injuries in fires by raising awareness of risks, providing safety information, promoting fire safety research and encouraging collaboration between the public, private and voluntary sectors to make Wales a safer place**”

Firebrake Wales is supported by grants from the three Fire & Rescue Services of Wales, Welsh Assembly Government and charitable donations.

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Ein Cenhadaeth: “**Lleihau nifer y marwolaeth a'r anafiadau oherydd tanau, trwy godi ymwybyddiaeth am y peryglon, darparu gwybodaeth am ddiogelwch, hyrwyddo ymchwil i ddiogelwch tân, ac annog cydwethredau rhwng y sectorau cyhoeddus, preifat a gwirfoddol er mwyn gwneud Cymru yn wlad fwy diogel**”

Cefnogrir Atal Tan Cymru gan grantiau gan y tri Gwasanaeth Tân ac Achub yng Nghymru, Llywodraeth y Cynulliad a rhoddion elusennol

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Ynglŷn ag Atal Tân

Elusen gofrestredig yw Atal Tân Cymru, a'i chenhadaeth yw...

“**gostwng nifer y marwolaethau a'r anafiadau oherwydd tân trwy godi ymwybyddiaeth am y peryglon, hyrwyddo ymchwil i ddiogelwch tân ac annog cydweithredu rhwng y sectorau cyhoeddus, preifat a gwirfoddol, a hynny er mwyn gwneud Cymru'n wlad fwy diogel.**”

Mae ein gweithgareddau wedi eu seilio ar:

- **Ymarfer yn seiliedig ar dystiolaeth** – defnyddio ymchwil i dargedu'r rhai sydd fwyaf mewn perygl o dân, y rhai sydd fwyaf anodd eu cyrraedd gyda'r negeseuon diogelwch tân arferol, a'r rhai y mae'n fwyaf anodd dylanwadu arnynt, a hynny er mwyn annog agweddau ac ymddygiad mwy diogel
- **Dull partneriaethol** – sefydlu a datblygu partneriaethau gyda sefydliadau sydd eisoes mewn cysylltiad â grwpiau sydd 'mewn perygl' a/neu'n 'anodd eu cyrraedd'

Am ragor o wybodaeth am waith yr elusen, ewch i www.ataltan.org

Ynglŷn â'r Daflen hon

Mae'r daflen hon wedi cael ei chynllunio ar gyfer gweithwyr a staff cefnogol sy'n ymweld â chartref cleientiaid sydd wedi cael eu hadnabod, trwy ymchwil, yn rhai sy'n fwy agored i dân yn eu cartref.

Nid dim ond larymau mwg sydd dan sylw yn y daflen hon – dim ond rhoi gwybod i'ch cleient fod yna dân y mae'r rheini – y nod hefyd yw rhoi arweiniad ar ffyrdd i adnabod peryglon posib, a'r hyn y gallech chi ei wneud i gefnogi eich cleient i ymddwyn yn fwy diogel.

Y Pedair A – Chi sy'n adnabod eich cleient

Mae'r rhan fwyaf o gynghorion am ddiogelwch tân yn gyffredin i bawb, ond efallai bod eich cleient yn fwy agored i gael tân yn y cartref, neu ei bod yn fwy anodd iddynt adael eu cartref yn gyflym, oherwydd y rhesymau sy'n eu gwneud yn agored i beryglon yn gyffredinol.

Mae'r 'Pedair A' yn cynrychioli rhai pethau i feddwl amdanynt cyn mynd i gartref eich cleient.

Anodd	Ydyn nhw'n ei chael hi'n anodd deall neu gofio gwybodaeth neu gynghorion?
Anallu	Oes yna ffactorau sy'n achosi iddynt fethu osgoi tân rhag cychwyn neu ymateb yn sydyn petai yna un yn digwydd e.e. trafferthion symudedd, effeithiau alcohol neu feddyginiaeth?
Anabledd	Ble maen nhw'n byw? Beth ydi cyflwr eu cartref? Oes ganddynt unrhyw gefnogaeth arall, e.e. teulu, ffrindiau, asiantaethau cefnogol eraill? Neu ydyn nhw'n bwy ar eu pen eu hunain?
Amgylchiadau	Ble maen nhw'n byw? Beth ydi cyflwr eu cartref? Oes ganddynt unrhyw gefnogaeth arall, neu ydyn nhw'n byw ar eu pen eu hunain e.e. teulu, ffrindiau, asiantaethau cefnogol eraill?

Trwy feddwl am y pethau yma a'u trafod gyda'ch cleient, fe allwch chi, gyda'ch gilydd, addasu'r cynghorion diogelwch tân cyffredinol i'w hamgylchiadau nhw.

Larymau Mwg

Bydd larwm mwg yn rhoi gwybod i'ch cleient os bydd tân yn cychwyn yn eu cartref dim ond **os yw'n gweithio**.

Oes gan eich cleient larymau mwg yn eu cartref?

- ✓ Dylai un fod ar bob lefel yn eu cartref, gorau oll ar y nenfwd mewn cyntedd
- ✓ Ni ddylent fod wedi eu gorchuddio
- ✓ Ni ddylid tynnu'r batris allan o'r larwm
- ✓ Ni ddylent fod yn y gegin neu'n agos ati
- ✓ Dylid eu profi bob wythnos – mae botwm 'profi' i'w bwysu ar y rhan fwyaf o larymau

Ydi eich cleient yn gallu **profi eu larymau mwg mewn ffordd ddiogel** eu hunain? Os nad ydynt, a fuasech chi, neu aelod o'r teulu/cymydog/frind yn gallu gwneud hyn ar eu rhan?

Os nad oes gan eich cleient larymau mwg (neu os nad ydynt yn gweithio neu os ydynt i'w gweld mewn cyflwr gwael), gall y Gwasanaeth Tân osod rhai fel rhan o'r Archwiliad Diogelwch Tân yn y Cartref. Mae batris 10 mlynedd yn y larymau, ac ni ellir eu tynnu allan. Os oes trafferthion gyda'u **golwg neu eu clyw** gan eich cleient, efallai y byddai'r Gwasanaeth Tân yn gallu darparu larymau ar gyfer y rhai sy'n drwm eu clyw, gyda phad sy'n dirgrynnu a golau sy'n fflachio – holwch y cynrychiolydd o'r Gwasanaeth Tân.

Mae gwybodaeth am ffyrdd i drefnu i gael Archwiliad Diogelwch Tân yn y Cartref am ddim ar ddiwedd y daflen hon.



Cynllun Dianc

Oes gan eich cleient gynllun dianc?

- ✓ Mae angen i bawb yn y cartref fod yn ymwybodol ohono a'i ymarfer. Fel rhan o'r Archwiliad Diogelwch Tân yn y Cartref, gall y Gwasanaeth Tân helpu eich cleient i wneud cynllun dianc
- ✓ Fel arfer, y ffordd orau i ddianc yw trwy'r drws arferol i mewn ac allan o'r cartref, felly dylid gofalu nad oes dim yn rhwystro'r ffordd honno
- ✓ Dylai pawb yn y cartref wybod ble mae'r allweddi i'r drysau a'r ffenestri'n cael eu cadw
- ✓ Os oes gan eich cleient drafferthion symudedd, mae angen i'r cymhorthion symud fod gerllaw
- ✓ Trwy gael ffôn wrth ymyl y gwely, byddai ar gael mewn argyfwng

Y Drefn cyn Noswyllo

Oes gan eich cleient drefn arbennig cyn noswyllo? Fe allai fod yn beth da i ddilyn y cynghorion yma cyn mynd i'r gwely:

- ✓ Diffodd offer trydanol, a thynnu'r plygiau allan oni bai eu bod wedi eu cynllunio i aros ymlaen – e.e. oergell
- ✓ Dylid diffodd pethau ysmegu a chanhwyllau'n iawn
- ✓ Gofalu nad oes dim yn rhwystro'r ffyrdd dianc
- ✓ Dylai pob drws mewmol fod ar gau yn ystod y nos. Petai tân yn cychwyn, gellid ei atal rhag lledu
- ✓ Dylai allweddi'r drysau a'r ffenestri fod yn hawdd i bawb ddod o hyd iddynt
- ✓ Dylid diffodd gwresogyddion. Os oes gan eich cleient dân agored, dylid gosod giard o'i flaen. Gallai'r tanwydd fod yn dal yn boeth ac achosi tân

Ysmygu

Ydi eich cleient yn ysmegu yn eich cartref? Er nad oes neb yn hoff o glywed na ddylent ysmegu, neu na ddylent ysmegu yn eu cartref eu hunain, y ffaith yw mai tanau a achosir gan bethau ysmegu sy'n gyfrifol am nifer fawr o'r marwolaethau oherwydd tân yn y cartref.

Fel gweithiwr cefnogol, mae'n bosib y gwelwch yr arwyddion yma o berygl:

- ! Blychau llwch sy'n orlawn
- ! Gallai ôl llosgi ar y carpedi, dodrefn, dillad neu ddillad gwely olygu bod pobl yn ddiotal wrth ddefnyddio pethau ysmegu, a heb fod yn eu diffodd yn iawn. Pan fydd pethau ysmegu'n cael eu gadael ynghyn, gallent achosi tân
- ! Eich cleient yn defnyddio bin neu fased sbwriel yn hytrach na blwch llwch
- ! Eich cleient yn ysmegu yn y gwely
- ! Eich cleient yn defnyddio ocsigen – ni ddylen nhw **fyth** fod yn ysmegu wrth ddefnyddio'r ocsigen

Fodd bynnag, mae yna rai pethau y gallai eich cleient ei wneud i fod yn fwy diogel:

- ✓ Gallent fynd allan i ysmegu, neu ysmegu yn un ystafell yn unig
- ✓ Cofio diffodd pethau ysmegu'n iawn, a pheidio â'u gadael o gwmpas y lle
- ✓ Aros i bethau ysmegu oeri cyn eu rhoi yn y bin, neu roi dŵr ar y blwch llwch
- ✓ Mae ysmegu yn y gwely yn beryglus tu hwnt, ac fe allai achosi tân yn rhwydd petai eich cleient yn syrthio i gysgu
- ✓ Gallent ddefnyddio blwch llwch addas, na fydd yn troi drosodd, ac sydd wedi ei wneud o ddefnydd na wnaiff losgi

Diogelwch yn y Gegin

Mae tystiolaeth dros nifer o flynyddoedd yn dangos mai offer coginio yw'r un peth sy'n fwyaf tebygol o achosi tanau damweiniol yn y cartref. Efallai y gwelwch yr arwyddion hyn o berygl wrth ymweld â'ch cleient:

- ! Gallai ôl llosgi ar sosbenni olygu bod eich cleient yn gadael bwyd yn coginio heb gadw golwg arno
- ! Llieiniau sychu llestri neu ddefnyddiau eraill yn agos at y stof – gallent fynd ar dân
- ! Eich cleient yn defnyddio sosban saim – mae coginio gydag olew poeth yn gallu bod yn beryglus
- ! Tystiolaeth o dân wedi digwydd yn eu cegin o'r blaen
- ! Padell y gril neu'r hob yn seimllyd neu fudr iawn – gallai'r gweddillion fynd ar dân yn hawdd

Eto, mae rhai pethau y gellid annog eich cleient i'w gwneud fel eu bod nhw a'u cartref yn fwy diogel:

- ✓ Os oes gan eich cleient blant ifanc, dylid eu hannog i beidio â gadael plant ar eu pennau eu hunain yn y gegin pan fyddant yn coginio ar yr hob, ac i gadw handlenni sosbenni allan o'u cyrraedd
- ✓ Awgrymu eu bod yn tynnu sosbenni oddi ar y gwres os oes angen iddynt adael yr ystafell, neu awgrymu defnyddio amserydd neu rywbeth arall i'w hatgoffa (e.e. mynd â lliain sychu llestri gyda nhw os byddant yn mynd allan o'r gegin)
- ✓ Annog eich cleient i gadw unrhyw beth a allai fynd ar dân draw oddi wrth y stof – gan gynnwys llewys llac neu ddillad eraill
- ✓ Awgrymu eu bod yn defnyddio teclyn tanio yn hytrach na matsis neu daniwr sigarêts i roi stof nwy ymlaen

Fflamau Agored a Gwresogi

Mae fflamau agored ac offer gwresogi yn gallu achosi peryglon penodol. Dylid annog eich cleient i wneud rhai pethau i leihau'r perygl:

- ✓ Rhoi canhwyllau ar rywbeth addas fel eu bod yn aros yn eu lle
- ✓ Awgrymu defnyddio glaniadur (h.y. haearn canhwyllau) neu lwy i ddiffodd canhwyllau
- ✓ Argymhell bod canhwyllau a gwresogyddion symudol yn cael eu gosod ar wyneb solet sy'n gwrthsefyll gwres
- ✓ Annog eich cleient i ddiffodd canhwyllau pan fyddant yn gadael yr ystafell ac yn y nos
- ✓ Gellid awgrymu bod eich cleient yn rhoi giard o flaen tân agored
- ✓ Os oes simnai yng nghartref eich cleient, gellid eu hatgoffa i ofalu bod y simnai'n cael ei glanhau bob blwyddyn fel nad oes dim rhwystr ynddi
- ✓ Ni ddylid defnyddio tân agored i losgi sbwriel
- ✓ Gellid atgoffa eich cleient i beidio â rhoi dillad, dodrefn a deunyddiau eraill a allai fynd ar dân (e.e. chwistrell gwallt, matsis) yn agos at ffynhonnell gwres



Diogelwch gyda Thrydan

Dyma rai pethau y gallech edrych amdanynt yng nghartref eich cleient a allai achosi tân:

- ! Eich cleient yn defnyddio mwy nag un plwg ymhob soced
- ! Ceblau, plygiau ac offer trydanol yn agos at ddŵr
- ! Offer, gan gynnwys blancedi trydan, mewn cyflwr gwael/ddim yn gweithio'n iawn e.e. weiers wedi treulio, ôl rhuddo ar blygiau

Dyma rai pethau y gallech chi eu trafod gyda'ch cleient i'w gwneud nhw a'u cartref yn fwy diogel:

- ✓ Awgrymu eu bod yn defnyddio addasydd gyda ffiws ynddo os oes raid iddynt roi mwy nag un plwg mewn soced
- ✓ Os yw'r plygiau a'r weiers i'w gweld yn ddiffygiol neu mewn cyflwr gwael, gallech chi awgrymu bod eich cleient yn cysylltu â thrydanwr cymwys
- ✓ Annog eich cleient i ddiffodd offer a thynnu'r plwg allan pan nad ydynt yn eu defnyddio, oni bai eu bod wedi eu cynllunio i aros ymlaen – e.e. oergell
- ✓ Os yw eich cleient yn defnyddio blanced drydan, ni ddylent **fyth** ddefnyddio potel ddŵr poeth hefyd
- ✓ Dylai eich cleient roi'r blancedi trydan i gadw, naill ai heb eu plygu, neu wedi eu rhoio, fel nad ydi'r weirio mewnol yn cael ei ddifrodi

! Ni ddylai eich client fyth fynd i'r afael â thân eu hunain. Mewn sefyllfa o'r fath, dylent fynd allan, aros allan a galw'r Gwasanaeth Tân

Beth allwch ei wneud nesaf...

Os byddwch yn sylwi ar yr arwyddion uchod o berygl yng nghartref eich cleient, dyma rai pethau y gallech eu gwneud i'w cefnogi i leihau'r risg:

- Trafodwch y daflen hon gyda'ch cleient i'w helpu i benderfynu sut mae'n berthnasol iddyn nhw
- Hefyd mae Atal Tân wedi creu **Rhestr Wirio Diogelwch Tân** i'w gadael gyda'ch cleient i'w hatgoffa am y cynghorion sylfaenol i leihau'r perygl o dân yn y cartref. Gellir ei lawrlwytho oddi ar ein gwefan. Neu ffoniwch ni ar **01633 654000**
- Gallech atgyfeirio eich cleient i gael **Archwiliad Diogelwch Tân yn y Cartref**. Cofiwch, gall eich cleient gael Archwiliad Diogelwch Tân yn y Cartref hyd yn oed os oes ganddynt larymau mwg eisoes a'u bod yn dilyn y cynghorion yn y daflen hon. Gallech sicrhau eich cleient fod:
 - Y gwasanaeth hwn yn gyfan gwbl **am ddim**
 - Bydd gan gynrychiolwyr y gwasanaeth tân brawf adnabod bob amser, ac ni fyddant yn ceisio gwerthu dim i'ch cleient

Gallwch atgyfeirio eich cleient trwy ddefnyddio'r **Ffurflen Atgyfeirio Asiantaethau** ar ataltan.org. Dim ond ychydig funudau sydd eu hangen i'w llenwi, a bydd y Gwasanaeth Tân yn gallu cael gwybodaeth ychwanegol am amgylchiadau eich cleient er mwyn iddynt allu paratoi'r iawn cyn yr archwiliad.

Er mwyn trosglwyddo manylion eich cleient i Atal Tân a'r Gwasanaethau Tân, bydd angen ichi gael eu cydsyniad. I gynorthwyo yn hyn o beth, rydym wedi creu ffurflen cydsyniad mewn dwy ran. Mae'r ffurflen hefyd yn eich galluogi i nodi'r manylion atgyfeirio – efallai y byddwch am gadw'r rhain er cofnod i chi eich hun.

Cafodd copiâu o'r ffurflen eu darparu gyda'r daflen hon. Ond maent ar gael hefyd i'w lawrlwytho oddi ar ataltan.org neu gallwch ein ffonio ar **01633 654000** a gallwn ddarparu copiâu ychwanegol



Atal Tân Cymru

Elusen Diogelwch Tân Cymru

Cymorth i Wella Diogelwch Tân eich Cleientiaid

Arweiniad a Chyngor 2010

