



## Balcony Fire Safety - Checklist

### Introduction

Fires spreading via combustible materials on balconies can put the entire building and its occupants at risk, as the fire compartmentation was never designed to prevent fires from spreading externally between flats. This checklist should be used in conjunction with our Balcony Fire Safety guide.

Government guidance for Building owners includes ensuring you understand the materials used in the construction of balconies. This will enable you or your competent advisor to better understand the associated risk of external fire spread and take appropriate action to manage this risk. Removal and replacement of any combustible material used in balcony construction is the clearest way to prevent external fire spread from balconies. Protector recommend you consider all residential buildings of any height, not limit your investigations to 18metre + buildings.

The fire safety issues extend beyond the combustible elements of construction, the way occupiers use balconies for outdoor living and storage presents a significant risk.

### Instructions

The completion of this form is typically the responsibility of the caretaker or building/facility manager, though this responsibility may be delegated to an authorised employee. Where the response to a particular item is unsatisfactory an item number should be allocated in the box under the heading 'Action' and then detailed on the 'Corrective Action Report' section.

On completion, the form, together with details of the action taken, should be kept for reference. If the item cannot be rectified immediately the appropriate personnel should be consulted. Any unsolved items or queries presenting a significant risk should be referred to a Protector Risk Engineer.

*Not all sections of this checklist will be appropriate for all types of organisation so the form should be tailored to meet your specific needs.*

<b>Organisation</b>	
<b>Name of Auditor &amp; job title</b>	
<b>Date</b>	

		<b>Yes/No</b>	<b>Action</b>
<b>Management</b>			
<b>1</b>	Inspect & assess developments with balconies in a property portfolio to identify any combustible construction materials or additional hazards and implement appropriate safety controls		
<b>2</b>	Ensure you consider cladding, fire compartmentation between the balconies and other combustible elements of construction, as the use of balconies may risk fire spreading into and behind cladding systems.		
<b>3</b>	Develop plans to replace combustible elements of construction with non-combustible versions		
<b>4</b>	Extend your safety hazard-spotting procedures/checklists to include balconies		
<b>5</b>	Follow up and action identified issues		
<b>6</b>	Keep abreast of balcony fire safety best practice, and also news from local fire services		

<b>Fire Risk Assessments</b>			
<b>7</b>	Review & update existing Fire Risk Assessments (FRA's) to include fire risks from balconies		
<b>8</b>	Expand upon the scope of future FRA's to specifically review and include comments on balcony fire safety		
<b>9</b>	Engage with appropriate stakeholders, such as the fire brigade, to ensure that they are aware the additional dangers presented by the balconies.		
<b>10</b>	Review your emergency plans to ensure they remain up to date and incorporate any changes to the FRA		
<b>Communication with Occupiers</b>			
<b>11</b>	Provide a process for occupiers to highlight concerns		
<b>12</b>	Provide informative notices and timely educational campaigns to raise understanding and risk awareness among occupiers (incorporating case studies where possible).		

<b>13</b>	Review your campaigns regularly to ensure effective		
<b>Control Measures</b>			
<b>14</b>	Incorporate compliance with best practice standards into tenancy agreements		
<b>15</b>	Prohibit smoking (where enforceable)		
<b>16</b>	Prohibit use of barbecues (where enforceable)		
<b>17</b>	Prohibit use of patio heaters and fire pits (where enforceable)		
<b>18</b>	Prohibit use of decorative combustibles such as plastic astro-grass, ivy and bamboo (where enforceable)		
<b>19</b>	Prohibit/Minimise use of balconies for storage of items		

Corrective Action Report

<b>Department</b>	
<b>Name of Auditor</b>	
<b>Date</b>	

<b>Item</b>	<b>Hazard Identified</b>	<b>Action Required</b>	<b>Date Completed</b>

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