

# **FIRE SAFETY 2000**



**The Regulatory Reform (Fire Safety) Order 2005**

## **Fire Risk Assessment Annual Review**

### **FALCONS SCHOOL FOR BOYS**

2 Burnaby Gardens  
London  
W4 3DT

Keith Simmons G.I.FireE.  
20<sup>th</sup> April 2021

<b>Address of Property</b>	Falcons School For Boys (Preprep) 2 Burnaby Gardens, London, W4 3DT
<b>Responsible Person</b>	Liz McLaughlin – Head Teacher Richard Jones – Property Director
<b>Contact Telephone Number</b>	020 8747 8393
<b>Person Consulted</b>	Yann Kernies – Premises Manager 079122 41810
<b>Assessor</b>	Keith Simmons G.I.FireE. Fire Safety 2000
<b>Date of Updated Fire Risk Assessment</b>	25 <sup>th</sup> April 2018
<b>Dates of Previous FRA Reviews</b>	7 <sup>th</sup> December 2009 23 <sup>rd</sup> March 2011 6 <sup>th</sup> March 2012 28 <sup>th</sup> February 2013 11 <sup>th</sup> March 2014 11 <sup>th</sup> June 2015 25 <sup>th</sup> May 2016 16 <sup>th</sup> May 2017 2 <sup>nd</sup> April 2019
<b>Date of Fire Risk Assessment Review</b>	20 <sup>th</sup> April 2021
<b>Suggested Date for Review</b>	March 2022

<b>Section 1 - Record Keeping – Falcons Boys School, Burnaby Gardens</b>	
<b>Satisfactory / Unsatisfactory</b>	
<p><b>Fire Alarm System</b>            Tested in-house weekly.            Last recorded test: 16<sup>th</sup> April 2021.</p> <p>Serviced semi-annually by contractor.            Last recorded service: 30<sup>th</sup> October 2020</p>	<p>Satisfactory</p> <p>Satisfactory</p>
<p><b>Fire Detection System</b>            Serviced semi-annually by contractor.            Last recorded service: 30<sup>th</sup> October 2020</p>	<p>Satisfactory</p>
<p><b>Emergency Lighting System</b>            Tested in-house monthly.            Last recorded test: 16<sup>th</sup> April 2021</p> <p>Serviced annually by contractor.            Last recorded service: 120<sup>h</sup> July 2020</p>	<p>Satisfactory</p>
<p><b>Fire Extinguishers</b>            Serviced annually by contractor            Last recorded service 18<sup>th</sup> November 2020</p>	<p>Satisfactory</p>
<p><b>Maintenance of Escape Routes</b>            Fire Doors            Stairways , corridors &amp; lobby areas            Signage            Housekeeping            Record Keeping</p>	<p>Satisfactory</p> <p>Regular checks are carried out to include the following:</p> <ul style="list-style-type: none"> <li>• Exit doors are readily available for use.</li> <li>• Escape routes are free from obstruction and combustible materials.</li> <li>• Self closing fire doors close fully onto their frame.</li> <li>• Signage and fire notices are displayed and clearly visible.</li> <li>• Accurate records are kept of all tests and training and kept readily available for inspection.</li> </ul>

<p><b>Portable Appliance Testing (PAT)</b>  Tests carried out annually by contractor.  Last recorded tests: 18<sup>th</sup> December 2020</p>	<p>Satisfactory</p>
<p><b>Building Electrical Installation Test</b>  Generally 5 yearly by contractor   Last recorded Certificate: 31<sup>st</sup> May 2017</p>	<p>Satisfactory</p>
<p><b>Gas Installation Test</b>  Carried out annually by contractor   Last recorded Certificate: 31<sup>st</sup> March 2021</p>	<p>Satisfactory</p>
<p><b>Fire Evacuation Drill</b>  Carried out at least once per term   Last recorded drill: 5<sup>th</sup> February 2021</p>	<p>Satisfactory</p>
<p><b>Staff Training</b>  Fire Safety Training:</p>	<p>Arrangements to be made with Fire Safety 2000 to complete training in 2019. This can be carried out via Teams if required.</p>
<p>This assessment is limited to a visual accessible areas inspection and examination of known documentation.</p>	



**SECTION 2 - Fire Safety Deficiencies Requiring Attention –  
Falcons Boys School, Burnaby Gardens**

<b>Basement</b>	Satisfactory
<b>Ground Floor</b>	Satisfactory
<b>First Floor</b>	Satisfactory
<b>Second Floor</b>	<p>The second floor Library has recently suffered flooding damaged from the floor above. As the room is now undergoing renovations the alternative final fire exit door is not available. All members of staff should be made aware of changes made to emergency evacuation procedure and rehearsed on a regular basis.</p> <p>The fire exit should be reinstated as soon as possible'</p>
<b>Third Floor</b>	Satisfactory
<b>General Comments</b>	<p>1. In September the school will be accommodating approximately 32, two-year-old children on the ground floor. As children of this age may not be able to walk unaided it will be necessary to provide a safe fire evacuation plan. The evacuation procedure must be in writing and staff adequately trained for this purpose. The plan must also consider older children who should not be impeded by this new event.</p> <p>Can I ask that a copy of this evacuation procedure be forwarded to me for review prior to the children's occupation.</p>
<b>Health &amp; Safety – Slips, Trips &amp; Falls</b>	Satisfactory

This assessment is limited to a visual accessible areas inspection and examination of known documentation.

**Section 3: Accountability Signatures - Falcons Boys School**

I confirm I have completed a full visual inspection of the premises in the forming of this Fire Risk Assessment Review

Name	Signature	Date
<p>Keith Simmons G.I.FireE Fire Safety Consultant</p>  <p><small>CONTRACTORS HEALTH &amp; SAFETY ASSESSMENT SCHEME Accredited Contractor www.chas.gov.uk</small></p>		<p>6 October 2021</p>

I confirm as the Responsible Person acting on behalf of the owners of the building. I have signed to accept responsibility for the safe keeping of this legal document and will make all reasonable attempts to ensure outstanding significant findings are brought to the attention of the owners and rectified accordingly.

Name (please print)		Signature	Date
Position			

**FIRE SAFETY 2000**