



Sinclair House School

SINCLAIR HOUSE **Fire Prevention and Control Fire Marshals**

Introduction

The Proprietor of SHS is appointed as the Fire Safety Coordinator at our School. She is responsible for ensuring that all procedures, precautionary measures and safety standards are clearly understood and complied with. To assist the Proprietor, staff are trained in fire safety to all be able to act as Fire Marshals.

(In the holidays, the function will rest with the Headmistress when she is on site or in the absence of the Headmistress, the function will rest with the Site Manager. In the absence of the Site Manager, each individual club will have a Fire Warden to lead.)

Tasks

Fire marshals have the following tasks (in priority order):

1. To ensure that all occupants of a building evacuate the building in an orderly manner using the recognised evacuation routes.
2. To assist with the control of children, staff and visitors in the fire assembly area
3. If there has been a false alarm the Proprietor will decide when to silence all fire panels and re-enter the building.
4. To assist the fire safety co-ordinator (Principal) by reporting faulty fire fighting and fire detection equipment.
5. To make recommendations to improve fire safety.

The following personnel are appointed as Fire Marshals:

All full-time staff.

Full-time Prep Staff
Melissa Trott
Joanna Cunningham
Alice Weston-Lewis
Kathryn Loch
Natasha Dadds
Laura Hosking
Francesca Monti
Sarah Gilbard
Terri Bevan
Laura McLoughlin
Molly Heery
Francesca Paul
Simon Hutchinson
Lisa Dawson

Jo Maile Sasha Gibson Gary Bartlett

<i>Alice Powell & Julia Holloway (Monday – Thursday)</i>
--

Full-time Nursery staff

Hayley McCarthy Clare Watts Morag Macpherson
--