



	<b>SCCS Function</b> <b>Chiltern Edge School - Concerts and Rehearsals - Xmas 2014</b>	Checker initials																																																						
1	Venue Address Chiltern Edge School, Reades Lane, Sonning Common, Reading. RG4 9LN																																																							
2	Venue Tel No;- <b>0118 972 1500</b> Tel Location Secretary Office																																																							
3	Name/Description of Meeting Room(s) Main Hall, Dining area, part of Bishopswood Senior School, (Ursa Major) and Adult Education Centre (as changing rooms) and welfare facilities in those areas																																																							
4	Muster Point description and route from venue (Plan or sketch appended) <b>GRASSED AREA AT FRONT OF SCHOOL ADJACENT TO READES LANE.</b> Fire exit route as signed																																																							
5	Venue Rest / First Aid Room (if none state 'none') (Plan or sketch appended) refer to Caretaker/Assistant Caretaker for access																																																							
6	First Aid Kit location(s) First Aid room (access via School rep) and First Aiders Red Cross First Aid for Concerts																																																							
7	<table border="0"> <thead> <tr> <th><u>Managers</u></th> <th><u>Name</u></th> <th><u>Phone No</u></th> </tr> </thead> <tbody> <tr> <td>a) Venue Supervisor – Facilities Man'er CE School</td> <td>Simon Guest</td> <td>0118 9721500 07866 218923</td> </tr> <tr> <td>Venue Caretaker</td> <td>Health and Safety CE School Paul Hancock</td> <td>0118 9418268</td> </tr> <tr> <td></td> <td>- Incident Controller onsite Steve Prior</td> <td>07910 430490</td> </tr> <tr> <td></td> <td>- Incident Controller onsite John Agar</td> <td>07776 093641</td> </tr> <tr> <td>b) SCCS Chair – Incident Controller</td> <td>Clare Powell</td> <td>07931 902495</td> </tr> <tr> <td>c) SCCS H&amp;S Representative</td> <td>Richard Farmer</td> <td>07590 631791</td> </tr> <tr> <td>d) SCCS Section Leaders – Soprano 1</td> <td>Freda Miller</td> <td></td> </tr> <tr> <td></td> <td>Soprano 2 Louise Caswell</td> <td></td> </tr> <tr> <td></td> <td>Alto 1 Jo O'Reilly</td> <td></td> </tr> <tr> <td></td> <td>Karen Broadbent</td> <td></td> </tr> <tr> <td></td> <td>Alto 2 Delia Nicholson</td> <td></td> </tr> <tr> <td></td> <td>Tenor Stuart Smith</td> <td></td> </tr> <tr> <td></td> <td>Bass Chris Guy</td> <td></td> </tr> <tr> <td>e) SCCS Stage</td> <td>- Stage Manager Tony Barry</td> <td></td> </tr> <tr> <td></td> <td>- Sound Manager Stuart Smith</td> <td></td> </tr> <tr> <td></td> <td>- Lighting Manager Henley Theatre Lighting/Tony Barry</td> <td></td> </tr> <tr> <td></td> <td>Operated by Simon Blount</td> <td></td> </tr> </tbody> </table> <p>See Section Leaders for Fire Warden and First Aider details.</p>	<u>Managers</u>	<u>Name</u>	<u>Phone No</u>	a) Venue Supervisor – Facilities Man'er CE School	Simon Guest	0118 9721500 07866 218923	Venue Caretaker	Health and Safety CE School Paul Hancock	0118 9418268		- Incident Controller onsite Steve Prior	07910 430490		- Incident Controller onsite John Agar	07776 093641	b) SCCS Chair – Incident Controller	Clare Powell	07931 902495	c) SCCS H&S Representative	Richard Farmer	07590 631791	d) SCCS Section Leaders – Soprano 1	Freda Miller			Soprano 2 Louise Caswell			Alto 1 Jo O'Reilly			Karen Broadbent			Alto 2 Delia Nicholson			Tenor Stuart Smith			Bass Chris Guy		e) SCCS Stage	- Stage Manager Tony Barry			- Sound Manager Stuart Smith			- Lighting Manager Henley Theatre Lighting/Tony Barry			Operated by Simon Blount		
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Date Schedule entry check completed..... 5 December 2014

Checked by;-.....Richard Farmer.....  
Position... ..SCCS H&R rep.....