South Chiltern Choral Society - Venue Check List Ref;-..H&S Policy Sch 17a
H&S Policy Statement Schedule

	SCCS Function **Highdown School – Summer Concert 2012**	Checker initials
1	Venue Address Highdown School and Sixth Form Centre, Surley Row, Caversham, Reading.RG4 8LR	
2	Venue Tel No;- 0118 9015800 Tel Location School Reception Office	
3	Name/Description of Meeting Room(s) The Main Concert Hall and all associated rooms including Drama Suite and Welfare, (Playing Field for parking and picnic on field and garden areas)	
4	Muster Point description and route from venue (Plan or sketch appended) **Concert;- Playing Field North East of Concert Hall**. Fire exit routes as signed	
5	Venue Rest / First Aid Room (if none state 'none') Red Cross to set up as required	
6	First Aid Kit location(s) with Red Cross attendant	
7	Managers / Name / Phone No a) Venue Supervisor – School Manager: Dorothy Company 0118 9015800 x 224 Estate Manager: Dan Friday (emergencies only 07919 180897) Bookings: Pauline Walker 0118 9015800 x 226 Musical Director: Helen Bilkey b) SCCS Chair – Incident Controller: David Cottam 07791 764478 c) SCCS H&S Representative: Richard Farmer 07590 631791 d) SCCS Section Leaders – Soprano 1: Freda Miller Soprano 2: Louise Caswell Alto 1: Jo Oreilly, Karen Broadbent Alto 2: Delia Nicholson Tenor: Richard Larkin Bass: Peter Boardley e) SCCS Stage - Stage Manager: David Parker - Lighting Manager: Allan Lyndsey Highdown School - Sound Manager: Harry Santer Highdown School f) SCCS Front of House - Front of House Manager: Anne and Mike Eustace See Section Leaders for Fire Warden and First Aider details.	
8	Completed details to SCCS H&S	
9	Completed details to SCCS Chair	
10	Completed details to Venue Supervisor	

Date Schedule entry check completed.....25/06/2012..... .....Checked by;-.....Richard Farmer...
Notes;- Emergency First Aid ;- Red Cross - Daniel Branigan Position.....SCCS H&S rep.....

Issue Date 03-07-2012