



	SCCS Function Queen Anne's School, Reading – Summer Concert 8th July 2017	Checker initials
1	Venue Address Queen Anne's School, 6 Henley Road, Reading. RG4 6DX	
2	Venue Tel No;- 0118 918 7300 (General) 0118 918 7411 (Tanya Roberts) Tel Location School Office	
3	Name/Description of Meeting Room(s) Old Main Hall (Building 5) (including class rooms for changing incl Rooms D, and E and associated facilities) Picnic Lawn; Grassed "Quad" area and grassed area south of Chapel (left of entrance drive) Wet weather picnic area; The Forum in the Morgan Sports Centre (north of car park)	
4	Muster Point description and route from venue (Plan or sketch appended) Concert;- Grassed area in "Quad" outside Old Main Hall Entrance. Picnic;- Fine weather remain within Grassed picnic area, Wet weather assemble in northern area of Car Park Fire exit routes as signed	
5	Venue Rest / First Aid Room (if none state 'none') (Plan or sketch appended) None in locality.	
6	First Aid Kit location(s) With St John Ambulance and SCCS First Aiders	
7	<u>Managers</u> a) Venue Supervisor – Incident Controller Tanya Roberts/Ian Gregory 07808 296804 b) SCCS Chair – Incident Controller Clare Powell 07931 902495 c) SCCS H&S Representative Richard Farmer 07590 631791 d) SCCS Section Leaders – Soprano Tina Reynolds Soprano 2 Jackie Outram Alto 1 Anne Farley Alto 2 Delia Nicholson Tenor Stuart Smith (Pro-tem) Bass Tony Barry (Pro-tem) e) SCCS Stage - Stage Manager David Parker - Lighting Manager SCCS tbc - Sound Manager N/A f) SCCS Front of House - Front of House Manager Anne and Mike Eustace See Section Leaders for details of Fire Warden/Ushers and First Aiders	
8	Completed details to SCCS H&S	
9	Completed details to SCCS Chair	
10	Completed details to Venue Supervisor	

Date Schedule entry check completed... 29 June 2017

Checked by;-.....Richard Farmer...

Position.....SCCS H&S rep.....

Notes;- Emergency First Aid ;- St John Ambulance 0118 933 5500