



METHOD STATEMENT

1.0	Project Name: Choir Rehearsals & Concerts	Job No:
		M.S.No: 03
	M. S. Title: Emergency Evacuation	Date: 29-04-09
		Rev No: 00
	Prepared by: RP Farmer SCCS	Rev Date: 22-09-14
2.0	<p>Introduction</p> <p>The SCCS is required to arrange that suitable procedures are in place to ensure the safe evacuation of its members (and other performers and assistants) and of its audience from any premises it hires.</p> <p>This Method Statement defines the specific duties and responsibilities of those of its members who are assigned to enable this requirement to be fulfilled.</p> <p>The assigned members are:</p> <ol style="list-style-type: none"> 1. SCCS Chairman and SCCS H&S Representative 2. Section Leaders 3. Wardens 	
3.0	<p>Procedure</p> <p>The SCCS Chairman and Health and Safety Representative will represent the Society, in its discussions with the owners of the premises to be hired, to ascertain the emergency procedures required and those provided by the owners. They will ensure that all SCCS members are acquainted with these procedures.</p> <p>Section Leaders will be responsible for assisting in the safe evacuation of their section members; for a roll call at the designated assembly point (Muster Point) and for reporting to the Incident Officer there.</p> <p>Wardens will be responsible for assisting in, and determining, the safe evacuation of all areas of occupation hired by SCCS (e.g. concert hall, ante-rooms, refreshment rooms and toilets). Where a problem arises they will report promptly to the Incident Officer.</p>	
SCCS Approval:		Venue Supervisor Approval:
Richard Farmer SCCS H&S Representative Date: 22 November 2014		Date: 22 November 2014