



	SCCS Function	Chiltern Edge School - Rehearsals	Checker initials
1	Venue Address	Chiltern Edge School, Reades Lane, Sonning Common, Reading. RG4 9LN	
2	Venue Tel No;- Tel Location	<b>0118 972 1500</b> Secretary Office	
3	Name/Description of Meeting Room(s)	Audio Visual Theatre (AV Theatre) and Dining Areas (and welfare facilities in those areas).	
4	Muster Point description and route from venue (Plan or sketch appended)	<b>PAVED AREA BY TENNIS COURTS EAST SIDE OF SCHOOL</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 and First Aiders	
7	<u>Managers</u>	<u>Name</u>	<u>Phone No</u>
	a) Venue Supervisor – Facilities Man'er CE School	John Agar	07776 093641 0118 9721500
	Acting Health and Safety CE School Caretaker	John Agar	0118 9418268
	- Incident Controller onsite	Steve Prior	07913360202
	- Temporary assistant	Jack	07775 650720
	b) SCCS Chair – Incident Controller	David Parker	07855 944372
	c) SCCS H&S Representative	Jackie Million	0784 576 5333
	d) SCCS Section Leaders – Soprano 1	Tina Reynolds	
	Soprano 2	Sara Capaldi	
	Alto 1	Anne Farley	
	Alto 2	Delia Nicholson	
	Tenor	Peter Jones	
	Bass	Chris Guy	
	e) SCCS Stage	- Stage Manager	N/A
		- Lighting Manager	N/A
		- Sound Manager	N/A
	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.....23.November 2017

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

For and on behalf of Jackie Million

Position... ..SCCS H&R rep.....