



| | SCCS Function | Checker initials | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---------------------------------------|--|------------------|-------------|-----------------|---------------------------------------|-------------------------------|--------------|----------------|----------------|--------------|-------------------------------------|--------------|--|----------------------------|----------------|--------------|-------------------------------------|--------------|--|-----------|----------------|--|--------|------------------|--|--------|-----------------|--|-------|------------|--|------|----------------|--|---------------|-----------------|-----|--|--------------------|-----|--|-----------------|-----|--|
| | Hawkedon Primary School - Rehearsals | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Venue Address <p style="text-align: center;">Hawkedon Primary School, Hawkedon Way, Lower Earley , Reading. RG6 3AP.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Venue Tel No;- 0118 966 7444 Tel Location School Office | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Name/Description of Meeting Room(s) <p style="text-align: center;">Hawkedon Primary School Hall (Main Hall, Small Hall and welfare facilities)</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Muster Point description and route from venue (Plan or sketch appended) <p style="text-align: center;">Car Park / NORTH Side of School Fire exit route as signed</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Venue Rest / First Aid Room (if none state 'none') (Plan or sketch appended) None | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | First Aid Kit location(s) In School Office | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Managers</u></th> <th style="text-align: left;"><u>Name</u></th> <th style="text-align: left;"><u>Phone No</u></th> </tr> </thead> <tbody> <tr> <td>a) Venue Supervisor – Site Controller</td> <td>Mike Cooke (resident on site)</td> <td>0118 9667444</td> </tr> <tr> <td style="padding-left: 20px;">School Contact</td> <td>Kathryn Clarke</td> <td>0118 9212910</td> </tr> <tr> <td>b) SCCS Chair – Incident Controller</td> <td>Andrea White</td> <td></td> </tr> <tr> <td>c) SCCS H&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 style="padding-left: 20px;">Soprano 2</td> <td>Louise Caswell</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Alto 1</td> <td>Margaret MacLeod</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Alto 2</td> <td>Delia Nicholson</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Tenor</td> <td>Clive Pugh</td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Bass</td> <td>Peter Boardley</td> <td></td> </tr> <tr> <td>e) SCCS Stage</td> <td>- Stage Manager</td> <td>N/A</td> </tr> <tr> <td></td> <td>- Lighting Manager</td> <td>N/A</td> </tr> <tr> <td></td> <td>- Sound Manager</td> <td>N/A</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 – Site Controller | Mike Cooke (resident on site) | 0118 9667444 | School Contact | Kathryn Clarke | 0118 9212910 | b) SCCS Chair – Incident Controller | Andrea White | | c) SCCS H&S Representative | Richard Farmer | 07590 631791 | d) SCCS Section Leaders – Soprano 1 | Freda Miller | | Soprano 2 | Louise Caswell | | Alto 1 | Margaret MacLeod | | Alto 2 | Delia Nicholson | | Tenor | Clive Pugh | | Bass | Peter Boardley | | e) SCCS Stage | - Stage Manager | N/A | | - Lighting Manager | N/A | | - Sound Manager | N/A | |
| <u>Managers</u> | <u>Name</u> | <u>Phone No</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| a) Venue Supervisor – Site Controller | Mike Cooke (resident on site) | 0118 9667444 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| School Contact | Kathryn Clarke | 0118 9212910 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| b) SCCS Chair – Incident Controller | Andrea White | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| c) SCCS H&S Representative | Richard Farmer | 07590 631791 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| d) SCCS Section Leaders – Soprano 1 | Freda Miller | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Soprano 2 | Louise Caswell | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Alto 1 | Margaret MacLeod | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Alto 2 | Delia Nicholson | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tenor | Clive Pugh | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bass | Peter Boardley | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| e) SCCS Stage | - Stage Manager | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | - Lighting Manager | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | - Sound Manager | N/A | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Completed details to SCCS H&S | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9 | Completed details to SCCS Chair | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 10 | Completed details to Venue Supervisor | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Date Schedule entry check completed.....07.March 2010... .. Checked by;-.....Richard Farmer...

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

Notes;-