



SUDBURY PRIMARY SCHOOL & NURSERY UNIT

LONDON BOROUGH OF BRENT

Watford Road, Wembley,
Middlesex, HA0 3EY

Tel: 020 8385 4444

Fax: 020 8385 4441

Email: admin@sudbury.brent.sch.uk

Web: www.sudbury.brent.sch.uk

Respect Responsibility Integrity Compassion Humility

EMERGENCY PROCEDURES FOR LETTINGS

Please complete this checklist with all hirers of the facilities before the let commences:

The hirers have:

- Been shown the fire exists and evacuation routes
- Been given the contact telephone number for the letting Officer
- Given their telephone number to the letting supervisor - (emergency contact)
- Been shown the assembly point in the event of fire.

Signature of the Letting Officer:.....

Signature of Hirer:.....

Date:.....



Company Registration No. 8147330
Registered Office: As Above
Registered in: England and Wales



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B/T/S/A
BRENT TEACHING
SCHOOL ALLIANCE



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