

STEWARDS ROLES & RESPONSIBILITIES

FAIRFEST, SATURDAY 4th JUNE 5 – 10PM

SUNDAY 5th JUNE 12NOON – 5PM

MAIN RESPONSIBILITIES

1. **SAFETY & SECURITY** particularly Crowd and Transport Management
2. **HYGIENE & ENVIRONMENTAL** particularly Sanitary and Waste Management
3. **SERVICE** particularly Information Provision

SPECIFIC TASKS - ALL

1. Read the Risk Assessment and be aware of all potential risks and hazards
2. Read the Programme and Site Plan and be aware of the position of emergency facilities and equipment (entry and exit points, fire extinguishers, first aid post, defibrillator etc.)
3. Wear high visibility jackets and be polite and courteous at all times
4. Look out for violence and aggression and report suspicious behaviour. Also be prepared to support gate staff if they feel the need to refuse entry and bar staff if they feel the need to refuse serving a customer
5. Look out for unsafe behaviour at all entertainment and arena events and advise accordingly
6. Look out for lost or unsupervised children and escort them to a safe area
7. Assist disabled and vulnerable people particularly if an evacuation is announced
8. Pick litter and transfer to bins provided and help with litter at the end of the day
9. Report as relevant to person in charge in “The Hut” (A Fairfest Committee member will always be present)

SPECIFIC TASKS – PARKING STEWARDS

1. Ensure the safe parking of cars
2. Ensure access is kept clear for emergency vehicles
3. Periodically inspect Commanders Walk, Meadow Way and Gorsethorn Way to ensure sensible parking and no blocked drives