

## STEWARD ACTIVITIES AND DUTIES

### Fen Edge Festival 2019

- Report to the Lead Steward at the Control Tent on the Village Green at the start of your shift
  - You will be provided with a high visibility jacket and a two-way radio – instructions on use will be provided by the Lead Steward
  - The Lead Steward will assign duties – however, duties may change during the shift depending on need
  - There will be a changeover period of 15 minutes between one shift and another – this provides an opportunity for volunteers to ask any questions that they might have and for the Lead Steward to highlight any specific issues to be aware of
- For all legal, health and safety, policies, please go to the FEF website: <http://www.fenedgefestival.co.uk>

#### General

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| <ul style="list-style-type: none"> <li>• Be aware of the <b>layout of the site</b> and assist visitors by giving information about the facilities (see map) and handing out event guides.</li> <li>• Be aware of <b>fire safety</b> measures* including:             <ul style="list-style-type: none"> <li>○ Fire prevention measures</li> <li>○ What to do in the event of a fire</li> <li>○ Use of fire extinguishers</li> </ul> </li> <li>• Be aware of the <b>first aid</b> provision*</li> <li>• Be aware of the <b>Child Protection*</b> Policy and the <b>Untoward Incident*</b> Procedure*</li> <li>• Hand out <b>wristbands</b> for small children so parents/carers can write mobile numbers on them. However, do not impose this as a strict requirement. Some parent prefer not to do this.</li> <li>• Respond to calls for back up from other stewards, the Lead Steward and the Lead Safety Officer.</li> </ul> | <ul style="list-style-type: none"> <li>• Be aware of where <b>alcohol sales</b> are taking place during the event and that alcohol from sales or alcohol prizes from raffles may only be given to people aged 18 or over.</li> <li>• Be aware of the Age 25 alcohol policy*</li> <li>• Patrol the perimeter of the site to prevent the public straying into the roadways.</li> <li>• Discourage irresponsible parking around the site.</li> <li>• Check and empty waste bins when necessary.</li> <li>• Pick up litter when necessary (gloves and litter pickers available in the Control Tent).</li> <li>• Collect donations from members of the public (evening events)</li> </ul> |
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<ul style="list-style-type: none"> <li>• Assist with movements of vehicles on and off the Green during setting up and taking down</li> </ul>	<p style="text-align: center;"><b>Toilets</b></p> <ul style="list-style-type: none"> <li>• Monitor the cleanliness of the toilets</li> <li>• Replenish stock of toilet rolls/soap etc.</li> <li>• Volunteers will occasionally be asked to clean the toilets during their shift.</li> </ul>
<p style="text-align: center;"><b>Marquees</b></p> <ul style="list-style-type: none"> <li>• Monitor the entrance/exit of the marquees to prevent overcrowding and to maintain a clear gangway.</li> <li>• Numbers in main marquee not to exceed 499 including stewards, helpers and performers.</li> <li>• Be vigilant regarding fire prevention measures. Please help enforce the no smoking policy within and around the marquees.</li> <li>• Assist in setting up seating as required.</li> <li>• Assist in changeovers between activities.</li> <li>• Be vigilant to help ensure that equipment such as generators, electrical equipment is not being tampered with.</li> </ul>	<p style="text-align: center;"><b>Animal petting</b></p> <ul style="list-style-type: none"> <li>• Be aware of the Animal Petting Safety Plan</li> <li>• Help with setting up animal pens and one-way walkway</li> <li>• Ensure that visitors adhere to notices about not smoking, eating or drinking during the visit</li> <li>• Ensure that visitors keep to the one-way walkway</li> <li>• Encourage all visitors to wash their hands and after the visit.</li> </ul>
	<p style="text-align: center;"><b>Vehicles including steam, military and vintage</b></p> <ul style="list-style-type: none"> <li>• Assist people on and off transport</li> <li>• Discourage behaviour that might cause damage or injury</li> <li>• Ensure that no child rides alone</li> </ul>

<p style="text-align: center;"><b>CVC and Road Crossing</b></p> <ul style="list-style-type: none"> <li>• Encourage people to use the pedestrian crossing between the Green and the Village College</li> <li>• Help out on the crossing.</li> <li>• Advise drivers that car-parking is available on Histon Road.</li> </ul>	<p style="text-align: center;"><b>Parking Attendants</b></p> <ul style="list-style-type: none"> <li>• Ensure that drivers access and leave the site safely</li> <li>• Assist drivers to locate a parking space</li> <li>• Close the car park when full</li> <li>• Advise drivers to park on residential roads when Histon Road car park is full.</li> </ul>
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