



Brief

Before starting your shift please read this document and sign the sheet to confirm you fully understand and will adhere to the safety procedures.

General operation, daytime:

- On entering and leaving the gazebo please complete a visual safety check to ensure all is in order.
- Any rubbish is to be removed and placed in the black rubbish sacks situated in the corner of the gazebo.
- Full bin bags are to be removed to salvage areas immediately.
- The maximum holding capacity of the gazebo is 50 persons. This must not be exceeded.

Food and drink:

- Only cold drinks such as squash or pop may be given out in or around the gazebo.
- No alcohol is to be consumed in or around the gazebo
- Smoking is not permitted in or around the gazebo

Health and safety issues:

- In the event of a fire please evacuate immediately and assemble at the covered walkway that leads to the music department. 24 hour campus security (01904 433333) and the fire service (999) are to be notified immediately.
- If a disturbance occurs or you feel unsafe call the emergency contact 24 hour campus security on 01904 433333. Or call Vanbrugh Porter's Lodge on 01904 433200.
- In event of an accident and a first aider is required please contact Vanbrugh Porter's Lodge on 01904 433200.

General operation, night time:

- Follow procedures as above but ensure that floodlighting is turned on so that it clearly marks all allocated walkways.
- A minimum of 2 persons must man the gazebo between the hours of 9pm and 6am.

Other:

- A full list of contact details and emergency numbers will be placed on the wall inside the gazebo.
- If you are required to lift heavy objects then persons must work in pairs.