

MASQUE PLAYERS

DUTIES OF FRONT OF HOUSE PERSONNEL

1. You are requested to wear a Steward's badge so that you are readily identifiable to members of the public
2. Fire procedures:
 - Note the position of all fire exits (a copy plan of the main hall indicating exits can be found overleaf)
 - Note the location and operating procedures in respect of fire fighting equipment
 - Upon discovering a fire, activate the nearest alarm (or upon hearing the sounding of the alarm) take immediate control of the area for which you are responsible and arrange for the evacuation of the public via the nearest fire exit
 - Once your area is clear notify the Front of House Manager who will be positioned at the front of the building
 - An emergency telephone is located in the foyer (by the bar)
3. The First Aid Box is located in the foyer. All accidents must be recorded in the accident book
4. A wheelchair is available at the rear of the main hall
5. Please remain in the area for which you are responsible

Signed: **Gary Sharman** Dated: **06.03.12**
(Health & Safety Officer)