**Stewards / Volunteer Plan and Schedule**

Stewards/Volunteers will be of a responsible age

Stewards/Volunteers will be provided with High Vis or other means of identificaiton

Stewards/Volunteers will be provided with all equipment necessary to safey perform their duties

Stewards briefing / guidance will include Covid-19 awareness advises in line with current government Public Health Advises

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| --- | --- | --- | --- | --- | --- | --- |
| **LOCATION** | **ROLE** | **Steward (S)****Name (S)** | **MOBILE #** | **DATE** | **START TIME**  | **FINISH TIME**  |
|  | **Walkway supervision**  |  |  |  |  |  |
|  | **Walkway supervision** |  |  |  |  |  |
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**Volunteer Briefing guide**

**General duties / Guidelines for all Volunteers/Stewards**

* Familiarise yourself with Covid-19 public health advises
* Do not attend or volunteer if you are felling in any way ill
* Maintain and practice good hand hygiene and social distancing at all times
* Use and wear all PPE provied
* Be Friendly and Courteous to all
* Be Visible
* Be Loud and Clear – keep all instructions clear and audible
* Do not be afraid to take any measure necessary to ensure the safety of walkway users
* Assist the Emergency Services in the event of emergency access being required
* All incidents and or near misses to be reported to the Designated Club Contact
* In the event of a problem, Stewards can contact – insert name or update as applicable to your club