Shepton GetUrSkatesOn: Standing Instructions: Issue 3.0 5:15 PM Arrive Introduce yourself to Team Leader Collect equipment boxes from store Set up sound system first and then lighting system Set up table at entrance Check pre-booking bands if still applicable Senior Marshal to complete top of Hazard Checklist and run through. Brief boot hirers on sanitiser safety precautions eg hand washing 5:30 PM Session starts Remain vigilant throughout session Continually review hazard checklist and observe **6:55 PM** Give 5 minute warning for end of session. Turn off music. 7:00 PM Session ends Ensure card reader stored and cash tin secured and locked Ensure orderly departure of skaters Pack up sound equipment first - allow lighting equipment to cool. Pack up lighting equipment Marshall checks all equipment removed from hall and stored safely Team Leader checks boots accounted for and area clear 7:15 PM Ensure hall is clear by this time 7:30 PM Store equipment / Depart **General Points** Make notes on Hazard Checklist of any public observations / suggestions Any disputes, just make note of complainant and assure someone will be in touch.

Keep a lookout for new recruits / supporters / funding opportunities Make sure blank accident forms available, completed as necessary and actioned		
Cups not allowed in hall	∞	rg
Additional Points for Incorporation		