



Walkley Community Centre
7a Fir Street, Walkley, Sheffield S6 3TG
Registered Charity No.1136976
Company Limited by Guarantee No. 7268567
Telephone 0114 2517171
Email Bookings@firststreet.org.uk

Stewarding and Managing Large or Paying Events

These notes are to ensure that any event you are organising/managing at Walkley Community Centre runs smoothly and safely. If there are any queries do discuss these before the event. All events must comply with the following guidelines as well as the general hire agreement.

Guidance for Organisers/Hirers

1. As the organiser/hirer, you are responsible for matters of public order and the health and safety of all those on the premises as well as when members of the public are entering or leaving the building. You are responsible for the building throughout the period of hire and must ensure that no damage is done to the building or contents and that it is clean & tidy and ready to rehire when you have finished.
2. Walkley Community Centre has Public Liability Insurance. **We highly recommend that all event organisers/hirers have insurance in their own right** as injuries to persons caused by the hirer's negligence, action or inaction will not be covered under Walkley Community Centre's policy. We will charge for any damage done to the centre and contents during your period of hire and/or extra cleaning required as a result of your hire - in the first instance but not limited to, your damages deposit.
3. Organisers/hirers need to designate 3-5 (this will be agreed during the booking procedure) named people as stewards to assist them and give this list to officers of Walkley Community Centre prior to the event.

Stewards

Stewards engaged for duties associated with the event should:

- Not to be under the influence of alcohol or other drugs.
- Remain near their point of allocated duty (except in pursuit of public safety).
- Be calm & courteous towards all those with who they have contact.
- Co-operate in full with any requirements of the Community Centre Officers or the Emergency Services.

The organiser/hirer shall ensure all Stewards are suitably briefed prior to the event about their specific areas of responsibility - this should include:

Front door/Hallway: 2 stewards

- To manage the queue and to ensure people enter/leave quietly and safely and with consideration to local residents.
- To answer questions regarding the event and to direct attendees as required.
- To check the toilets regularly for any problems.
- To prevent children playing in the hallway, stairs & car park.

Rear hall door/fire exit: 1 steward

- To keep the fire exit clear and unobstructed.
- To ensure the fire door remains closed at all times after the event has begun.
- To ensure that there is always a clear path maintained down the side of the hall to the fire exit.



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General Stewarding Information

Action in the event of fire – Main Hall (Ruskin Hall)

Fire Exits: In the event of fire the exit points are through the fire exit at the rear of the hall and through the front door. People should be directed to the door away from the point of fire.

Fire break panels: There are two break panels on the ground floor adjacent to the fire exit doors on the right.

Firefighting equipment: Extinguishers are in the hallways both on the ground and first floors, fire blanket in the ground floor kitchen.

Evacuating the building: Stewards should direct people out through the most appropriate fire exit point and, depending on the exit point, establish muster points at either the **rear of the car park** or at the **junction of Fir Street and South Road**.

Remember – Get yourselves out, then get the emergency services out!

General Information for Organiser/hirers

First Aid Kit: The first aid kit and accident book are in the kitchen. Any accident on the premises during your period of hire must be recorded in the accident book.

Safeguarding Children & Vulnerable Adult Policy: The organiser/hirer is the designated “Safeguarding Officer” during the event and as such should read our Safeguarding Children & Vulnerable Adult Policy and understand the following information:

The lead safeguard person for Walkley Community Centre is Rick Allan (07768341122).

All hirers of the centre providing events or groups attended by under 18 years old have a duty to ensure children are not put at risk. It is recommended that all hirers running groups or providing services which attract children, should ensure they are DBS checked and have a current certificate. They also have a responsibility to ensure they are clear about how they are to use the building to minimise any risk to the health and safety of all children. Adequate insurance is strongly encouraged if children will be attending your event.

Fire Safety: Walkley Community Centre provides unsupervised facilities and therefore fire safety responsibilities rest with the individual hirers of the premises during the period of hiring. The organiser/hirer is the designated ‘Fire Officer’ & “responsible person” during the event.

Fire Safety Legislation states that if premises are hired out as an empty and unsupervised facility, then the fire safety responsibilities of those leasing the building or structure (and, therefore, in charge of the activities conducted within the building or structure), and those of the owner/leasee, need to be established as part of the contract of hire. The responsible person for each individual unique, occasional or separate event or function will need to be clearly established and documented, and their legal duties made clear to them. In particular, and where necessary, the responsible person will need to take account of their own lack of familiarity with the layout of the premises, the fire safety provisions, and the duties of other responsible persons within the premises.

You should ensure you are:

- Familiar with fire escape routes from the room you are hiring.
- Ensure all fire doors are kept shut but able to be opened from the inside quickly.
- Familiar with the position of fire extinguishers and break panels.
- Know the location of the centre to give directions to the emergency services.
- Ensure those attending your group are made aware of fire safety.
- All flammable liquids gas cylinders, fires and lighted flames are prohibited. All electrical equipment brought onto the premises should be safety checked.



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EVENT	
DATE	

I have read and understood the Guidance for hirers and stewards.

Signed:

List of named Stewards for the above event.

1
2
3
4
5