



HOLYHEAD HOTSPUR FOOTBALL CLUB

STEWARDING PROCEDURE

Stewarding at Home Matches

The Chief Steward or Head of Security, and the minimum number of other Stewards required in the match risk assessment shall be provided to perform the functions and duties specified herein.

Holyhead Hotspur Football Club shall ensure that Stewards perform their allotted duty until such time as their part of the Sports Ground has been completely vacated. All Stewards, from the time the public are admitted via the turnstiles, shall refrain from smoking, drinking or eating, unless properly relieved of their duties and not in public view.

The Club Stewards' instruction and training shall be undertaken by the Chief Steward at organized training sessions. The general instruction and training shall also include exercises of procedures for dealing smoothly and promptly with emergencies, especially the evacuation of the Sports Ground, including exercises carried out from time to time during the use of the Sports Ground for the activity in respect of which the General Safety Certificate is issued without forewarning, so far as that is possible without endangering the public. It shall also include briefing immediately before each game, on any changes in standard duties, or special attention required to suit any peculiarities or variations likely at that use. Details of all training, briefing and de-briefing to be recorded. They shall be fully aware of the key locations indicated on the Site Plan and risk assessment for each individual game,

Chief Steward and Stadium Co-ordinator

Nominated Mr Geraint Jones (see P.04) as Senior Steward for the club who works on Match Days in conjunction with Mr Michael Taylor Stadium Co-ordinator. Both the Stadium Co-ordinator and Chief Steward shall exercise all due diligence in order to secure and maintain the safety of spectators throughout the certified use of the ground.

Other Stewards

1.) Other Stewards should be known by one of four titles and their duties and functions shall be as follows,

(a) Exit Steward

The Exit Steward shall ensure that his/her door/gate is not used for unauthorised entry. In the case of an emergency evacuation, he/she shall remain near to his/her gate/door until the evacuation is complete and shall ensure that no unauthorised person enters the ground, subject to his/her own safety.



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(b) Relief Exit Steward

A Relief Exit Steward shall remain near and in supervisory contact with those exit stewards to which he/she is assigned. He/she shall relieve and carry out the duties of his/her Exit Stewards, each individually for a short period of time, to permit their refreshment. He/she shall attend, to permit any spectator who wishes to leave the ground before exits are normally opened, to use the single door to which he/she may be assigned. In the event of an emergency evacuation, he/she shall assist those Exit Stewards, which he/she is assigned to relieve, to ensure a swift and prompt evacuation of spectators. The Relief Exit Steward shall be trained and experienced to relieve the Exits Controller as may be required.

(c) Crowd Steward

A Crowd Steward shall direct, assist and control the public entering, within and leaving the Sports Ground normally, to secure good order and their general safety throughout this period of the certified use.

That shall include getting the Spectators, in seated enclosures, into their correct seats before kick-off time, and preventing the movement of spectators either onto the pitch or in any other enclosure, except as may be required in an emergency. In the event of an emergency evacuation being required, of the area to which a Crowd Steward is assigned, he/she shall secure the rapid clearance of all the public out of the sports ground before leaving himself/herself, subject to his/her own safety. Crowd Stewards shall assist in the enforcement of the Club's Ground Conditions and Regulations.

Crowd Stewards should provide general assistance to the disabled, by helping them to locate their seats safely and comfortably. The Crowd Steward should also ensure that there is a clear passage available at all times along the front of the Disabled Area to ensure means of escape.

(d) Safety Steward

A Safety Steward shall patrol constantly and regularly throughout the period of the ground use, that part of the Ground to which he/she is assigned. He will pay particular attention to trip hazards around the terraces and alert the public to any hazards. This is supplemented by signs around the ground.



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That shall include all rooms or other spaces in that part. Prior to the admittance of any spectators, he/she shall check that in his area of patrol all fire-fighting equipment indicated in position and available for use. The Head of Security or any person in the immediate vicinity shall, if the danger arises from a fire, take all possible steps to eliminate the hazard safely. Where the nature of the incident requires the Safety Steward to leave its vicinity for his/her own safety, he/she shall stand by in a safe position and maintain best contact with the Head of Security and assist with his/her knowledge of the matter.

No Safety Steward shall be employed who has not received instruction from an appropriately qualified person on likely fire hazards, and how to deal with any outbreak of fire. Mon Fire Management must approve the content, duration, and quality of such instruction.

Required Steward Numbers

The Head of Security has agreed the minimum number of stewards for the duties and functions described, and their distribution.

Where spectators at a game do not occupy one or more whole enclosures, the Stewards set out in the table for that enclosure are not required.

The number of stewards will take into account the match risk assessment for every game at the stadium.

01.12.14