How to record a festival steward patrol

A queue ends beside a water point at 19:05. Four minutes later its tail crosses the exit stream from Stage B. Recording both observations gives the lead a change they can investigate.

Work through the example

Use the local welfare, medical or safeguarding procedure according to what you observe. For immediate danger, summon emergency help without delay using the site’s emergency arrangements. Share personal details only with the people handling the case. Record the time, location, receiving team and pending action. A distressed visitor at marker C7 cannot find their companions. They request welfare support. Stay within your brief, call for the designated team and agree how your post will be covered. At relief, distinguish ‘welfare requested’ from ‘welfare arrived’. Write the handover using only the necessary details.

Use this on shift

Resource page and fillable working record · Read the online guide · Course details