**Duty Manager**

The Duty Manager is a pivotal role at evening events.

He is Front of House, ensuring that all systems are operating effectively.

He is equipped with **radio, mobile with contact list,** **incident book** and **hi-viz jacket**

Arrive early at least half an hour before doors open.

**Inspect and Check**

* + equipment safely stowed
	+ fire extinguishers in position
	+ personnel in place for opening,
	+ tickets, programmes, float at the door
	+ the Health and Safety incident book is available
	+ fence for safety and security
	+ pavilion as green room for bands
	+ fire exits are clear and properly lit
	+ toilets
	+ meet and greet first aiders and security men
	+ give them brief tour of the site
	+ slip and trip hazard inspection
	+ open the door on time

**The Duty Manager**

* Acts as a central point for lost children, general enquiries and problems,
* Deals promptly with solvable problems,
* Notes insoluble problems or passes them to others who can resolve them,
* Liaises with emergency services when required,
* Is at the centre of an evacuation plan,
* Liaises with other Bunch members.
* Collates examples of incidents including items from the Health and Safety incident book, in order that we can learn from our mistakes.
* Ensures the site is safe before handing over to night security.

2016.