

These instructions do not include details of how to operate the stair-climber, which is covered in the training sessions and the Stair-climber Manual.

On the day

- Arrive at the City Hall in plenty of time to undertake the stair climber duties.
- Inform the City Hall stage door porters when the stair climber user arrives and departs, since they are responsible for evacuation in the event of an emergency.
- Clear the stairs of Chorus members and City Hall staff prior to using the climber to raise or lower a person up or down the stairs.
- Leave the key in the climber after use.
- Turn the climber off when not in use.
- Store the climber where indicated by stage door staff after use (usually in the small lift located close by the stage door)
- Never allow an untrained person to operate the climber

In general

- Take regular turns at both operating the climber and supporting the operator, so that the whole team maintains its level of expertise.
- Know the procedures for emergency evacuation of the stair climber user in the event of an emergency (ie that the Stage Door porters are responsible for this)
- Inform the current holder of the “Train the Trainer” qualification, or the Rehearsals and Events Manager, if you feel that you need refresher training.
- Let the Rehearsals and Events Manager know if you feel unable to continue in the role, to allow time for a replacement to be found and trained.