

WANSTEAD & WOODFORD CHESS CLUB

Wanstead House Health & Safety Notices for Members

1. Smoking, use of e-cigarettes and vaping are not permitted in the House, Hall or grounds save for the designated smoking area on the patio outside the Office. Club Members should ensure that their guests are aware of this.
2. The playing rooms must be left clean at the end of the session returning equipment and furniture to their positions at the start of the session. In practise this means if the room is clear the tables and chairs are to be put away and stacked at the back of the room and if they are down they can remain where they are at the end of the session.
3. Entrance and exit doors must not be obstructed in any way and all public and communal walkways left clear.
4. Club Members are responsible for their actions and the actions of all those attending the Club's activities. It is forbidden to engage in any illegal activity, including illicit drug use.
5. Club Members and their guests are responsible for their own health & safety and that they must take reasonable care to look after themselves and ensure their acts and omissions do not put themselves or others in danger.
6. Club Members should ensure that the Club's activities are undertaken in a safe environment which includes compliance with the fire, health and safety and safeguarding for vulnerable individuals' requirements and policies of Wanstead House Community Association, copies of which are attached. These are also displayed on the Wanstead House website.
7. Club Members are reminded that the fire, health and safety and safeguarding for vulnerable individuals' requirements and policies of Wanstead House Community Association also apply to use of the communal areas of the House. Club Members should ensure that their guests are also aware of these. Wanstead House is open to the public and is multi-tenanted.
8. Parents and guardians are reminded that the Club does not provide supervision of junior players during its activities and that this is their responsibility at all times. In the event of separation during an evacuation parents and guardians should proceed straight to the assembly point to be reunited with their children.
9. Club Members should be familiar with and ensure that they point out to their guests the relevant fire exit/alarm points as follows:

GROUND FLOOR (e.g. Redbridge)	Main Exit from Side Path Front Doors leading to Car Park Exit from Café/Bar to Side Yard
FIRST FLOOR (e.g. Roding, Manor & Park)	Exit via Main Stairs Exit via Fire Escape by Cowley Room
SECOND FLOOR/ATTIC (e.g. Forest)	Exit via Stairs Exit via Fire Escape at far end of Room
HALL	Main Doors 3 sets of French Doors to Garden

10. Club Members should ensure that they and their guests are aware of the **evacuation assembly point** namely across the road on **the Green opposite the House** and that they must report to the organiser of the event or otherwise the senior officer of the Club at this assembly point and **NOT** go home or elsewhere until directed to do so. For matches this will be the Team Captain of the highest team playing. For tournaments this will be the controller at the event. Otherwise this will be the club officer who collected your board fee. If no such persons are present the senior Committee Member or Team Captain present will assume this role and make themselves known to you when the alarm is raised.
11. Club Members with a disability should be assessed by the Wanstead House staff as to how best to assist you to vacate the building in the event of an evacuation. If you have not received this advice from the House please bring this to the attention of one of the Club's safeguarding team, Safeguarding Officer, Ben Harte, or Safeguarding Lead, Mark Murrell.
12. All Club Members, whether they are unable to use the stairs or fire escapes or not, should ensure that they are aware of the assembly points for professional assistance in evacuation from the building (by the emergency services); namely:
 - First floor on the emergency fire escape platform by Cowley room (via the passage to your right on exiting the main Club room, Roding);
 - Second floor on the emergency fire escape platform at the far end of the room.
13. Club Members are responsible for ensuring that they and their guests are evacuated to the assembly points. Club members should ensure that junior players are evacuated with them.
14. Club Members and their guests should not use the lift in an evacuation.
15. In the event of an evacuation the senior officer of the Club present will assume the responsibility of evacuation steward as follows:
 - a) for matches the Team Captain of the highest team playing
 - b) for tournaments the controller present for the event
 - c) for non-event nights the officer of the Club who collected your board fee
 - d) otherwise the senior Committee Member or Team Captain present.
16. Club members should ensure that they and their guests know who the evacuation steward is for the club's session. Anyone leaving before the end of the session must notify the evacuation steward of their departure. Failure to do so may put lives unnecessarily at risk.
17. On hearing an alarm, Club members and their guests should pause the clocks or otherwise cease play, leave the building immediately but calmly by the nearest escape route and regroup on the Green. You will also be directed to do this by the evacuation steward.
18. Anyone unable to use the stairs or fire escapes should be assisted by those present to the evacuation point for professional assistance. .
19. The evacuation steward will ensure that they are the last to leave the playing room and that the room has been vacated before closing the exit fire door.
20. **At the assembly point across the road on the Green** the evacuation steward will undertake a roll call, including parents and guardians, and identify to the emergency services those waiting for professional evacuation from the building and those persons believed to be missing.