

WANSTEAD & WOODFORD CHESS CLUB

Wanstead House Notices for Officials & Organisers

1. Health & Safety, evacuation and Safeguarding policies of Wanstead House and the Club's accompanying notices shall be accessible from the Club's website together with the Club's Safeguarding policies and procedures.
2. The Secretary shall ensure that at the start of each season the attention of all members (including the parents, guardians or carers of junior members or adults in need) is drawn to the above notices policies and procedures, that all new members are issued with copies on joining the Club and that all members are informed of any updates.
3. The Secretary shall ensure that all Club officials have an up-to-date emergency telephone contact list for a parent or guardian of all junior members and carers of adults in need.
4. The Safeguarding team (in their absence the evacuation steward) shall assist any person attending the Club who may require assistance during an evacuation in arranging an assessment by the Wanstead House staff as to how to best meet their needs.
5. 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.
6. Entrance and exit doors must not be obstructed in any way and all public and communal walkways left clear.
7. Committee members, team captains and other organisers should ensure that at all times:
 - a) no illegal activities including illicit drug use take place in the club rooms;
 - b) there is no smoking, vaping or use of e-cigarettes in the club rooms;
 - c) the Club's activities are undertaken in a safe environment which includes compliance with the fire, health and safety and Safeguarding for the requirements of vulnerable individuals and policies of the Club and Wanstead House Community Association.
8. Team Captains should announce before the start of play that:
 - a) smoking, 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;
 - b) the location of the relevant emergency exits
 - c) in the event of an evacuation the lift should not be used and that the assembly point is on The Green opposite the House where they should report to their team captain.
 - d) the nearest muster point for those unable to use the escape routes to wait for professional assistance
 - e) any players leaving the premises before the end of the match should notify their respective team captain of their departure and mark the results sheet accordingly.
9. Organisers of Club internal events and/or the person collecting the board fees should remind participants that they should inform them if they leave the premises before the end of the session or specify any alternative arrangements.
10. Committee members, Safeguarding officials, team captains and other organisers present should assist any guests and those with disabilities during an evacuation without exposing themselves to additional danger.

11. Committee members, Safeguarding officials, team captains and other organisers should be familiar with 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. Park) (e.g. Roding & Manor)	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 sets of French Doors to Garden

12. Committee members, Safeguarding officials, team captains and other organisers should be familiar with the relevant muster points for evacuation of those requiring professional assistance as follows:

First floor on the emergency fire escape platform by Cowley room (via the passage to the right of the club room, Roding);

Second floor on emergency fire escape platform at the far end of the room.

13. For any session of the Club the appointed evacuation steward, which should be announced to attendees, shall be as follows:
- for matches the Team Captain of the highest team playing
 - for tournaments the controller present for the event
 - for non-event nights the person assigned to collect (or has collected) the board fee
 - otherwise the senior Committee Member or Team Captain present
14. In the event of an emergency (whether by alarm or otherwise) the evacuation steward shall announce:
- clocks to be paused
 - an orderly evacuation to The Green by the nearest escape route.
15. In the event of an evacuation the steward and team captains shall ensure that they have the attendance registers/team sheets with them, under take a roll call on The Green and report to the emergency services any persons believed to be missing or requiring professional evacuation from any muster point.
16. In the event of an evacuation the steward should ensure in so far as they are able to safely do so that all persons have left the playing room and that the fire door is then closed.

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