

ESSEX CHESS ASSOCIATION
Users of Wanstead House (“WH”) Health & Safety Notices

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.
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. Users of WH are responsible for their own actions and those in their care. It is forbidden to engage in any illegal activity, including illicit drug use.
5. Users of WH and their guests are responsible for their own health & safety and must take reasonable care to look after themselves and those in their care, ensuring that their acts and omissions do not put themselves or others in danger.
6. Users of WH should ensure that 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. Users of WH 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. Wanstead House is open to the public and is multi-tenanted.
8. Parents and guardians are reminded that the Essex Chess Association does not provide supervision of junior players during its activities and that this is their responsibility and of those they appoint to provide care 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. Users of WH 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. 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. Users of WH should ensure that they 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 their team captain at this assembly point and **NOT** go home or elsewhere until directed to do so.
11. Users of WH with a disability that may impede their evacuation from the building should notify the Essex team captain or tournament controller in advance of their attendance to enable arrangements to be made for a safe evacuation. Contact can also be made with the Essex Chess Association Safeguarding Officer at safeguard@essexchess.co.uk or on 077 1288 1232.
12. All Users of WH, 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. Users of WH are responsible for ensuring that they and their guests are evacuated to the assembly points. Users of WH should ensure that junior players are evacuated with them, whether or not their parent, guardian or carer is with them..
14. Users of WH must not use the lift in an evacuation.
15. In the event of an evacuation the Tournament Controller or the Team Captains for each team (home and visiting) should assume the responsibility of evacuation warden. Users of WH should ensure that they, those in their care and their guests know who the warden is. Anyone leaving before the end of the session must notify their warden of their departure. Failure to do so may put lives unnecessarily at risk.
16. On hearing an alarm players should pause the clocks or otherwise cease play and along with everyone 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 wardens.
17. Anyone unable to use the stairs or fire escapes should be assisted by those present to the evacuation point for professional assistance. .
18. The wardens should ensure that they are the last to leave the playing room and that the room has been vacated before closing the exit fire door.
19. **At the assembly point across the road on the Green** the wardens should 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.