

# **ESSEX CHESS ASSOCIATION**

## **Wanstead House Notices for Organisers**

1. 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.
2. Entrance and exit doors must not be obstructed in any way and all public and communal walkways left clear.
3. Organisers and Essex Chess Association are responsible for their actions and the actions of all those attending their activities. It is forbidden to engage in any illegal activity, including illicit drug use.
4. Organisers should notify all attendees 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.
5. Organisers 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 the Association.
6. Organisers must have procedures for ensuring that all their attendees can be safely evacuated from the premises in the event of fire or other emergency including maintaining a list of their attendees on the premises at any time or other suitable means to identify missing persons to the rescue and emergency services. Team lists or Competition lists should suffice for this purpose.
7. Organisers should request that anyone leaving before the end of the session notifies their Team Captain or Event Organiser before doing so.
8. Organisers should point out to all attendees the relevant fire exit/alarm points as follows:

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

9. Organisers should point out that the lift should not be used in an evacuation and to identify the evacuation assembly point namely on the Green opposite the House.
10. Organisers should ensure that anyone with a disability have been assessed as to how to best assist them to vacate the building in the event of an evacuation and that they are aware of the nearest muster point for evacuation as follows:

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

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

11. Organisers are responsible for ensuring all those attending are evacuated to the assembly point.
12. Organisers should announce that 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.

July 2017