

# **Surrey County Chess Association**

## **Health and Safety Advice for matches played at**

### **Cheam Parochial Halls 42 The Broadway Cheam, SM3 8BD**

The home Captain is responsible for ensuring that members of both teams are aware of this advice. All players are trusted to follow this advice and to help others as appropriate in the event of an incident arising.

#### **Before the match**

The appointed key holder shall open the premises. It is better if this is done when accompanied.

The home Captain should enlist helpers to assemble the tables and chairs from the storage area, lay out the chess sets and set the clocks. Home team members are encouraged to arrive at least 45 minutes early to provide assistance.

Nobody should lift more than what they can easily cope with due to the risk of injury. You should only lift a comfortable number of chairs.

Switch all the lights on when needed and then turn them all off at the finish. There are 2 sets of switches. One set is in the large hall by the stage and the other in a box room off the corridor beyond the kitchen and toilets.

View the floor plan so that you are familiar with the layout and use the correct hall. It will be the large hall for all double matches but may be the small hall for single matches.

#### **During the match**

The main entrance and side entrance doors including the wrought iron gates must be left unlocked whilst the hall is occupied.

In the event of an emergency, exit through either the main entrance or side entrance, following the green signs.

The fire exit in the storage area should only be used if the other fire exits are inaccessible as it leads to a private yard.

The assembly point is outside Waitrose and a check against the team lists should be made to ensure everyone has evacuated the premises.

#### **After the match**

Leave as you find. Return the tables and chairs and equipment to storage after the match has finished.

The urn or kettle should be turned off and/or unplugged once use of the kitchen has finished and all lights switched off on finally leaving the building provided there are no other occupants.

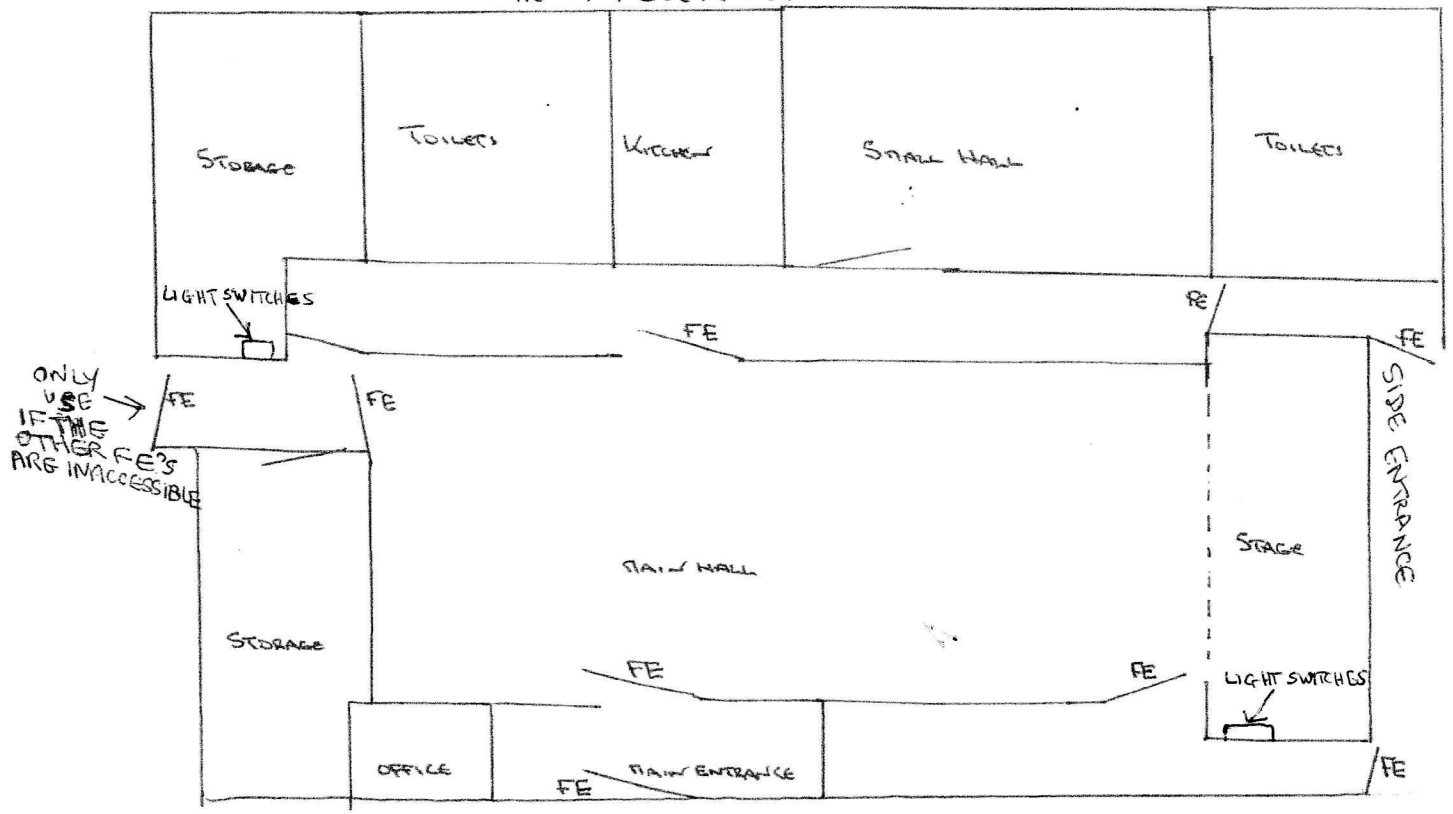
The key holder must lock the entrance doors when vacating the premises provided there are no other parties occupying the building.

Report any health and safety incident immediately to the Surrey County Chess Association who will inform the venue.

30 January 2018

SCCA website : [www.scca.co.uk](http://www.scca.co.uk)

FE: FIRE EXIT/FIRE EXIT SIGNAGE (GREEN WITH ARROW) NOT TO SCALE  
CHEAM FLOOR PLAN



ROAD