Health and Safety Advice Dorking Chess Club

Crossway Community Baptist Church,

Junction Road, Dorking, RH4 3HB

All members are trusted to follow this advice and to help others as appropriate in the event of an incident arising.

Club Meetings

The appointed person or deputy shall open the premises using the key safe when necessary.

Now that there is no longer a caretaker it is the responsibility of the club to set up the tables and chairs before the meeting and to put them away afterwards. Nobody should lift more than what they can easily cope with due to the risk of injury. Similarly, chess equipment should be collected from the storage chest and set up as appropriate then returned at the finish. You should only lift a comfortable number of chairs, tables or chess equipment to avoid the risk of injury.

Switch all the lights on when needed and then turn them all off at the finish. All members should be aware of the fire exits and where to assemble in the event of a fire or other emergency. The assembly point is outside Waitrose in South Street. The first aid box can be found towards the rear of the kitchen area.

The appointed person or deputy is responsible for locking the premises when closing the club but only if there are no other occupants in the building. If leaving before the other occupants then it will be their responsibility to lock the premises.

## Matches and tournaments

The Dorking match captain or official should advise the visiting players of the fire exit route and assembly point. The arrangement for refreshments and the whereabouts of the toilets should also be provided. After a match, leave as you find. Return the chess equipment to storage after the match has finished.

The 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. Any spoons or crockery should be washed up, dried and placed back in the cupboards. The kitchen should be left in a tidy state.

Child Protection Policy

Dorking Chess Club subscribes to the ECF Child Protection Policy details of which can be found on the club website.

Privacy Policy

Details of the Dorking Chess Club Privacy Policy can be found on the club website.

Report any health and safety incident immediately to either the Dorking Chess Club president or treasurer.

7 May 2022 DCC website: <http://www.scca.co.uk/club_dor/>