Club Flood Plan

for

NAME OF CLUB

**This document sets out the key actions and responsibilities agreed by the club committee that should be carried out as soon as a flood alert / flood warning is issued by the Environment Agency or the local authority.**

**Health & Safety**

The principal aim of this plan is to ensure the safety of all members of the club and general public. Under no circumstances should people put themselves or other people at risk because of their action. If in doubt, take the advice of the emergency services, the Environment Agency and experienced professionals at all times.

Updated Jan 2014

Section One: Club Details

The accuracy and completeness of these details can be very important when reporting to emergency services and other advisory agencies if confusion and delay is to be avoided.

**Full name of club:**

**Address:**

**Post Code:**

**Club house telephone:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Key club contacts** | | | | |
| **Position/Role** | **Name** | **Daytime phone** | **Evening phone** | **Mobile** |
| **Flood officer-** first point of contact when flood alert issued |  |  |  |  |
| Groundsman |  |  |  |  |
| Steward |  |  |  |  |
| Chair |  |  |  |  |
| Secretary |  |  |  |  |
| Treasurer |  |  |  |  |
| Information/web officer |  |  |  |  |
| Other |  |  |  |  |

**Club website:**

|  |  |  |  |
| --- | --- | --- | --- |
| Service | Company name and contact | Telephone number | Reference |
| **Floodline** | **Environment Agency** | **0845 988 1188** |  |
| Landlord |  |  |  |
| Insurance Company |  |  |  |
| Local Authority |  |  |  |
| Electricity provider |  |  |  |
| Gas provider |  |  |  |
| Water company |  |  |  |
| Telephone provider |  |  |  |
| Neighbouring properties |  |  |  |
| Architect/surveyor |  |  |  |
| Club electrician |  |  |  |
| Club plumber |  |  |  |
| Club builder |  |  |  |
| Specialist Pitch consultant |  |  |  |

Section Two: General Contact Details

|  |  |
| --- | --- |
| Sporting contacts  e.g. NGB or league contacts | Telephone number |
|  |  |
|  |  |
|  |  |
|  |  |

Section Three: Critical Locations

|  |  |
| --- | --- |
| Service cut off/Storage | Location |
| Gas |  |
| Electricity |  |
| Water |  |
| Pesticide/Chemical |  |
| Fertiliser |  |
|  |  |
|  |  |

Section Four: Agreed Action Plan

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| --- | --- |
| Considerations / actions- Externals / pitches / outbuildings / stores etc. | Yes/No |
| Have you identified if you are liable to flooding? (<http://watermaps.environment-agency.gov.uk>) |  |
| Have you registered to receive flood warnings (the first point of contact should be included in section one) |  |
| Have you identified which grounds equipment needs to be moved? |  |
| Have to identified which machinery needs to be moved or raised off the ground? |  |
| Can you remove hazardous chemicals & store them elsewhere safely in accordance with regulations to reduce risk of pollution during a flood? |  |
| Have you identified who is responsible for moving this equipment (their contact details should be included in section one?) |  |
| Have you identified who will be responsible for taking record photographs if it is safe to do so? |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Equipment | Location | Moved to | By whom | When |
| Sightscreens |  |  |  |  |
| Covers |  |  |  |  |
| Sign boards |  |  |  |  |
| Nets |  |  |  |  |
| Furniture |  |  |  |  |
| Other sports equipment |  |  |  |  |
|  |  |  |  |  |
| Roller |  |  |  |  |
| Mowers |  |  |  |  |
| Tractor |  |  |  |  |
|  |  |  |  |  |
| Pesticides/Chemicals |  |  |  |  |
| Fertilisers |  |  |  |  |
|  |  |  |  |  |

|  |  |
| --- | --- |
| Considerations / actions - In the clubhouse / changing rooms | Yes/No |
| Have you identified which equipment and club property can be safely moved off the ground or to another location? |  |
| Have you established if the electric, gas and water needs to be turned off if flooding is expected? |  |
| Have you used the club communication network to let people know that the facilities are closed until further notice? |  |
| Have you identified which supplies can be safely moved and by who? |  |
| Have you identified who is responsible for moving these tasks? (Their contact details should be included in section one?) |  |
| Have you checked if there are any special requirements from your insurance company? |  |
| Is it possible to safely take photographs to record the condition prior to the flood? |  |

Section Five: Flood Protection

|  |  |
| --- | --- |
| Have you thought about what measures you can take to protect the property from flooding | Yes/No |
| Is it practical to safely and effectively install sand bags to minimise the amount of water entering the building during a flood? |  |
| Are there other flood protection devices/measures that can limit flood water access to the building? |  |
| Have you identified who is able to safely and effectively install these measures/devices and when? |  |

|  |  |
| --- | --- |
| Flood protection devices | Where are they stored / access arrangements? |
| Sand bags |  |
| Vent covers |  |
| Flood boards |  |
| Air brick covers |  |

**Who is trained to install and use these devices?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Position / role | Daytime phone | Evening phone | Mobile |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Section Six: Clean up / Reinstatement

* Following a flood. Many of the hazards will remain, even when the flood waters have gone. These need to be taken into consideration to prevent harm to volunteers/staff, members and the wider public. (see information sheets ‘After the flood – buildings’ and ‘After the flood – pitches and courts’)

|  |  |
| --- | --- |
| What to consider? | Yes/No |
| Has the Environment Agency / local authority / specialist consultant advised you that the risk of flooding is over and that it is safe to enter your property/facilities? |  |
| Have you made yourself aware of the hazards associated with cleaning up after floods? (see flood information sheets: After the flood-buildings and after the flood – pitches and courts) |  |
| Have you identified any specialist consultants you may need to advise you after the flood on reinstating the buildings and or the courts and pitches? (Their contact details should be included in section one). |  |
| Have you confirmed the procedures with your insurance company of what they require and what actions you should take at this stage? (Their contact details and any policy reference should be included in section one). |  |
| Have the plumbing and electrics been checked by a qualified and experienced tradesman to ensure ensure that they are safe to turn on again? (Their contact details should be included in section one). |  |
| * Do not enter flood affected property unless it is safe to do so. | |
| * Do not use petrol/diesel engine generators for pumping and drying in confined spaces – there is a risk of carbon monoxide poisoning. | |
| * Do not handle flood sediments without appropriate personal protective equipment and wash your hands thoroughly after contact. | |

Further Help and Information

Further help and advice can be found on the following flood information sheets produced by Sport England and the governing bodies of sport.

* **How to plan ahead** – What to do to minimise the impact of future flooding of your sports facilities.
* **Developing a club flood plan** – Making sure everyone knows what to do in a flood.
* **Flood resilient design** - How to make sports facilities more resilient to flooding
* **Flood alert / warning received** - What to do to minimise the impact of flooding following a flood alert / flood warning.
* **After the flood – Buildings** – How to recover from a flood safely and quickly
* **After the flood – Pitches and courts** – How to recover from a flood safely and quickly.

**Seek professional advice**

We strongly recommended that you seek professional advice from a building surveyor, architect or other independent professional if you are considering flood protection and or recovery solutions for your property and facilities.

There is no formal assurance scheme for flood surveyors, but the following professional institutions hold lists of members who have undergone internal vetting and adhere to a common code of conduct:Royal Institution of Chartered Surveyors (RICS)

<http://www.rics.org/uk/>

Royal Institute of British Architects (RIBA)

<http://www.architecture.com/Home.aspx>

Check with your local Environment Agency office if you plan to take measures which could affect the flow of a river or divert flood water to other properties. Call them on 03708 506 506 and ask to speak to someone in the Partnerships and Strategic Overview team in your local area.

This guidance is one of a series of information swing governing bodies to provide simple advice sheets that have been developed by Sport England, the England and Wales Cricket Board, the Football Association, the Rugby Football League, the Rugby Football Union, The Lawn Tennis Association and England Hockey to provide simple advice to voluntary clubs on minimising the impact of flooding on their sports facilities and to enable them to plan and act safely and effectively. These sheets are not intended to replace experienced expert advisors from the local authority, Environment Agency or specialist consultant.