



Denmead Brass – DCC Rehearsal Venue Risk Assessment

Venue (Complete separate forms for each area used):	Denmead Community Centre
Location : School Lane, Denmead, PO8 8RG	Contact Information : Carol Southcott Email: manager@denmeadca.com , Tel: 02392 256132

Review of Venue Providers H&S Plan	
List of H&S Equipment Provided	Location
First Aid Boxes Accident Reporting Book Fire Alarm and Air Horn Fire Extinguishers Defibrillator Chair Trolley (1x)	Main Kitchen & Outside Managers Office In Main Lobby Outside Barn Green Room All Rooms & Lobby By Main Entrance In Function Rooms
Comments : Based on DCC 2018 H&S Policy – Review Due Jan 2020 and DCC Reopening plan risk assessment dated July 2020	

Denmead Brass Risk Assessments For this Venue	
Comments : Another Assessment to be carried out annually or if the DCC H&S Policy and/or the DCC Risk Assessment is updated.	
Completed By : L.Groves	Date : 04.03.2021

Denmead Brass – DCC Rehearsal Venue Risk Assessment

The following risk assessments should be carried out in accordance with the “Denmead Brass Risk Assessment Guidelines”. A separate form should be completed for each area within the Venue that the Band & Visitors will utilise.

Area Name : [The Ashling Hall](#)

List Activities in this area and who will be using it :

[Setup of rehearsal space, moving chairs and equipment from band store, band rehearsal.](#)

[Area Used by Band Members, Parents, Visitors](#)

Hazard and Potential Effect	Risk Rating		Current Control Measures	Further Measures
	Severity	Likelihood		
Trip Hazard at rear entrance	3	3	Band Members aware of hazard, Assistance/Guidance from 2nd person when moving Heavy equipment, or equipment that may obstruct visibility of hazard	Document hazard in members H&S guidance document so new members not reliant on word of mouth
Slippery Flooring at rear entrance (when raining)	3	4	As above, band members instructed not to rush. Paper towels used when wet.	Check with DCC if non slip matt can be provided at rear entrance
Slippery flooring during/after rehearsal	2	2	Members use cloths/towelling to absorb water from Instruments, floor checked & wiped if required at end of rehearsal.	Include in members H&S guidance document
Trip Hazard from Music Stands & Equipment Cases	1	2	Stands erected properly and placed appropriately to allow safe walkway for band members. Equipment cases to be securely and safely stowed away maintaining clear walkways/ fire exits.	Include in members H&S guidance document

Denmead Brass – DCC Rehearsal Venue Risk Assessment

Loud Noise	1	3	Band members to be arranged an appropriate distance from the bells of other instruments as per approved band formation/ layout. Visitors to be positioned at least 1m away from the band.	Consider purchase of blast screen(s), advice members on use of musical ear-plugs
Sudden Illness	5	2	Trained First Aider normally in attendance, First Aid kit available.	First Aid policy to be issued, additional first aider to be trained, procedure for emergency contacts to be established
Injuries from manual handling of chairs / setting out chairs	1	3	Members move chairs in a sensible manner and a reasonable number at a time, using a wheeled trolley where applicable. Chairs stacked no more than 6 high.	Include in members H&S guidance document
Fire at Venue	5	3	DCC fire exits are clearly signed, Evacuation procedure is included in DCC's H&S plan.	Include fire & evacuation procedures in members H&S guidance document
Stranger danger during breaks	1	2	Vulnerable band members appropriately supervised by CRB/ DBS checked staff.	Include in bands safeguarding documents
Manual Handling of Heavy Items	1	3	Members obtain assistance when needed	H&S Guidance document to be issued to members
Trip hazard created or fire exit blocked due items being removed/replaced in the internal storage cupboards.	5	2	When emptying/filling the cupboards, a safe walkway must be maintained. No emergency exit or walkway should be blocked by items from the internal cupboards.	Include in members H&S guidance document

Area Name : Kitchen

List Activities in this area and who will be using it : Band Members make use of kettles provided by DCC to make hot drinks, and sink provided for washing up of cups etc after use.

Denmead Brass – DCC Rehearsal Venue Risk Assessment

Hazard and Potential Effect	Risk Rating		Current Control Measures	Further Measures
	Severity	Likelihood		
Electric shock from use of kettles	5	2	DCC regularly carry out checks and Pat Testing.	H&S Guidance document to be issued to members which will advise process to follow upon noticing damage to plug,cables,sockets or kettles.

Area Name : [Storage Building](#)

List Activities in this area and who will be using it :

[Moving of band equipment to rehearsal space/ Concert/Contest venues. access to music library.](#)

[Band Members, Band Librarian, Music Directors.](#)

Hazard and Potential Effect	Risk Rating		Current Control Measures	Further Measures
	Severity	Likelihood		
Trip Hazard when Entering/Leaving Store	1	3	Current Members made aware of step.	Include in H&S guidance doc
Manual Handling of Heavy Items	1	3	Members obtain assistance when needed	H&S Guidance document to be issued to members

Denmead Brass – DCC Rehearsal Venue Risk Assessment

Equipment Storage, danger of items falling.	1	3	Members entering this area aware of danger and asked to proceed with extra caution	Use of equipment store under review, additional cupboards to be provided inside foyer and Ashling Hall.
Equipment Storage, trip hazard from other organisations equipment left in corridor in front of cages	1	3	Members entering this area aware of danger	Brought to the attention of DCC, need to free up space to enable items to be stored more safely