

Activity/location: INDOOR EVENTS, Strutts Centre, Derby Road, Belper DE56 1UU

Assessment carried out by: Mark Constable / Christine Maughan

Date assessment was carried out: 9 July 2026

Date of next review: 9 July 2027

	Hazards identified	Persons affected	Control measures in place	Risk with control measures in place	Further action required
General	Obstructions in room from equipment – trips, falls	Members/visitors	Make sure walkways are adequate and clear of obstacles. Urge members to avoid traffic in areas adjacent to projector stand.	Low	
Fire safety	Burns, smoke inhalation, death	Members/visitors	Meeting chairperson to remind all present of fire exits and whether a test of fire alarm is expected and muster point. Make sure all fire exits are unobstructed. Maintain a register of those in attendance. Lifts must not be used in the event of a fire. Assist anyone with limited mobility to evacuate, and if appropriate inform emergency services of anyone remaining in the building.	Low	
Electrical equipment	Trailing cables – trips, falls	Members/visitors	All cables covered with rubber mats during setup	Low	
	Electric shock	Members/visitors	Specific members trained in setting up electrical equipment. Visual inspection of plugs and equipment before use to ensure no loose or exposed wires. DCPC electrical equipment to be Portable Appliance Tested (PATs) annually. All items of electrical equipment will be listed in a register recording dates of testing and next test date due and be identified with a label indicating the club registration number and date last tested.	Low	Arrange PAT testing with Strutts annually. Maintain an inventory of electrical equipment.

	Hazards identified	Persons affected	Control measures in place	Risk with control measures in place	Further action required
Electrical equipment - continued	Hot surfaces from lamps - burns	Members	Allow time for lamps to cool before dismantling. (Lamps used in print competitions are LEDs and do not reach high temperatures.)	Low	
Manual Handling	Setting up / collapse of tables, chairs, display stands, lighting stands etc – trapping, back injury	Members/visitors	Use appropriate manual handling techniques. Heavy items including the book trolley should be moved by more than one member. Use of chair trolley for moving stacks of chairs. Care needed for setting up/collapse of tables and print stand. Encourage requests for assistance.	Low/medium	
Wellbeing	Refreshments – spillage/broken glass – scalds, cuts, slips, falls	Members/visitors	Ensure that spillages and broken glass on the stairs or landing are cleaned up immediately and reported for action by Struts if appropriate.	Low	
	Minor medical needs	Members/visitors	Ensure an up-to-date first aid kit is available.	Low	Maintain an up-to-date first aid kit
	Accessibility for those with mobility issues	Members/visitors	Lift and accessible toilets are available.	Low	
	Treatment of vulnerable individuals	Members/junior members/visitors	Adherence to the DCPC Policy and Working Practice for Safeguarding of Vulnerable Individuals. Young persons (under 18) should be accompanied at all times by a nominated adult	Low	
Room 106 – storage room	Walkways restricted by equipment of other organisations – tripping, falling	Committee members/ members	Ensure care is taken when carrying equipment through narrow walkways to/from DCPC storage cabinet. Report to Struts any issues of defined walkways being compromised.	Low	