

# **KING'S LYNN TOWN BAND – Band Room, Guannock Terrace**

RISK ASSESSMENT and SAFETY AUDIT

Date: 17/5/21

Auditor: Martin Grummett

## **General Description**

The band room is a single room building with a tall ceiling. There is no second storey above the main room. Access to the building is through a single door at the front of the building leading from a courtyard which opens from the pavement and road. There is a second door at the rear of the building which opens to an enclosed yard. There is external access to/from the yard through a single width gate which is kept locked. This access gate becomes blocked off when the building door is open. The rear door should not be used in case of emergency as the rear yard is not a suitable muster point and escape from the vicinity of the building is hampered by the gate being locked and also blocked off by the door to the building when open. Fire exit signage has been placed over the main door and "access to yard only/ no emergency exit" has been placed over the rear door.

There is a separate outhouse building at the top of the courtyard close to the road. This building houses a toilet facility and extra storage space.

## **Electrical**

The building is heated by electrical time/thermostat controlled convector heaters x4. Each is hardwired into its own isolation switch. There is open space around each heater and isolation switches are accessible. There are 2x double 13a sockets, one of which is enclosed in a cabinet. There is no portable electrical equipment in the band room (except for vacuum cleaner) which would present a risk from trailing cables.

## **Storage**

Music is stored in steel filing cabinets which are all located away from heaters.

## **First Aid Kit**

A first aid kit is available and located in a prominent and accessible position. It includes a check list for contents with signature sheet for checking/replenishing contents.