



Health and Safety Risk Assessment for Visitors to Bunbury Mill

January 2016

1. All Visitors (including Schools/Junior Groups/Colleges)

[Risks are assessed]
[with stated control]
[measures in force]

1.1 General

Potential risk	Control measures	Risk rating
General	Volunteers are familiarised with this risk assessment and routine and emergency safety precautions.	-----
Minor accidents	The mill and the visitor centre are equipped with first aid kits.	-----
Personal contamination	Soap and towels are available for visitors to wash hands after any contaminating activities.	-----

1.2 Grounds

Potential risk	Control measures	Risk rating
Deep water - mill pond	Pond area is securely fenced, with prominent warning signs (Danger - Deep Water and Mud). Rescue equipment is located at the pond whenever visitors are on site.	REMOTE
Slippery surfaces – paving, grass	Paved surfaces are kept clean, and gritted if icy. Verbal warnings are given if necessary.	LOW
Overhanging trees	Trees are kept trimmed.	REMOTE

1.3 Visitor Centre

Potential risk	Control measures	Risk rating
Floor slippery if wet	Any spillage is mopped up as soon as practicable. Wet areas are cordoned off and/or signed. Visitors are warned of any wet areas.	LOW
Fire	Fire alarm, smoke detectors, and emergency lighting are installed and routinely tested. Fire exits are clearly marked and are familiar to volunteers.	REMOTE

1.4 Mill building

Potential risk	Control measures	Risk rating
General	Visitors are not allowed in the mill building without supervision by trained volunteer(s).	-----
Fire	As for Visitor Centre. Before entry to the mill, Tour Guides point out emergency exits.	REMOTE
Uneven floors, low ceilings/ beams	Tour guides give verbal warning to visitors before entry to the mill.	LOW
Steep stairs	Tour guides give verbal instruction to visitors immediately before use of stairs.	LOW
Moving machinery	Large machinery is fenced off with safety barriers. Before entry to the mill, visitors are instructed not to enter fenced areas, nor to approach moving machinery, without permission.	LOW
Operation of machinery by visitors	Certain equipment may be operated by visitors under supervision.	LOW
Basement floor slippery if wet	Floor kept as dry as practicable. Any wet area is signed; visitors are warned verbally.	LOW
Fall from height	Goods door is securely barred. Trapdoors in floors are behind safety barriers.	REMOTE
Allergic reaction to flour dust	Tour guides advise any visitors with a known flour allergy that they might not wish to enter the mill.	LOW

2. Additional requirements for visits by Schools/Junior Groups/Colleges

Note: In this section the word 'school' includes any organisation bringing a group of junior visitors to the site, e.g. school, college, youth group, scout or guide group, etc.

2.1 General

Potential risk	Control measures	Risk rating
General	All the general requirements listed in Section 1 are adhered to, and the following additional precautions also apply to school visits.	-----
General	Before any visit, this risk assessment is made available to the school staff supervising the visit.	-----
General	Every visiting group of school children is given a safety talk upon arrival, covering the risks of areas in which they might be operating, and the conduct/behaviour required.	-----
Supervision : DBS requirements	Supervision of each activity will be sufficient and appropriate to manage the group safely. Each school will be responsible for providing DBS certificated staff sufficient to ensure appropriate oversight of every activity.	

2.1 Contd

Accidents and Emergencies	Schools should have plans for dealing with any incident on an educational visit, which may include access to contact details of parents/guardians, provision of a first aid kit and emergency medication, and staff with an appropriate level of first aid training.	-----
Special Medical Requirements	Schools must inform appropriate mill volunteers of any child known to have special medical requirements (e.g. allergy or hay fever), ensure that any necessary medication is available, and inform volunteers who is the person nominated to deal with any resulting incident.	-----
Special needs	Schools must advise in advance of any child with special needs, or with behavioural difficulties. All relevant people will be informed of any such difficulties. Individual programmes will be arranged for such children, ensuring safe access and involvement. Pupils with behavioural difficulties may be precluded from certain activities.	-----

2.2 Grounds

Potential risk	Control measures	Risk rating
Traffic - car park and roadway	Safety talk includes warning about vehicles – pupils are not to use the vehicle areas unaccompanied.	LOW
Deep water - Mill pond	As in section 1, plus safety talk given on arrival.	REMOTE

2.3 Visitor Centre

Potential risk	Control measures	Risk rating
Fire	As in section1, plus safety talk given on arrival.	REMOTE

2.4 Mill building

Potential risk	Control measures	Risk rating
General	School groups in the mill are carefully supervised with adequate staffing ratio.	-----
Steep stairs	Children are Individually supervised on the staircases.	LOW
Moving machinery	Children are individually supervised when allowed to operate equipment.	LOW

2.5 Use of craft tools

Potential risk	Control measures	Risk rating
Tools - model making, sewing, /knitting	Children are individually supervised and are taught safe working practices when using tools (saws, drills, glue guns, needles, knitting pins etc).	LOW

2.6 Outdoor activities (pond dipping, gardening, ecological studies)

2.6.1 General

Potential risk	Control measures	Risk rating
All risks	The general requirements listed in Section 2.1 are adhered to, and the following additional precautions also apply to outdoor activities.	-----
Weather conditions - heat stress, hypothermia	Outdoor activities will only take place in suitable weather conditions. Schools are briefed on the appropriate clothing and footwear. In hot weather, activities are carried out in shady areas where possible; pupils are advised to drink adequate fluids, wear hats, and apply their own sun cream. In wet conditions, activities are planned to minimise risk of slipping.	-----
Hygiene	Particular care is taken to ensure that children wash their hands following outdoor activities. Schools are warned that pupils may get dirty, and may advise children to bring change of clothes. Schools may wish to check with parents/carers as to whether pupils have had tetanus inoculation.	-----
Pre-existing injuries	Schools are to ensure that any children with cuts or abrasions have them covered and/or wear gloves for outdoor activities. Children with allergic or other skin problem must wear suitable protection.	-----

2.6.2 Pond dipping

Potential risk	Control measures	Risk rating
General	Schools are warned that pupils may get wet/dirty, and may advise children to bring a change of clothes and footwear.	-----
Slipping, falling into dipping pond	Activities take place in a dedicated shallow pond, from a stable level platform or paved edge. The group is briefed to behave sensibly (no running, pushing, or deliberate entry into the water).	LOW
Water - Infection	The dipping pond is inspected before each visit. The group is briefed to avoid ingestion of pond water or its contents.	LOW
Net poles	The group is briefed regarding the potential risks (especially to eyes) of net poles, and instructed to handle them carefully.	LOW

2.6.3 Gardening

Potential risk	Control measures	Risk rating
General	The school is warned that pupils may get dirty, and may advise children to bring change of clothes.	-----
Tools	Children are carefully supervised and are taught safe working practices when using gardening tools. When hosepipes are used, children are taught to tidy them up after use to prevent trip hazards.	LOW
Plant supports	If plant supports are used, pupils are advised of the dangers (particularly to the eyes). Cane toppers are used where necessary.	LOW
Soil and plant toxicity – infection, ingestion and allergic reactions	Pupils are taught about the risks of infection when gardening, and instructed not to eat any plant material without instruction, and not to put their fingers in their mouths. If potentially irritating or allergenic plants are to be handled, gloves will be provided and worn. Potentially poisonous plants will not be planted in edible beds.	LOW
Animal droppings	If pupils come across animal droppings, adult to remove, and pupils to wash hands immediately if they have had direct contact.	LOW

Bunbury Watermill Trust, January 2016