

**HIGH SALVINGTON MILL TRUST
RISK ASSESSMENT HSMT 003
MILL OPERATION**

Organisation					
High Salvington Mill Trust	Date of assessment:	June 2021			
Activity location	High Salvington Mill	Review Date/Frequency	Quarterly		
HAZARD DETAIL Activity, area and hazards	Who is affected? and typical outcome.	How will you control/ Mitigate this risk?	Risk Evaluation (Post Mitigation) 1-3 = Minor, 4-6 = Moderate, 7-9= High		
			Likelihood	Outcome	Risk Evaluation

SETTING THE MILL FOR OPERATION

1. Public Access	Visitors Injury from sails and Mill turning Slips trips and falls	No Public access to the site during the preparation stage	1	2	2
2. Roundhouse Cables	All Danger from damage to cables when Mill is turned Injury Electrocution	Cables are to be unplugged before the mill is turned	1	2	2
3. Stone Floor Set-up	All Ascending /Descending steps to stone floor. Unchock Mill Removing hopper and eye-of-the-	Falls Use rope and banister rail. Descend backwards Splinter risk Inspection of surfaces before use. Heavy weights causing injury Head injury – Bins, Hooks Doors to be hooked back. Low headroom items marked/protected Trips	2	2	4

Risk evaluation = Likelihood x Outcome.

Likelihood: 1 = Unlikely, 2 = Likely, 3 = Very likely.

Outcome: 1 = Slight harm, 2 = Harmful, 3 = Very harmful.

stone covers					
4. Brake Set-up Removing peg and wedge from brake lever Remove pole-hole hatch Brake rope through pop-hole	All Injury from lifting or dropping	Full Safety Brief prior to the commencement of Setting-up.	2	2	4
5. Talthur Set-up Unlocking securing chain Lifting Talthur and attaching steps chain	All Injury from heavy weight Injury to hands/fingers	Full Safety Brief prior to the commencement of Setting-up. Two volunteers to conduct this evolution	1	2	2
6. Sails Set-up Releasing Brake to allow slow sail rotation	All Sail collision risk Miller(s) in proximity of sails	Full Safety Brief prior to the commencement of Setting-up. Visual check to ensure sails are clear.	1	3	3
7. Common Sails Setting Brake with common sail vertical Untying/unfurling and setting sail canvas Climbing common sail to secure canvas and return Securing canvas in place	All Sails turning whilst being climbed Fall Injury from flapping canvas Trip risk from brake rope Increased collision risk on second sail due to first sail being rigged.	Full Safety Brief prior to the commencement of Setting-up. ENSURE BRAKE IS ON. Sail climber to be fully trained and briefed in 'hook-on' method, to ensure hands free. A separate volunteer to keep a safety watch at ground level and limit flapping of the sail canvas Common sail(s) to be positioned in safest position for climbing. Suitable safety Harness or fall arrester to be used. Rope to be coiled and tidy. Stand well clear of sails when positioning for second sail.	2	3	6
8. Spring Shutter sails Removing safety pin locking lever Releasing Adjuster Positioning spring chain hook and slot	All Hand injury should locking pin move out of position Severe finger injury	Full Safety Brief prior to the commencement of Setting-up. Ensure locking lever is held well away from the centre. Sail setters to stand well clear of sails when rotating.	2	2	4

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Replacing safety pin.	Finger injury				
9. Sails Turning Releasing brake	All Sail collision risk Injury from rotating machinery risk on stone floor	Full Safety Brief prior to the commencement of Setting-up. Suitable barrier positioned . Ensure no-one is inside barriered area when brake is released. No loose clothing or hair. Millers to stand clear of wheels and windshaft when sails turning NO PUBLIC ACCESS TO STONE FLOOR WHEN MILL IS BEING OPERATED. Gate to be in position at top of stone floor steps to keep public away from rotating machinery. Clear plastic shield to be in place to prevent exposure to rotating tail wheel.	2	3	6
10. Finding the wind Raising the tail steps – operating the Talthur Winding the Mill – pushing tailpole Lowering the tail steps – operating the Talthur	All Severe hand/finger injury Back injury Hand/finger injury Foot crush injury from falling steps	Full Safety Brief prior to the commencement of Setting-up. Pull carefully on chain, keeping fingers clear. Minimum of two people. Push – do not pull. Ensure step area is clear.	2	2	4
11. Preparing for Milling Moving grain sacks Filling grain hopper Hoovering areas after milling Engaging quant and tightening sprattle box	Millers Trips and falls. Back injury from incorrect manual handling. Inhalation of grain dust Inhalation of grain dust Trip on hoover lead. Trapped fingers Injury from nail under sprattle beam	Manual handling instruction given and in date Care on steps. Dust masks to be worn. Dust masks to be worn. Lead to be kept clear or tended as necessary. Full safety brief prior to commencement of milling.	2	2	4

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Replacing stone governor drive belt.	Finger trap – stone governors may be turning with belt in place	ENSURE BRAKE IS ON			
12. Starting and during Milling.	All		2	3	6
Releasing Brake	Collision with Sails	Check sail area clear and all personnel outside barriers			
Rotating machinery on stone floor	Injury from moving elements	Full safety brief prior to commencement No loose clothing or hair. Millers to remain clear of wheels, stone nut and windshaft whilst sails are turning.			
Milling and bagging of flour	Flour dust inhalation	Dust masks to be worn			
13. Post Milling	All		2	1	2
Storing Flour and cleaning area	Inhalation off dust	Masks to be worn			
Moving flour to shop	Trips, slips and falls Injury from incorrect manual handling technique.	Ensure able to use one hand to hold handrail. Manual handling instruction given and in date			
14. Un-setting Sails	All		2	3	6
Un-setting spring shutter sail	Finger injury	Full Safety Brief prior to the commencement. Ensure locking lever is held well away from the centre. Sail setters to stand well clear of sails when rotating			
Un-setting common sails	Falling from height	ENSURE BRAKE IS ON. Sail climber to be fully trained and briefed regarding working at height, and in 'hook-on' method, to ensure hands free. Suitable safety Harness or fall arrester to be used. A separate volunteer to keep a safety watch at ground level and limit flapping of the sail canvas Common sail(s) to be positioned in safest position for climbing.			
15. Closing up Mill	All.		2	2	4
Re-chocking	Injury from incorrect manual handling techniques.	Manual handling instruction given and in date.			

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<p>Locking Mill doors</p> <p>Locking Talthur</p>	<p>Splinter risk</p> <p>Slip or fall. Mill entrance door on side opposite to steps when in open position.</p> <p>Injury risk from incorrect manual handling technique</p>	<p>Check surfaces before using chocks.</p> <p>Full safety brief prior to commencement of operations.</p> <p>Manual handling instruction given and in date. Two persons required to lift and secure.</p>			
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Acceptance and authorisation	Name	Post	Date	Signature
Original Assessor	P B Minter			
Controls agreed & Assessment approved	J Best	Chairman		
Additional/Exceptional controls implemented	H Marsden	Senior Miller		
I can confirm that the assessment remains valid, controls remain effective and are fully implemented and there has been no increase in risk.				
1 st Review Date:				
2 nd Review Date:				
3 rd Review Date:				

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