

**HIGH SALVINGTON MILL TRUST
RISK ASSESSMENT HSMT 002
TO BE MADE AVAILABLE PRIOR TO VISIT SCHOOL VISITS
*All Party guides & School responsible personnel to read & initial***

| 1. Organisation | | | | | |
|---|--|--|---|---------|-----------------|
| High Salvington Mill Trust | Date of assessment: | July 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 |
| GENERAL SITE | | | | | |
| 2. Visitors Arriving Vehicles on the road. | All Collision with vehicles Bruising, broken bones, other major injury. | Place signs outside mill entrance. On arrival the children dropped off by the windmill entrance. Children to stand in the Windmill lay-by then taken through the main entrance gate to the windmill site. | 1 | 2 | 2 |
| 3. Slips, Trips and Falls Uneven grass surface and small slope. Windmill's tail pole Paved Turning Circle | All Bruises, sprains, minor cuts and grazes. Bruising from collision with pole. Trips or falls on uneven paved Turning Circle | Verbal warning from Guides/Volunteers Staff and Children are instructed before commencing activities that within the area there is a risk of falling over and that the tail pole is low so they children should not run around the site - In particular when the ground is wet. Children to be supervised by adults when on site | 2 | 2 | 4 |
| 4. Use of toilet Risk of slipping | All Bruises, sprains, minor cuts and grazes. | The flooring in the toilet is commercial grade non-slip as used in hospitals. Notices placed in toilet. | 1 | 2 | 2 |

Risk evaluation = Likelihood x Outcome.

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

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

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| Scalding from Hot water | Burns | Signs to be placed advising of danger of scalding from hot water. Water temperature to be set to avoid scalding. | | | |
| 5. Behind the Barn and workshop in the barn Equipment and materials are stored here. | All Bruises, sprains, cuts and grazes. | Children are not allowed to go around the back of the barn. Ensure barrier on the right-hand side of barn remains in place, by the toilet. Area fenced off. | 1 | 2 | 2 |

WINDMILL STRUCTURE

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| 6. Sails of Windmill turning When the sails are set up for turning they can turn at high speed. | All Bruising, broken bones, other major injury. | A safety fence is to be put in place around the area where the sails fall. Warning signs to be prominently displayed. Access doors to Mill and Roundhouse to be roped off. The children and adults advised that the area in the immediate vicinity of the sails is strictly out of bounds to them. | 2 | 3 | 6 |
| 7. Winding the Windmill activity Pushing the tail pole and raising/lowering the steps | All Bruising from collision with pole, or feet being crushed by the steps being lowered. | Children should stand well away from the steps, i.e. away from the Mill's turning circle. Only a Mill guide should raise and lower the steps once satisfied the area is clear | 1 | 2 | 2 |
| 8. Roundhouse 3 low even steps down the slope and then small step over into the Roundhouse. Uneven floor Low door – 1.55m (5'2") | All Bruises, sprains, minor cuts and grazes. Bruising from collision with the doorframe. Bruising from falling. | Verbal warning about the low door, and step into the mill. Children to stay in first segment, (i.e. where the entrance is,) of the Mill's trestle. | 2 | 2 | 4 |

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| Falling from climbing on Mill's trestle. | | | | | |
| 9. Entering the Windmill: Tall steps, with uneven height FIRST and LAST step. | All Bruising, broken bones, other major injury from falling down steps. | Children and adults only use the RIGHT HAND side of the staircase. Adults should supervise children as they ascend. A wire fence on the Right-hand side stops anyone falling out of the steps' side. Make sure the mill door is open before ascent starts. Verbal warning about uneven steps. | 2 | 2 | 4 |

WINDMILL INTERNALS

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| 10. Spout floor: Allergies to wheat and flour | All Allergic reactions. | Information should be requested at the time of booking visit about any child who is known to suffer allergic reactions, particularly wheat and its flour. Staff or children with allergies should either not enter, or wear suitable respiratory protection. | 2 | 3 | 6 |
| 11. Spout floor door Entrance to the mill at the top of a tall set of steps. | All Risk of falling, bruising, broken limbs, other major injury | Children are to lead inside the body of the mill, i.e. towards the front of the mill away from the door, by an adult and then the barrier closed behind them. No more than 2 groups should be in the body of the mill at one time. | 1 | 3 | 3 |
| 12. Spout floor Trap door in the floor | All Catching fingers in the doors. Risk of falling, bruising, broken limbs, other major injury | Trap door must not be opened. The retaining closing clamp must always be in position to prevent opening. | 1 | 3 | 3 |
| 13. Ascending to the stone floor Steep ladder-style steps | All Risk of slipping/falling, | Verbal instructions. Children to be supervised by an | 1 | 3 | 3 |

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| | bruising, broken limbs, other major injury. | adult. There is a banister to hold on the left hand side and a thick rope to hold on the right hand side. Climb facing forward into the steps. | | | |
| 14. Ascending to the stone floor Low beam at the top of stairs. | All Bruising from collision with the low beam. | Verbal warning to avoid low beam, in particular adults. Beams to be protected with suitable padding | 2 | 2 | 4 |
| 15. Stone floor Moving parts and machinery | All Risk bruising, broken limbs, and other major injury. | The mill must not turn whilst the children or visiting adults are inside the body of the mill. | 1 | 3 | 3 |
| 16. Stone floor Uneven floor, risk of tripping. Machinery. | All Bruises, sprains, minor cuts and grazes. Risk of falling if climbing on machinery. | Verbal instructions. Children are to be supervised by an adult. Children are not allowed to climb onto the machinery. | 2 | 2 | 4 |
| 17. Stone floor Low beam above a step when moving to the back of the mill. | All Bruising from collision with the low beam or tripping over step. | Verbal warning about the low beam and the step down. Adults to supervise children at all times. | 2 | 2 | 4 |
| 18. Stone floor Trap door, at the back of the mill, and ladder to the bin floor. Confined space of bin floor. | All Risk bruising, broken limbs, and other major injury. | A protective sheet of plywood available should always cover the ladder to the bin floor. The trap door is then covered as well. No visitors should go up to the bin floor | 1 | 3 | 3 |
| 19. Stone floor trap door at front of mill. | All Catching fingers in the doors. Risk of falling, bruising, broken limbs, other major injury | Trap door must not be opened. The retaining closing clamp must always be in position to prevent opening. | 1 | 3 | 3 |
| 20. Descending from stone floor to spout floor. | All Risk of bruising, broken limbs, and other major injury from | Adults to supervise at all times. | 1 | 3 | 3 |

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| | falling | An adult should go down the steps first to receive the children on the spout floor and be mindful of the doorway to the mill body. It is recommended that children descend backwards, facing the steps. Guides to offer assistance to the school staff and children as necessary. | | | |
| 21. Granary visit Steps into the granary, low height and even spacing. Door of granary above entrance steps | All Risk of bruising, broken limbs, and other major injury from falling | Adults to supervise with a verbal warning about holding the side bar of the steps Children to be guided away from the door once inside the granary. | 1 | 3 | 3 |

SMALLER MILLS AND GENERATORS

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| 22. Rotating machinery When the sails on the wooden wind pump are set up for operation they can turn at high speed. Climbing on the wind engine and generator structure Stagnant water in Sumps | All Risk of bruising, broken limbs and other major injury. Falls, collisions with sails and finger injury. Legionnaire's Disease (LD) | Area is fenced off. Adults to supervise children with a verbal warning about crossing into the enclosure and the risks involved. No member of the public to be permitted inside the fenced area around the smaller wind engines. Water in the sumps of water pumps is to be routinely dosed to ensure that the water is not permitted to become overly stagnant and allow the potential spread of LD from sprayed water droplets when pump(s) are used. | 1 | 3 | 3 |
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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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