

**HIGH SALVINGTON MILL TRUST  
RISK ASSESSMENT HSMT 001  
OPEN TO VISITORS**

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
<b>GENERAL SITE</b>					
<b>2. Visitors Arriving</b>  Vehicles on the road.	All  Collision with vehicles Bruising, broken bones, other major injury.	Place signs outside mill entrance.  Open Day signage to inform Mill is open.	1	2	2
<b>3. Slips, Trips and Falls</b>  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	Signage to be positioned at the gatehouse advising visitors of the potential uneven nature of the site, and advice not to run around the site. Warning sign to be hung prior to the site opening  Verbal warning from Guides/Volunteers  Signage to include instruction for visitors to keep outside of any fenced or roped off areas.  Children to be supervised by adults when on site	2	2	4
<b>4. Use of toilet</b>  Risk of slipping  Scalding from Hot water	All  Bruises, sprains, minor cuts and grazes.  Burns	The flooring in the toilet is commercial grade non-slip as used in hospitals.  Notices placed in toilet  Signs to be placed advising of danger of scalding from hot water.	1	2	2

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		Water temperature set to avoid scalding.			
<b>5. Use of the Café</b> Risk of Scalding from hot drinks. Allergic reaction to allergens within food Tables and Seating	All Burns, Sprains cuts and Bruises Allergic reactions	Warning sign in window regarding potential from burns/scalds from hot drinks. Allergy warning notice regarding contents of cakes, etc Tables and chairs to be inspected prior to opening to ensure safe and fully serviceable. Any damaged items to be withdrawn.	2	2	4
<b>6. Behind the Barn and workshop in the barn</b> Equipment and materials are stored here.	All Bruises, sprains, cuts and grazes.	Visitors 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 to be fenced off	1	2	2

## WINDMILL STRUCTURE

<b>7. Sails of Windmill turning</b> 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. All visitors advised that the area in the immediate vicinity of the sails is strictly out of bounds to them. Sufficient Volunteers available to monitor accesses	2	3	6
<b>8. Winding the Windmill activity</b> Pushing the tail pole and raising/lowering the steps	All Bruising from collision with pole, or feet being crushed by the steps being lowered.	All visitors 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

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<p><b>9. Roundhouse</b></p> <p>3 low even steps down the slope and then small step over into the Roundhouse.</p> <p>Uneven floor</p> <p>Low door – 1.55m (5'2")</p> <p>Falling from climbing on Mill's trestle.</p>	<p>All</p> <p>Bruises, sprains, minor cuts and grazes.</p> <p>Bruising from collision with the doorframe.</p> <p>Bruising from falling.</p>	<p>Verbal warning about the low door stating height, and step into the mill.</p> <p>Suitable padding on the top of the door.</p> <p>Children to stay in first segment, i.e. where the entrance is, away from trestle</p>	2	2	4
<p><b>10. Entering the Windmill:</b></p> <p>Tall steps, with uneven height FIRST and LAST step.</p>	<p>All</p> <p>Bruising, broken bones, other major injury from falling down steps.</p>	<p>Visitors are only to use the RIGHT HAND side of the staircase.</p> <p>Adults should supervise children as they ascend. A wire fence on the Right-hand side stops anyone falling out of the steps' side.</p> <p>Make sure the mill door is open before ascent starts.</p> <p>Verbal warning about uneven steps.</p>	2	2	4

## WINDMILL INTERNALS

<p><b>11. Spout floor:</b></p> <p>Allergies to wheat and flour</p>	<p>All</p> <p>Allergic reactions.</p>	<p>Guides to brief visitors prior to entering the mill of the risks due to the potential presence of allergens.</p> <p>Visitors with allergies should be advised either not enter, or wear suitable respiratory protection.</p>	2	3	6
<p><b>12. Spout floor door</b></p> <p>Entrance to the mill at the top of a tall set of steps.</p>	<p>All</p> <p>Risk of falling, bruising, broken limbs, other major injury</p>	<p>Visitors are to be lead inside the body of the mill, i.e. towards the front of the mill away from the door, by a guide, and then the barrier closed behind them.</p> <p>No more than 2 groups should be in the body of the mill at one time.</p>	1	3	3
<p><b>13. Spout floor</b></p> <p>Trap door in the floor</p>	<p>All</p> <p>Catching fingers in the doors.</p>	<p>Trap door must not be opened.</p> <p>The retaining closing clamp must always be in position to</p>	1	3	3

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	Risk of falling, bruising, broken limbs, other major injury	prevent opening.			
<b>14. Ascending to the stone floor</b> Steep ladder-style steps	All Risk of slipping/falling, bruising, broken limbs, other major injury.	Verbal instructions. Children to be supervised by an 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.	1	3	3
<b>15. Ascending to the stone floor</b> 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
<b>16. Stone floor</b> Moving parts and machinery	All Risk bruising, broken limbs, and other major injury.	All moving machinery to be roped off. Guides to ensure that all visitors are well clear of all machinery.	1	3	3
<b>17. Stone floor</b> Uneven floor, risk of tripping. Machinery, e.g. stones	All Bruises, sprains, minor cuts and grazes. Risk of falling if climbing on machinery.	Verbal instructions. Children are to be supervised by an adult. No visitors are not allowed to climb onto the machinery.	2	2	4
<b>18. Stone floor</b> 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
<b>19. Stone floor</b> 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.	1	3	3
<b>20. Stone floor trap door at front of mill.</b>	All Catching fingers in the doors.	Trap door must not be opened. The retaining closing clamp must always be in position to	1	3	3

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	Risk of falling, bruising, broken limbs, other major injury	prevent opening.			
<b>21. Descending from stone floor to spout floor.</b>	All Risk of bruising, broken limbs, and other major injury from falling	Adults to supervise children at all times.  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 as necessary.	1	3	3
<b>22. Granary visit</b>  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	Guides to provide 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

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## SETTING THE MILL FOR OPERATION

<p><b>23. Public Access</b></p>	<p>Visitors</p> <p>Injury from sails and Mill turning</p> <p>Slips trips and falls</p>	<p>No Public access to the site during the preparation stage</p>	<p>2</p>	<p>3</p>	<p>6</p>
<p><b>24. Roundhouse Cables</b></p>	<p>All</p> <p>Danger from damage to cables when Mill is turned</p> <p>Injury</p> <p>Electrocution</p>	<p>Cables are to be unplugged before the mill is turned</p>	<p>2</p>	<p>2</p>	<p>4</p>
<p><b>25. Stone Floor Set-up</b></p>	<p>All</p> <p>Falls</p> <p>Splinter risk</p> <p>Heavy weights causing injury</p> <p>Head injury – Bins, Hooks</p>	<p>Use rope and banister rail. Descend backwards</p> <p>Inspection of surfaces before use</p>	<p>2</p>	<p>2</p>	<p>4</p>

## SMALLER MILLS AND GENERATORS

<p><b>26. Rotating machinery</b></p> <p>When the sails on the wooden wind pump are set up for operation they can turn at high speed.</p> <p>Climbing on the wind engine and generator structure.</p>	<p>All</p> <p>Risk of bruising, broken limbs and other major injury.</p> <p>Falls, collisions with sails and finger injury</p>	<p>Area is fenced off.</p> <p>Adults to supervise children.</p> <p>Guides / Volunteers to provide a verbal warning about crossing into the enclosure and the risks involved.</p> <p>No member of the public to be permitted inside the fenced area around the smaller wind engines.</p>	<p>1</p>	<p>3</p>	<p>3</p>
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<b>27. Stagnant water in Sumps</b>	All Legionnaire's Disease (LD)	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.	2	2	4
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# Specific Event Hazards

## ANNUAL FETE

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## CRAFT / BOOK FAIR

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# CLASSIC CAR EVENT

<p><b>a) Moving cars within the site</b></p>	<p>All. Collision between car and pedestrians</p>	<p>All car owners to be advised that cars are only to be moved into or out from the site outside the standard Mill opening times.  All cars to be checked to ensure that they are made safe from chance to move without warning. (Handbrake or chocks)</p>	<p>1</p>	<p>2</p>	<p>2</p>
<p><b>b) Fumes from Car Exhausts</b></p>	<p>All. Noxious fumes from the running of car engines</p>	<p>All car owners to be advised that cars are only to be moved into or out from the site outside the standard Mill opening times.  All car owners to only run engines with the permission of the Senior Miller.</p>	<p>1</p>	<p>2</p>	<p>2</p>
<p><b>c) Injuries resulting from visitors interacting with cars or displayed exhibits</b></p>	<p>All. Visitors touching car or exhibited items which might cause injury or allergic reaction</p>	<p>Car owners to ensure that all potential parts or items of their cars which may cause harm/damage are suitably protected.  Any hazardous items should not be displayed unless essential.  Any exhibits around the car are to be suitably protected, and owners to ensure that visitors do not touch items which may be hazardous.</p>	<p>1</p>	<p>1</p>	<p>1</p>

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# CAROL SERVICE

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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 <sup>st</sup> Review Date:				
2 <sup>nd</sup> Review Date:				
3 <sup>rd</sup> Review Date:				

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