

General Risk Assessment

Please answer the questions as fully as possible. Guidance: Hold the cursor over the question a help box will appear. Please complete relevant boxes coloured light yellow.

Site:	Sarehole Mill	Assessed by:	Katherine Bosworth	Signature:	K Bosworth	Date:	01-Sep-20
		Reviewed by:	Coral Lewis	Signature:	C Lewis	Date:	07-Sep-20
Unique Ref:	SMFE	Description:	Sarehole Mill Formal Education				

Does this Assessment include any specific areas of Risk ?	Activity risk assessment?	Yes
	Area risk assessment?	Yes

To add a new row above the one selected - select a WHOLE row (line) click COPY, then click INSERT COPIED CELLS.

1	Hazards, Consequences and Who	Existing Control Measure	Severity	Probability	Degree of Risk (SxP)
Physical (A factor within the environment that can harm the body without necessarily touching it e.g . Vibration, noise, heat, cold, height)					
	Vehicle movement - vehicles and pedestrians using the same road space resulting in injury	Pupils must be supervised by their own teachers at all times. Coaches to always park outside mill and not on the other side of the road if possible. If using public transport teachers recommended to use pedestrian crossings when crossing the road. Before going to Moseley Bog verbal warnings and instructions given on road crossing. LO and member of staff to stop traffic in the road before allowing pupils to cross.	4	1	4
	Steep Mill Stairs. A fall or slip down the stairs leading to injury.	Verbal Warnings given. Stairs to only be used when necessary. Children to hold onto the handrail at all times, single file up the stairs, with an adult at the bottom and the top of the stairs. For KS1 students, each child to be accompanied by an adult when taking the stairs	3	1	3
	Slips, trips and falls due to poorly maintained floor, during cleaning or spillages or trailing cables causing injury	Verbal warnings given; adults placed at strategic points, adult supervision at all times. Leaves cleared from paths. Grit used when icy. Children to enter the mill in small groups. Signs used to warn of wet, slippery surfaces. No running on cobble stones.	2	1	2
	Rivers: slips and falls when in the river	Verbal warning and instruction given before entering river, children supervised by staff when in river, pupils only allowed to enter at safe locations. Pupils not to be allowed into river following heavy rain due to increased water levels and current.	1	3	3

Mill Pond/river. Falling into water	Verbal warnings given; adult supervision at all times, pond platform gritted, barrier around millpond. If platform cannot be cleared, barriers used to block it off. Life ring on edge of pool that is inspected daily. Pupils taking part in rivers session told to bring change of clothes and a towel.	2	2	4
Wind causing them to swing and potentially trap a visitor	Barn doors always closed or secured back on hooks. In High winds, doors kept closed	2	1	2
Vermin in mill. Possible illness from urine and droppings.	Verbal warnings given, no eating or drinking in the mill, wash hands after visiting. Pest control to monitor traps monthly.	2	2	4
Mill machinery. Entrapment and crush injuries in machinery	Verbal warnings given, all machinery off when pupils enter the mill, all machinery is behind barriers, adult supervision at all times, children enter the mill in small groups. Only BMT Staff behind barriers and operating machinery.	2	1	2
Handling items and replica stones. Injury to hands from using items	Verbal warnings given; safety instructions included with artefacts; pupils supervised at all times. Equipment inspected for sharp edges or burrs	1	2	2
Scissors. Cuts to hands	Verbal warnings given; pupils supervised at all times	1	2	2
Very cold temperatures in autumn and winter months as an outdoor session. Potential to cause ill health/harm to wellbeing	Warm outdoor clothing and extra layers will need to be worn by all pupils, teachers and accompanying adults throughout the autumn and winter months. Staff to verbally remind everyone to wear outdoor coats and layers Classroom and lunchroom should be heated throughout the autumn and winter months. During particularly extreme weather staff to call schools ahead of visit to ensure that this message is passed on to all participants.	2	2	4
Ergonomic (physical factor within the environment that harms the musculoskeletal system. E.g. repetitive movement, manual handling, uncomfortable workstation height & poor body positioning)				
Movement of tables and chairs in	Manual handling training to be provided to staff involved	2	2	4
Chemical (could affect a workers health, gases etc which can cause harm through skin, inhalation, injection i.e. acids, carbon monoxide)				
Use of cleaning chemicals.	PPE - gloves to be provided.	1	2	2
Biological (i.e. bacteria, viruses, toxins: inhalation - contact with bodily fluids, ingestion: contaminated food - water or kitchen utensils)				

Wheat and possible allergens. Allergic reaction to items used (wheat, flour, paints)	Teachers to make Learning Officers aware of any allergies prior to visit; close supervision at all times	4	1	4
Ingesting glue	Teachers to be made aware of any glue that might have specific allergic reactions. Adequate supervision and instruction, visitors warned of dangers of using scissors and to accompany children at all times.	2	1	2
Rivers: possible contaminates in water	Verbal warning given before entering the water, pupils to wash hands after being in the river.	2	1	2
Allergic reaction to touching of artefacts	Adequate supervision and instruction, teachers & pupils warned of dangers of using artefacts and to manage pupils at all times.	2	1	2

Psychological (Stress through bullying, intimidation, depression, excessive workload, lack of communication, physical environment in poor / cramped condition, involvement in a major incident leading to post traumatic stress)

Abuse from attendees. Potential harm to wellbeing/stress.	Company Policy including training of staff in handling abuse, calling for assistance and means of calling for help provided, i.e. radios, walky talkies - procedure known by staff. Unruly individuals will be politely asked to stop misbehaving and if refuse or continue, request they leave (undertaken by Duty Manager / Security as appropriate).	2	2	4
Sarehole Mill/tearoom/toilets are part of a public building used by anyone and everyone. Potential harm to wellbeing/abduction/abuse.	School groups must adhere to BMT stated ratio of pupils:adults (Fdn and KS1 1:6. KS2 and over 1:10) Pupils must be supervised by own Teachers and accompanying adults at all times. Teachers and accompanying adults should be mindful that that members of the public may be present in the grounds, shop, and toilet block. Staff to verbally instruct Teachers that toilets are public toilets during welcome. Written information displayed in classroom also reiterates this. Schools are advised to bring male and female helpers with mixed sex classes.	2	2	4

2 What further actions are necessary to control the Risk? (in priority order)

Action	Action Owner	Target Completion	Comment	Status
--------	--------------	-------------------	---------	--------

Supporting Documentation

1		2		3	
4		5		6	
7		8		9	
10		11		12	

					Yes / No
Consider: Are the proposed actions likely to create a different hazard?					No

3 Who Might Be Harmed

Staff	<input checked="" type="checkbox"/>	Public	<input checked="" type="checkbox"/>	Cleaners	<input type="checkbox"/>	Security	<input type="checkbox"/>	Contractors	<input type="checkbox"/>	Vulnerable Grps	<input checked="" type="checkbox"/>	Others (Specify)	<input type="checkbox"/>
-------	-------------------------------------	--------	-------------------------------------	----------	--------------------------	----------	--------------------------	-------------	--------------------------	-----------------	-------------------------------------	------------------	--------------------------

4 Assessment of Risk

5	10	15	20	25
4	8	12	16	20
3	6	9	12	15
2	4	6	8	10
1	2	3	4	5

Severity

Probability

Severity	Probability
1 Little or no lost time/negligible ill health	1 Improbable
2 Up to 7 days / minimal ill health	2 Unlikely
3 Over 7 days / moderate ill health	3 Possible
4 Severe injury or ill health	4 Likely
5 Fatality, major injury / critical ill health	5 Almost Certain

Risk
1 - 4 Monitor and maintain controls
5 - 12 Improve controls
15 - 25 Cease activity until corrected

5 Assessor Section: I confirm the above controls have been put in place

Assessor Name and Title:	Edd Thomas, Learning and Engagement Officer (Sarehole)	Signature:	E Thomas	Date Approved:	09/02/2023
Reviewers Name and Title		Signature:		Date Approved:	

When should this be reviewed next?	In the next 12 months
---	-----------------------

6 Version Control: Record of annual review

Reviewers Name and Title	Date of Review:	Where Controls Satisfactory?	Are Additional Controls Required?	Details of Additional Controls Required and date implemented?
m, Learning and Engager	27.04.2023	Yes	No	N/A

Version V4 - 25 July 20