

# 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.  
To delete a row select the whole row, right click, then select delete.

1	Hazards, Consequences and Who	Existing Control Measure	Severity	Probability	Degree of Risk (SxP)
<b>Physical</b> (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.	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
	Mill Pond. 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.	3	2	6

Classroom barn doors in high winds. 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.	3	2	6
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
<b>Ergonomic</b> (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 classroom and lunchspace. Potential to cause muscular injuries.	Tables to be a 2 person lift. Manual handling training to be provided to staff involved in moving tables and chairs. Sensible footwear to be worn Visual check of classroom and lunchroom furniture once a year by staff	2	2	4
<b>Chemical</b> (could affect a workers health, gases etc which can cause harm through skin, inhalation, injection i.e.acids, carbon monoxide)				

<p>Use of cleaning chemicals. Potential to cause skin irritation - leading to itching, broken skin.</p>	<p>PPE - gloves to be provided. Means of drying hands provided.</p>	1	2	2
<p><b>Biological</b> (i.e. bacteria, viruses, toxins: inhalation - contact with bodily fluids, ingestion: contaminated food - water or kitchen utensils)</p>				
<p>Wheat and possible allergens. Allergic reaction to items used (wheat, flour, paints)</p>	<p>Teachers to make Learning Officers aware of any allergies prior to visit; close supervision at all times</p>	4	2	8
<p>Staff and pupils touching resources and contracting- COVID-19</p>	<p>All resources to be cleaned before session or left for 72 hours before use again. This to be done by a member of staff PPE anti-bacterial wipes or soap, water and paper towels</p>	4	1	4

School visits contracting COVID-19 whilst visiting site.

Contact details taken from schools at point of booking for Track and Trace - allowing contact if a school or BMT staff contracts COVID within 14 days of the visit.  
Pre-booked school session to manage on site restrictions. Schools classes will have staggered arrival time when entering site.  
Signage in place requiring visitors to follow the 2m social distancing guidelines.  
Each school group will be allocated one member of staff during their visit.  
Spaces on site thoroughly cleaned before and after use by OCS cleaning staff.  
Hand sanitiser stations available at entry points and throughout the site.  
One way system in place around the site for both visitors and staff to maintain social distancing.  
Visitors aged 12 and above (or Year 7 and above) have to wear face coverings unless they are exempt based on government guidelines in museum and gallery settings  
Ability to wash hands with soap and water for 20 seconds on site. Soap and paper towels will be available at all sinks that are available in classrooms and in public toilets. Schools groups will be encouraged to wash their hands on arrival, before & after sessions, lunchtime and departure.  
Signage on display to remind about personal hygiene.  
Wherever safe to do so external and internal doors to be propped open to reduce frequent touching.

4

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4

<p>BMT staff contracting COVID-19 whilst a school is visiting site and during the course of their duties.</p>	<p>L&amp;E staff to wear PPE - face coverings i.e. Visors worn to be wore in public spaces and delivery sessions, if they are less than 2 metres away from the group.  Staff to maintain 2m (or 1m plus face covering must be worn by staff and visitors aged 12 and above) social distancing from all visitors.  L&amp;E staff staff to have PPE- Hand Sanitiser on them if unable to wash their hands during delivery of sessions.  BMT staff to wash hands frequently with soap and hot water for 20 seconds, especially on arrival, before departure, before and after sessions, and eating.  Staff to monitor this and advise school groups to maintain social distancing from other visitors.  To follow the one way system in place on site at all times.  All staff to complete the E learning COVID awareness courses.  If staff develop symptoms whilst at work they are to alert their line manager immediately who will follow government guidelines. Any BMT staff member working on site must confirm:</p> <ul style="list-style-type: none"> <li>• They are not showing any symptoms of COVID 19</li> <li>• No one in their household is showing any symptoms of COVID 19</li> <li>• They have not been in close contact with anyone else showing symptoms of COVID 19</li> <li>• They will wash their hands immediately on arrival, frequently throughout the day and prior to leaving</li> <li>• They will maintain the 2m social distancing rule</li> </ul>	4	1	4
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<p>Visitors and staff contracting COVID-19 whilst using toilet facilities</p>	<p>Toilets cleaned thoroughly by OCS staff before use on a daily basis when the site is open.  Frequently touched surfaces to be cleaned regularly i.e. taps, toilet flush with anti-bacterial spray/disinfectant and soap dispensers refilled if required.  Signage displayed regarding regular handwashing to prevent COVID 19.  BMT staff to monitor and clean the facilities during the event on a regular basis.  Supplies of soap and hand sanitiser to be monitored and replenished frequently.  Signage and queueing system in place allowing one individual/household group at a time into the toilet facility.</p>	<p>4</p>	<p>1</p>	<p>4</p>
<p>Ingesting glue</p>	<p>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.</p>	<p>2</p>	<p>1</p>	<p>2</p>
<p>Allergic reaction to touching of artefacts</p>	<p>Adequate supervision and instruction, teachers &amp; pupils warned of dangers of using artefacts and to manage pupils at all times.</p>	<p>2</p>	<p>1</p>	<p>2</p>
<p><b>Psychological</b> (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)</p>				
<p>Abuse from attendees.  Potential harm to wellbeing/stress.</p>	<p>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).</p>	<p>2</p>	<p>2</p>	<p>4</p>

<p>Sarehole Mill/tearoom/toilets are part of a public building used by anyone and everyone. Potential harm to wellbeing/abduction/abuse.</p>	<p>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.</p>	2	2	4
<p>Stress due to returning to work and working with the public</p>	<p>BMT's Help and Support line Communication between staff and managers COVID-19 guidance from the Government PPE provided to staff to prevent contracting COVID-19</p>	4	1	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  Public  Cleaners  Security  Contractors  Vulnerable Grps  Others (Specify)

**4 Assessment of Risk**

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

Severity

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

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

1	2	3	4	5
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Probability

4 Severe injury or ill health	4 Likely
5 Fatality, major injury / critical ill health	5 Almost Certain

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

<b>Assessor Name and Title:</b>	Katherine Bosworth, Learning and Engagement Manager	<b>Signature:</b>	K Bosworth	<b>Date Approved:</b>	01/09/20
<b>Reviewers Name and Title</b>	Coral Lewis, Health & Safety Manager	<b>Signature:</b>	C Lewis	<b>Date Approved:</b>	07/09/20

<b>When should this be reviewed next?</b>	In the next 12 months
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**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?