

ACTIVITY: Mill Tour		Group Leader: Education Manager		
Assessment by: SW/PBu		Date: 19/05/2021		Target Date for review: May 2022
Approved by:		Position:		Date:
Significant Hazards and Associated Risks Those hazards which may result in serious harm or affect several people	Those who might be harmed Persons at risk from the significant hazards identified	Control Measures(CM's): Controls, including relevant sources of guidance (e.g. Generic Risk Assessment, CSF Offsite Visits Manual, Guidance from Provider, etc.). Specific CM's not included in the generic RA (e.g. briefings, actions by leaders / participants, qualifications / experience of supervisors)		Additional CM's required? If existing CM's cannot be met or circumstances have changed
Uneven surfaces – trips and falls	Visitors and staff	Children will be informed of changes in level and instructed to take care. No running or pushing Health & Safety talk at the beginning of the session Special care must be taken on steps and stairs. Edges of steps and stairs to be highlighted with white / yellow paint Large classes will be divided into groups of no more than 8 and will be accompanied by a guide and another adult (teacher, parent helper) at all times during the actual tour.		Residual Risk Rating (H / M / L) L

Fire	Visitors and staff	<p>No smoking policy</p> <p>Regular practice evacuations for all staff</p> <p>Fire alarm tests</p> <p>Contract for maintenance of fire detection equipment and extinguishers</p> <p>Health & Safety talk at the beginning of the session</p> <p>Children will be told at the start of the visit what to do in the event of the fire alarm sounding</p> <p>Adult to child ratio will be low to ensure safety. Large classes will be divided into groups of no more than 8 and will be accompanied by a guide and another adult (teacher, parent helper) at all times during the actual tour.</p>		L
Wet surfaces – slips and falls	Visitors and staff	<p>Teachers will be instructed that children must wear sensible shoes / boots when they visit to do their own teacher risk assessment</p> <p>Children will be informed to take care on wet surfaces and these surfaces will be indicated as the tour continues.</p> <p>No running or pushing</p> <p>Health & Safety talk at the beginning of the session.</p>		L
Moving machinery – crushed hands / fingers	Visitors	<p>The mill will always be staffed when machinery is operating</p> <p>Children will be kept back from the machinery at all times either by a fixed physical barrier around moving machinery or by crowd management, i.e. the tour route allows the children to see the process but not get close enough to hurt themselves</p> <p>Health & Safety talk at the beginning of the session</p> <p>Large classes will be divided into groups of no more than 8 and will be accompanied by a guide and another adult (teacher, parent helper) at all times during the actual tour</p>		L
Hot, humid atmosphere	Visitors and staff	<p>The tour will not loiter in the hot humid atmosphere. Signs display areas where steaming up of spectacles may occur. These areas will be indicated as the tour continues.</p>		L
Magnetic equipment	Visitors and staff	<p>The effect of the magnetic equipment will only be a problem to those with pacemakers. Such people will be diverted away from these areas</p>		L

Stairs – trips and falls	Visitors and staff	Children will be instructed to hold onto the banister and walk in single file. No running or pushing Health & Safety talk at the beginning of the session Large classes will be divided into groups of no more than 8 and will be accompanied by a guide and another adult (teacher, parent helper) at all times during the actual tour		L
Fork lift trucks operating around the site	Visitors and staff	All visitors, children and adults will wear High Visibility Vests at all times. The men working at the mill will be informed of the visit and will take extra care.		L
Paper Stacks – toppling over of heavy packs of paper	Visitors	All visitors should keep together. No pushing or leaning on the paper stacks. Visitors may not wander off alone Mill workers should be made aware of Health & Safety issues. Visitors are to remain within the yellow pathway.		L
River	Visitors	Warning notices and life belts should be maintained in good order Health & Safety talk at the beginning of the session		L
Abuse from staff and others	Visitors	Child protection policy in place. Staff and volunteers working with children should be DBS checked and have certificates to prove it.		L
Covid 19	Visitors	During Covid 19 restrictions groups will be kept to six, family bubbles or class subgroups from schools. Social distancing shall be maintained between group and tour guide. Masks to be worn by tour guide and visitors.		L

REVIEWS:		
DATE OF REVIEW: 19-05-2021	REVIEWED BY: PBU	COMMENTS: