



Risk Assessment Form

Directorate: Environment & Culture

Location/Division/Premises: Sarehole Mill

Date of Risk Assessment: 20th April 2011

Type of Risk assessment (describe): Generic

Name of Person(s) carrying out Risk Assessment: Richard Statham

Signature of Risk Assessor

Date

Signature of Manager

Date

Review Record

Review Date	Reviewed by	Changes necessary	Signature

Hazard	Who might be harmed and how?	What control measures are in place? Are they sufficient?	What Further Action Required	Action by Whom	Action by When	Date Completed
Disembarking in front of Sarehole Mill, road traffic accidents	Pupils / Teachers	Pupils must be supervised by own teachers. Any road crossing should only be done via the pelican crossing.	Coaches should always stop on Mill side of road	Teachers	Ongoing	Ongoing
Moving around Sarehole Mill: steep, open stairs; cobbled yard slippery when wet; river/ millpond	Pupils / Slipping, falling / Drowning	Verbal warning; hold rail; barriers round pond; adults positioned at strategic places; close supervision at all times. Use new walkway around building with younger children and children with mobility problems. Open areas gritted when freezing. Leaves cleared in autumn.	Pupils must be supervised by own teachers (ratio 1:10 KS2, 1:8 KS1)	Teachers / Museum Teacher / Freelance Museum Teachers	Ongoing	Ongoing
Garner floor: slips, trips and falls	Pupils	No KS1 or foundation children will be taken up. Recommend only Y5 and above taken up with suitable instruction and supervision.	Pupils must be supervised by own teachers	Teachers / Museum Teacher / Freelance Museum Teachers	Ongoing	Ongoing
Children injured by Mill machinery	Pupils: physical injury	All machinery behind barriers. Verbal warning given before entry into Mill.	Pupils must be supervised by own teachers	Teachers / Museum Teacher / Freelance Museum Teachers	Ongoing	Ongoing
Possible contamination from vermin	Pupils / Risk of disease	No eating/ drinking in Mill. Wash hands after visit, before eating. No consumption of bread permitted that pupils bake.	Verbal communication to teachers	Museum Teacher Freelance Museum	Ongoing	Ongoing

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				Teachers		
Sessions with Museum Teaching Staff						
Using hand operated millstone	Pupils / Injury to fingers	Verbal warning; close supervision; 1 pupil at a time	Pupils must be supervised by own teachers	Museum Teacher / Freelance Museum Teachers	Ongoing	Ongoing
Experiments / activities	Pupils: cuts	Instructions given how to do experiments safely	Verbal communication to pupils	Museum Teacher/ Freelance Museum Teachers	Ongoing	Ongoing
Moving offsite to River Cole and outdoor environment	Slips / trips / falls / drowning / road traffic accident / getting lost / risk of disease (vermin & pollution)	Pupils must be supervised by own teachers. Instructions given about behaviour offsite. Wash hands after visit, before eating	Pupils must be supervised by own teachers (ratio 1:10 KS2, 1:8 KS1)	Museum Teacher/ Freelance Museum Teachers	Ongoing	Ongoing



Further Information

Hazard	Additional Information

