



# Health and Safety Risk Assessment for Visitors to Bunbury Mill

April 2026

## 1. All Visitors (including Schools/Junior Groups/Colleges)

[Risks are assessed with stated control measures in force]

### 1.1 General

Potential risk	Control measures	Risk rating
General	Volunteers are familiarised with this risk assessment and routine and emergency safety precautions.	-----
Minor accidents	The mill and the visitor centre are equipped with first aid kits.	-----

### 1.2 Grounds

Potential risk	Control measures	Risk rating
Deep water - mill pond	Pond area is securely fenced, with prominent warning signs (Danger - Deep Water and Mud). Rescue equipment is located at the pond whenever visitors are on site. Visitors are advised of deep water and asked that, if needed, children are kept under supervision at all times.	<b>HIGH</b>
Slippery surfaces – paving, grass	Paved surfaces are kept clean, and gritted if icy. Verbal warnings are given if necessary.	<b>LOW</b>
Overhanging trees	Trees are kept trimmed and are regularly inspected and recorded.	<b>LOW</b>

### **1.3 Visitor Centre**

<b>Potential risk</b>	<b>Control measures</b>	<b>Risk rating</b>
Floor slippery if wet	Any spillage is mopped up as soon as practicable. Wet areas are cordoned off and/or signed. Visitors are warned of any wet areas.	<b>LOW</b>
Fire	Fire alarm, smoke detectors, and emergency lighting are installed and routinely tested. Fire exits are clearly marked and are familiar to volunteers.	<b>LOW</b>

### **1.4 Mill building**

<b>Potential risk</b>	<b>Control measures</b>	<b>Risk rating</b>
General	Visitors are not allowed in the mill building without supervision by trained volunteer(s).	-----
Fire	As for Visitor Centre. Before entry to the mill, Tour Guides point out emergency exits.	<b>LOW</b>
Uneven floors, low ceilings/ beams	Tour guides give verbal warning to visitors before entry to the mill.	<b>MEDIUM</b>
Steep stairs	Tour guides give verbal instruction to visitors immediately before use of stairs. We ask all visitors to descend backwards and demonstrate one step at a time, like a stepladder, holding handrails.	<b>MEDIUM</b>
Clothing catching on moving machinery	All coats and jackets must be zipped up before entering the mill. Scarves must be tucked in if worn.	<b>MEDIUM</b>
Moving machinery	Large machinery is fenced off with safety barriers. Before entry to the mill, visitors are instructed not to enter fenced areas, nor to approach moving machinery, without permission. No children are to go behind the mill barriers at any point. We ask that all groups of visitors keep together at all times.	<b>MEDIUM</b>
Operation of machinery by visitors	Certain equipment may be operated by visitors under supervision.	<b>LOW</b>
Basement floor slippery if wet	Floor kept as dry as practicable. Any wet area is signed with yellow A boards placed in appropriate places. Visitors are warned verbally.	<b>LOW</b>
Fall from height	Goods door is securely barred. Trapdoors in floors are behind safety barriers.	<b>LOW</b>
Allergic reaction to flour dust	Tour guides advise any visitors with a known flour allergy that they might not wish to enter the mill.	<b>LOW</b>

## **2. Additional requirements for visits by Schools/Junior Groups/Colleges**

Note: In this section the word 'school' includes any organisation bringing a group of junior visitors to the site, e.g. school, college, youth group, scout/guide group, etc.

### **2.1 General**

<b>Potential risk</b>	<b>Control measures</b>	<b>Risk rating</b>
General	All the general requirements listed in Section 1 are adhered to, and the following additional precautions also apply to school visits.	-----
General	Before any visit, this risk assessment is made available to the school staff supervising the visit.	-----
General	Every visiting group of school children is given a safety talk upon arrival, covering the risks of areas in which they might be operating, and the conduct/behaviour required.	-----
Supervision: General	School children must be supervised at all times on the visit (visitor centre, grounds and Mill) by their own school staff.	-----
Supervision: DBS requirements	Supervision of each activity will be sufficient and appropriate to manage the group safely. Each school will be responsible for providing DBS certificated staff sufficient to ensure appropriate oversight of every activity.	-----
Accidents and Emergencies	Schools should have plans for dealing with any incident on an educational visit, which may include access to contact details of parents/guardians, provision of a first aid kit and emergency medication, and staff with an appropriate level of first aid training. We ask all schools to bring their own first aid kit appropriate to their children's needs. The mill has its own basic first aid kit.	-----
Special Medical Requirements	Schools must inform appropriate mill volunteers of any child known to have special medical requirements (e.g. allergy or hay fever), ensure that any necessary medication is available, and inform volunteers who is the person nominated to deal with any resulting incident.	-----
Special needs	Schools must advise in advance of any child with special needs, or with behavioural difficulties. All relevant people will be informed of any such difficulties. Individual programmes will be arranged for such children, ensuring safe access and involvement. Pupils with behavioural difficulties may be precluded from certain activities.	-----

## 2.2 Grounds

Potential risk	Control measures	Risk rating
Traffic - car park and roadway	School children need to be supervised at all times by school staff. The visitor centre and mill have a shared access road with the United Utilities wastewater treatment site. All visitors are informed of the possibility of vehicles passing through.	<b>HIGH</b>
Deep water - Mill pond	School children need to be supervised at all times by school staff. All visitors are informed of the deep water risk.	<b>HIGH</b>

## 2.3 Visitor Centre

Potential risk	Control measures	Risk rating
Fire	As in section1, plus safety talk given on arrival.	<b>LOW</b>

## 2.4 Mill building

Potential risk	Control measures	Risk rating
General	School groups in the mill are carefully supervised with adequate staffing ratio. All actions in the mill will have one adult/volunteer to proceed and one adult/volunteer to follow group movement.	-----
Steep stairs	Children are individually supervised on the staircases. Explanation given and guide demonstrates first. Children descend one at a time. One adult remains at the top of the stairs and one at the bottom to help the guide as required.	<b>MEDIUM</b>
Moving machinery	Children are individually supervised when allowed to operate equipment.	<b>LOW</b>

## **2.5 Use of craft tools**

<b>Potential risk</b>	<b>Control measures</b>	<b>Risk rating</b>
Tools - model making.	Children are supervised and are shown safe working practices when using tools (saws, drills, glue guns, etc). Staplers are required for some activities but must only be used by supervising adults.	<b>LOW</b>

## **2.6 Making bread dough rolls & Salt Dough activity**

<b>Potential risk</b>	<b>Control measures</b>	<b>Risk rating</b>
Food hygiene and protection of school clothing	Children to wash hands prior to and after making dough rolls. Aprons must be worn to protect clothing. Children must NOT eat or taste the salt dough.	<b>LOW</b>

## **2.7 Outdoor activities** (pond dipping, outdoor lunches and ecological studies)

### **2.7.1 General**

<b>Potential risk</b>	<b>Control measures</b>	<b>Risk rating</b>
All risks	The general requirements listed in Section 2.1 are adhered to, and the following additional precautions also apply to outdoor activities.	-----
Weather conditions - heat stress, hypothermia	Outdoor activities will only take place in suitable weather conditions. Schools are required to ensure children wear appropriate clothing and footwear to reflect the time of year and expected weather conditions. In hot weather, activities are carried out in shady areas where possible; pupils are advised to drink adequate fluids, wear hats, and apply their own sun cream. In wet conditions, activities are planned to minimise the risk of slipping.	-----
Hygiene – pond water & mud	Particular care is taken to ensure that children wash their hands following outdoor activities. Schools are warned that pupils may get dirty, and may advise children to bring change of clothes. Schools may wish to check with parents/carers as to whether pupils have had tetanus inoculation.	-----
Pre-existing injuries	Schools are to ensure that any children with cuts or abrasions have them covered and/or wear gloves for outdoor activities. Children with allergic or other skin problem must wear suitable protection.	-----

### **2.7.2 Pond dipping**

<b>Potential risk</b>	<b>Control measures</b>	<b>Risk rating</b>
General	Schools are warned that pupils may get wet/dirty, and may advise children to bring a change of clothes and footwear.	-----
Slipping, falling into dipping pond	Activities take place in a dedicated shallow pond, from a stable level platform or paved edge. The group is briefed to behave sensibly (no running, pushing, or deliberate entry into the water).	<b>LOW</b>
Water - Infection	The dipping pond is inspected before each visit The group is briefed to avoid ingestion of pond water or its contents.	<b>LOW</b>
Net poles	The group is briefed regarding the potential risks (especially to eyes) of net poles, and instructed to handle them carefully.	<b>LOW</b>