**Health and Safety Risk Assessment  
 for Visitors to Bunbury Mill**

**July 2025**

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

**[Risks are assessed]**

**[with stated control]  
1.1 General [measures in force]**

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| **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. | ------ |
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**1.2 Grounds**

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| **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. | **REMOTE** |
| Slippery surfaces – paving, grass | Paved surfaces are kept clean, and gritted if icy. Verbal warnings are given if necessary. | **LOW** |
| Overhanging trees | Trees are kept trimmed. | **REMOTE** |

**1.3 Visitor** **Centre**

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| **Potential risk** | **Control measures** | **Risk rating** |
| 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. | **LOW** |
| Fire | Fire alarm, smoke detectors, and emergency lighting are installed and routinely tested.  Fire exits are clearly marked and are familiar to volunteers. | **REMOTE** |

**1.4 Mill building**

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| **Potential risk** | **Control measures** | **Risk rating** |
| 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. | **REMOTE** |
| Uneven floors, low ceilings/ beams | Tour guides give verbal warning to visitors before entry to the mill. | **LOW** |
| Steep stairs | Tour guides give verbal instruction to visitors immediately before use of stairs. | **LOW** |
| 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. | **LOW** |
| Operation of machinery by visitors | Certain equipment may be operated by visitors under supervision. | **LOW** |
| Basement floor slippery if wet | Floor kept as dry as practicable. Any wet area is signed; visitors are warned verbally. | **LOW** |
| Fall from height | Goods door is securely barred. Trapdoors in floors are behind safety barriers. | **REMOTE** |
| Allergic reaction to flour dust | Tour guides advise any visitors with a known flour allergy that they might not wish to enter the mill. | **LOW** |

**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 or guide group, etc.

**2.1 General**

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| **Potential risk** | **Control measures** | **Risk rating** |
| 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. | ------ |
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| 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. | ------ | |
| 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**

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| **Potential risk** | **Control measures** | **Risk rating** |
| Traffic - car park and roadway | Safety talk includes warning about vehicles – pupils are not to use the vehicle areas unaccompanied. | **LOW** |
| Deep water - Mill pond | As in section 1, plus safety talk given on arrival. | **REMOTE** |

**2.3 Visitor Centre**

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| **Potential risk** | **Control measures** | **Risk rating** |
| Fire | As in section1, plus safety talk given on arrival. | **REMOTE** |

**2.4 Mill building**

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| **Potential risk** | **Control measures** | **Risk rating** |
| General | School groups in the mill are carefully supervised with adequate staffing ratio. | ----- |
| Steep stairs | Children are Individually supervised on the staircases. | **LOW** |
| Moving machinery | Children are individually supervised when allowed to operate equipment. | **LOW** |

**2.5 Use of craft tools**

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| **Potential risk** | **Control measures** | **Risk rating** |
| Tools - model making. | Children are individually supervised and are taught safe working practices when using tools (saws, drills, glue guns, etc).  Staplers are required for some activities. These must only be used by supervising adults. | **LOW** |

**2.6 Making bread dough rolls**

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| **Potential risk** | **Control measures** | **Risk rating** |
| 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 | **LOW** |

**2.7 Outdoor activities** (pond dipping, gardening, ecological studies)

**2.7.1 General**

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| **Potential risk** | **Control measures** | **Risk rating** |
| 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 briefed on the appropriate clothing and footwear.  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 risk of slipping. | **-------** |
| Hygiene | 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**

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| **Potential risk** | **Control measures** | **Risk rating** |
| 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). | **LOW** |
| Water - Infection | The dipping pond is inspected before each visit  The group is briefed to avoid ingestion of pond water or its contents. | **LOW** |
| Net poles | The group is briefed regarding the potential risks (especially to eyes) of net poles, and instructed to handle them carefully. | **LOW** |

**2.7.3 Gardening**

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| **Potential risk** | **Control measures** | **Risk rating** |
| General | The school is warned that pupils may get dirty, and may advise children to bring change of clothes. | **-------** |
| Tools | Children are carefully supervised and are taught safe working practices when using gardening tools.  When hosepipes are used, children are taught to tidy them up after use to prevent trip hazards. | **LOW** |
| Plant supports | If plant supports are used, pupils are advised of the dangers (particularly to the eyes). Cane toppers are used where necessary. | **LOW** |
| Soil and plant toxicity – infection, ingestion and allergic reactions | Pupils are taught about the risks of infection when gardening, and instructed not to eat any plant material without instruction, and not to put their fingers in their mouths.  If potentially irritating or allergenic plants are to be handled, gloves will be provided and worn.  Potentially poisonous plants will not be planted in edible beds. | **LOW** |
| Animal droppings | If pupils come across animal droppings, adult to remove, and pupils to wash hands immediately if they have had direct contact. | **LOW** |

*Bunbury Watermill Trust, July 2025*