

RISK ASSESSMENT SHEET

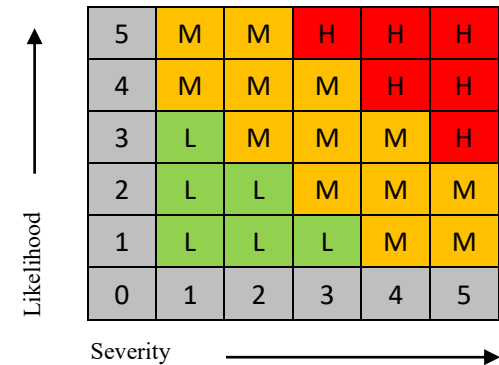
Department: <i>Museum Service</i>	Risk: School visits to Mill Green Museum and Mill	Date: April 2026
Assessed by: Aimee Jones	Review date: April 2027	
Manager responsible: Tabatha Watson		

Activity description

Visits to Mill Green Museum and Mill by schools or groups with children, such as Guides.

People/groups at risk (list)

Pupils, school staff, museum staff/volunteers, accompanying adults



Hazard Description	Persons Affected	Risk Consequence (Resulting Harm)	Current Controls	Sev 1-5	Lik 1-5	Risk Rating L,M,H	Revised Controls (To Reduce Risk)
Arrival at MGM via Coach parking on street opposite front entrance.	Adults accompanying children, school staff and helpers.	Potential risk of traffic collision involving coach and another vehicle or individuals debarking coach and another vehicle.	Require school or group staff to attend MGM in advance of visit to complete their own risk assessment. Groups instructed to remain on the coach until a safe point for disembarking is confirmed. Museum staff member to be present where possible to oversee arrival and coordinate safe crossing. All crossings to be supervised by school staff, with children instructed to stay together in groups. Groups to be directed immediately into the museum site to avoid waiting near the road.	3	1	L	Potential to open main-gate so school groups can congregate safely on Museum site away from the road.

Hazard Description	Persons Affected	Risk Consequence (Resulting Harm)	Current Controls	Sev 1-5	Lik 1-5	Risk Rating L,M,H	Revised Controls (To Reduce Risk)
Flowing water of mill race or river on MGM site.	Adults accompanying children, school staff and helpers.	Risk of falling into water with potential risk of drowning.	<p>Require school or group staff to attend MGM in advance of visit to complete their own risk assessment.</p> <p>Health and Safety talk to all visitors as the first element of the visit. Indicate the potential risks of the flowing water and the change in speeds depending on the use of the mill</p> <p>Strict supervision required at all times when groups are in proximity to the mill race or river.</p> <p>Children must remain with their group leader and are not permitted to approach the water's edge.</p> <p>Clear verbal boundaries are set at the start of the visit, identifying no-go areas.</p> <p>Activities are planned to keep groups at a safe distance from the water wherever possible.</p> <p>Staff remain vigilant and actively monitor behaviour when groups are outdoors.</p> <p>Increased supervision levels required for younger children.</p>	5	1	M	<p>Ongoing review of site layout to minimise need for groups to pass close to water.</p> <p>Consideration of additional control measures if risk profile changes (e.g. larger groups or younger children).</p>
Fire	Staff and volunteers Visiting children and adults.	Not being able to escape in the event of a fire.	<p>All schools/groups on arrival are given a short safety brief. This will include details of the open water, fire evacuation and possible hazards concerning the age of the building i.e. low ceilings and uneven floors.</p> <p>Fire exits are clearly identified to group leaders on arrival.</p> <p>Assembly point is explained to all groups at the start of the visit.</p> <p>Staff are responsible for guiding visitors to the assembly point during evacuation.</p> <p>Regular checks are made to ensure exit routes remain clear.</p>	5	1	M	<p>This risk assessment is sent to all schools and groups prior to their visit. Included with the booking form and with the itinerary for the workshop.</p> <p>All teachers/group leaders are encouraged to make a preliminary visit when booking a school visit.</p> <p>All staff are kept fully up to date with fire evacuation procedure.</p>

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Moving machinery inside Mill	Adults accompanying children, school staff and helpers.	Potential risk of injury from machinery	Require school or group staff to attend MGM in advance of visit to complete their own risk assessment. Miller present in Mill at all times during visit, supervising visitors around machinery. Visitors are instructed not to touch machinery at any time. Safe viewing distances are maintained and enforced by staff.	1	1	L	
Airborne gluten as a result of Mill running.	Any on site.	Risk of illness or even death for those with severe gluten allergy.	Require school or group staff to attend MGM in advance of visit to complete their own risk assessment. Requirement for any health issues/allergies to be declared by visiting groups at the booking stages. Review of allergies by MGM staff during health and safety talk. Visitors are advised in advance that flour dust may be present in the mill. Handwashing is encouraged after activities involving flour.	5	1	M	
Breadmaking session	Adult helpers and children.	Risk of illness or even death for those with severe gluten allergy.	Require school or group staff to attend MGM in advance of visit to complete their own risk assessment. Requirement for any health issues/allergies to be declared by visiting groups at the booking stages. Review of allergies by MGM staff during health and safety talk.	5	1	M	
Museum Visit	Adult helpers and children	Risk of tripping on floor in Museum, or accidental injury from similar means.	Require school or group staff to attend MGM in advance of visit to complete their own risk assessment. Health and safety talk at beginning of session to include potential issues such as uneven floor due to age of building. Visitors are reminded to walk at all times.	1	1	L	

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Garden activities	Adult helpers and children	Risk of allergic reaction to particular plants. Risk of stinging by insects such as wasps.	Health and safety talk at beginning of session to include potential risks in the garden if being used as part of the visit. Groups are advised not to touch plants unless instructed. Staff remain alert to presence of insects and advise groups accordingly.	2	1	L	
Use of handling object	Staff, Visiting adults and children	Cuts from any sharp edges Damage to body parts by dropping objects on the body.	All equipment is checked regularly for any broken parts which are discarded. All equipment is checked regularly for any broken parts which are discarded. Staff supervise use of objects at all times. Objects appropriate to the age group are selected.	1	2	L	
Safeguarding	Staff, Volunteers, Visitors	Safeguarding, reputational damage,	Recommended number of adult to child ratio recommended to the school at booking stage. Made clear that school staff/helpers are responsible for children while on site No museum staff or volunteer to be left alone with a child School visit site pre group visit and complete a risk assessment All concerns are reported in line with safeguarding procedures. Staff and volunteers are aware of safeguarding responsibilities and escalation routes.	4	1	M	
Emergency Procedures	Staff, volunteers, visiting adults and children	Delayed response leading to worsening injury/illness, distress to visitors, reputational damage	First aid provision available on site with trained staff. First aid kit location known to all staff. Emergency services can be contacted via mobile phone or site phone. Clear access maintained for emergency vehicles. Procedure in place for lost or separated children (group leader informed immediately, search initiated, escalation if required). All incidents recorded in accident/incident log.	4	1	M	

Date work completed: 21st April 2026

Signature of assessor: *A Jones*

Signature of manager: *Tabatha Watson*

Next review date: 22.4.2027