

RISK ASSESSMENT



Activity/task being assessed		Department		Date	
School visits to Mill Green Museum and Mill		Museum Service		July 2026	
Assessed by		Manager		Review Due	
Aimee Jones		Tabatha Watson		July 2027	
Persons Affected		Any Additional Information			
Pupils, school staff, museum staff/volunteers, accompanying adults		School visits, workshops and guided activities at Mill Green Museum and Mill			
Briefing completed by (name - printed):		Briefing completed by (signature):			
Hazard Categories					
Slips / Trips	Hand Tools				
Falls from Height	Vibration				
Falling Objects	Noise				
Moving Vehicles	Chemicals / substances				
Machinery	Cold / Heat				
Fire / Explosion	Access / Egress				
Handling	Electrical				
Striking Against	Asbestos				
Lone Working	Confined Spaces				
Violence / Security	Stress				
Terrorism					

		Severity of Harm				
		1. Minor Injury (first aid only)	2. Injury/ Illness (lost time)	3. Major injury/ Illness (broken bones)	4. Death	5. Multiple Deaths
Likelihood of Occurrence	1. Unlikely	Low	Low	Low	Low	Medium
	2. May Happen	Low	Low	Medium	High	High
	3. Likely	Low	Medium	High	High	High
	4. Highly Likely	Low	Medium	High	High	High
	5. Certain	Medium	Medium	High	High	High

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Hazard Category	Pre Control Risk rating			Control Measures	Post Control Risk rating		
	Likelihood (1-5)	Severity (1-5)	Rate (low, med, high)		Likelihood	Severity	Rate
Access/Egress	3	1	Low	- 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. - Fire exits are clearly identified to group leaders on arrival. - Assembly point is explained to all groups at the start of the visit. - Staff are responsible for guiding visitors to the assembly point during evacuation. - Regular checks are made to ensure exit routes remain clear. - Clear access maintained for emergency vehicles. - Procedure in place for lost or separated children (group leader informed immediately, search initiated, escalation if required).	1	2	Low
Moving Vehicles	3	1	Low	- 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.	1	3	Low

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				Groups to be directed immediately into the museum site to avoid waiting near the road.			
Slips / Trips	2	1	Low	- Visitors are reminded to always walk. - Health and safety talk at beginning of session to include potential issues such as uneven floor due to age of building. - Require school or group staff to attend MGM in advance of visit to complete their own risk assessment.	1	1	Low
Machinery	1	1	Low	- Require school or group staff to attend MGM in advance of visit to complete their own risk assessment. - Miller present in Mill always 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	Low
Chemicals / Substances	5	2	Med	- 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. - 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.	5	1	Med

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Cold / Heat	3	2	Med	- Schools are given advance notice that lunch area is outside and to bring weather appropriate clothing. - In adverse weather, lunch space can be provided inside. - In hot weather, extra drinking water is provided, and activities will be held in most suitable space e.g. outside under shade	2	1	Low
Handling	1	2	Low	- All equipment is checked regularly for any broken parts which are discarded. - Staff always supervise use of objects. - Objects appropriate to the age group are selected.	1	1	Low
Security	3	1	Med	- Recommended number of adults 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.	2	1	Low
Fire / Explosion	1	4	High	- Fire exits are clearly identified to group leaders on arrival. - Assembly point is explained to all groups at the start of the visit. - Staff are responsible for guiding visitors to the assembly point during evacuation.	1	3	Low

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				Regular checks are made to ensure exit routes remain clear.			
Falls from Height	2	3	Med	- Safety briefing - Indicate the potential risks of the flowing water and identify no-go areas. - Strict supervision always required when groups are in proximity to the mill race or river. - Children must remain with their group leader and are not permitted to approach the water's edge.	1	3	Low
Emergency Procedures	2	3	Med	- 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. - All incidents recorded in accident/incident log.	2	2	Low