

	<h2 style="margin: 0;">VISITOR SAFETY RISK ASSESSMENT</h2> <p style="margin: 0;">for</p> <h2 style="margin: 0;">ACORN BANK WATERMILL</h2>	 <p style="margin: 0;">Acorn Bank Watermill Trust</p>
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Property	Acorn Bank Watermill	Location	Temple Sowerby	MMS Ref No.	MMS VISITOR RA 0521
Department	Customer Experience	Head of Department	David Freak	Date:	10 th January 2021
Activity	Visitor Safety				
Description	<p>Acorn Bank Watermill Mill contains a working waterwheel and associated machinery and various other exhibits some of which the public have access to. There is also a workshop and bagging area, which the public do not have access to. The Mill can be a dangerous working environment, and this means that there are some risks that are specific to the environment and will not normally be encountered, e.g., a channel of water and moving machinery. These must be managed and monitored properly, so it is important that hazards, risks and remedies are clearly identified and accessible to Mill Volunteers to ensure both their own safety and that of the Mill and its visitors.</p> <p>It is not of course practical, or even possible, to provide visitors with risk-free environments, but in line with HSE best practice ABWT's policy is to ensure that it does all that is reasonably practicable to create a safe environment where the level of risk is broadly acceptable to both the visitor and its volunteers. Common sense should be the order of the day.</p> <p>This Risk Assessment must be read in conjunction with all other activity and site-specific Risk Assessments in relation to the tasks you are undertaking. This includes the National Trust's Risk Assessment for the wider Acorn Bank Estate.</p> <p>Copies of all Mill related Risk Assessments along with copies of associated Equipment Inventories, Emergency and Accident Reporting procedures and Health and Safety Policy, are readily available to all Mill volunteers either online in the ABWT Shared Drive or in the MMS Documentation Filing Cabinet located in the Upper Mill Room next to the Bagging Cupboard. Electronic copies are also held by ABWT's QUENSH Manager.</p>				
Incident Reporting	<p>The effective management of incidents is essential to the provision of a safe and secure environment for volunteers and visitors. To this end ABWT has in place robust systems for recognising, reporting, investigating and responding to all incidents, no matter their severity and, for arranging and resourcing investigations as appropriate. Any incident, including near misses, must be recorded via the incident reporting system and reported to ABWT's QUENSH Manager, or in his absence to the Product Manager, as soon as possible after the event.</p>				
Important Notes	<p>CORONAVIRUS (COVID-19) - Acorn Bank Watermill Trust (ABWT) has a duty to protect its volunteers and visitors and must facilitate the implementation of safe and effective social distancing and hygiene measures, in line with Government advice, to reduce the risk of transmission of COVID-19. Volunteers should therefore familiarise themselves with the associated COVID-19 Risk Assessment, which sets out the planning and management arrangements in place at the Watermill and sets out all the significant hazards identified as part of the activities assessed.</p>				

Nature of Risk Identified	Area or Groups at Risk	Actions Taken to Mitigate Risk	Further Actions to Take to Mitigate Risk	Completion Date & Notes
1. Slips, Trips and Falls and disabled access.	<p>Where: The access & egress points to the various parts of the Mill complex were designed for a 19th century working mill. They are at different levels, have an uneven surface and can become slippery when wet.</p> <p>Who: Volunteers & Visitors</p>	<p>General - Mill site is maintained and inspected regularly with any potential hazards dealt with. Public access areas/circulation routes kept clear and, as far as possible, well lit.</p> <p>Stone Steps- A handrail is available following the steps down. The mill is checked each morning by Visitor Welcome. If the steps appear slippery due to cold weather salt will be applied. If they are deemed too slippery they will be shut. "Wet Surface" caution sign placed by launder.</p> <p>Interpretation room- This is the only disabled access to the mill. Lighting is dim in the mill however there are no lips or steps to trip over. Volunteers on opening the mill ensure that there are no obstructions on the floor.</p> <p>Cobbles- Drainage channel to divert water and prevent pooling. Cobbles recently re-laid to a high standard and checked on a weekly basis. Cobbles are washed with a vinegar solution if they are becoming slippery with moss build up. Mill yard closed if deemed too icy.</p> <p>Steps into milling room- Area lit as well as possible. Surfaces regularly checked and cleaned.</p> <p>Sawmill/Wheelhouse - walkway between has a non-slip surface (chicken wire) and is regularly checked and cleaned as required.</p>		

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2. First Aid Incident	<p>Where: Whole Site</p> <p>Who: Volunteers & Visitors</p>	<ul style="list-style-type: none"> • Fully stocked First Aid Kit in Upper Mill Room. • Always designated and trained first aider and back up on Acorn Bank Estate site. 	<ul style="list-style-type: none"> • Currently, only two ABWT volunteers are qualified workplace First Aiders. Consider training up more ABWT volunteers. • Confirm First Aider availability with NT. 	NT has provided emergency contacts. March 2021

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3. Fire Risk	<p>Where: Whole Site</p> <p>Who: Volunteers & Visitors</p>	<ul style="list-style-type: none"> Annual Fire RA carried out by National Trust for Acorn Bank Estate, including mill to ensure effective control measures are in place. NT duty manager appointed for each day with their priority, in the event of an emergency, to preserve life and deal with the situation accordingly. Mill specific evacuation plan in place, which is also subject to annual review. Adequate fire signage and means of escape in place. NT staff and ABWT volunteers are aware of emergency evacuation procedures and location of fire extinguishers. Inventory of fire equipment maintained and reviewed annually. Fire extinguishers in place and tested annually by NT specialist contractor. Smoke Detectors in place and tested weekly by Mill Volunteers - tests are recorded on a log sheet. "Hot work" permits issued when required. 	<ul style="list-style-type: none"> Confirm fire alarm and evacuation arrangements with NT. Who has responsibility for annual testing of fire extinguishers? Review Mill Evacuation plan in the light of COVID-19 arrangements. ABWT to produce Mill specific Fire Risk Assessment to sit alongside the one produced by NT. Appoint Deputy Fire Warden to support QUENSH Manager. Consider basic fire warden and firefighting training for a group of volunteers. 	All further actions completed March 2021 .

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4. Zoonosis Exposure to bird and bat faeces. Rodent control.	<p>Where: Whole Site</p> <p>Who: Volunteers & Visitors</p>	<ul style="list-style-type: none"> Mill complex is subject to a rigorous weekly cleaning (and monthly deep clean) by Volunteers. If the problem becomes unmanageable the areas affected are closed until a suitable solution is attained. Rentokil Contract in place with NT - monthly checks plus "on call" if specific issue arises. 	<ul style="list-style-type: none"> Enhanced cleaning plan required to cover those areas previously the responsibility of NT. Confirm with NT that Rentokil contract will continue to cover Mill. 	<p>March 2021</p> <p>18 May 2021</p>

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5. Failure of Internal Structure	<p>Where: Whole Site</p> <p>Who: Volunteers & Visitors</p>	<ul style="list-style-type: none"> Mill checked on a regular basis with any noticeable defects reported to ABWT's Mill Maintenance Manager and NT's Operations Manager. 		

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6. Public Access to off limit areas.	<p>Where:</p> <p>All working parts of the Mill, e.g., Waterwheel, mill Machinery & workshop.</p> <p>Who:</p> <p>Volunteers & Visitors</p>	<ul style="list-style-type: none"> • These areas all have barriers in place with access gates which are kept locked at all times. Signage indicates that they are Volunteer only areas. • Mill locked at 5pm when the property is closed. • All tools used by volunteers are kept under their supervision and locked away when finished with. • Areas where work is being undertaken are roped off and signs erected to notify visitors. Verbal warnings also given. 		

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7. Hit from Falling Objects.	<p>Where:</p> <p>Whole Site</p> <p>Who:</p> <p>Volunteers & Visitors</p>	<ul style="list-style-type: none"> • Areas where work is being carried out are cordoned off to visitors. • Appropriate signage in place and verbal warnings given. • Winches and slings that are used to assist with heavy lifting are tested independently on a six-monthly basis. • Volunteers trained in safe use of tools and equipment. • Appropriate Risk Assessments on use of tools and equipment are in place. 	New independent testing arrangements need to be put in place.	

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8. Low Beams & Lintels	<p>Where:</p> <p>.</p> <p>Who:</p> <p>Volunteers & Visitors</p>	Warning Signs, hazard tape and protective padding in place throughout Mill complex.	Placing an additional warning sign over main entrance to Mill (lower milling room) would be useful. However, not practicable without seeking Historic England's consent, which may not be forthcoming given Mill's Listing. Common sense must prevail.	

Assessment Carried Out By	Signed: <i>David Robertson</i> Date: 21 st December 2020 David Robertson	Job Title	QUENSH Manager
Assessment Confirmed By	Signed: <i>Carl Richardson</i> Date: 4 th January 2021 Carl Richardson	Job Title	Deputy Chief Engineer
Assessment Authorised By	Signed: <i>Dave Freak</i> Date: 10 th January 2021 David Freak	Job Title	Customer Experience Manager

Date of Last Assessment	N/A – new Assessment
Date of Next Assessment	Ongoing - in line with Government guidance updates. Next review due by 21 st June 2021.

Risk Assessment reviewed by QUENSH Manager on 30 th March prior to allowing visitors to enter outdoor spaces on 3 rd April. Emergency arrangements, including fire and first aid agreed with NT.
Risk Assessment reviewed by QUENSH Manager on 9 th April against revised Government guidance effective from 12 th April – no change required.
Risk Assessment reviewed by QUENSH Manager on 20 th May against revised Government guidance effective from 17 th May. Pest Control contract started 18 th May 2021.