



19th Century Working Watermill

RISK ASSESSMENT



VISITOR SAFETY



**Acorn Bank
Watermill Trust**

Acorn Bank Watermill
Temple Sowerby
PENRITH
Cumbria, CA10 1SP



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Property	Acorn Bank Watermill	Location	Temple Sowerby	MMS Ref No.	MMS VISITOR RA 01/24
Department	Customer Experience	Head of Department	Bridget Davey	Date:	31 st January 2024
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. 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 available to all Mill Personnel and kept in the MMS Documentation Filing Wallet located on the Notice Board in the Upper Mill Room. Electronic copies are 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 Production Manager, as soon as possible after the event.</p>				
Important Notes	<p>CORONAVIRUS (COVID-19) – Although the Government have removed the Regulations ABWT volunteers should bear in mind that there remains a risk of infection through close social contact. Some basic points are included at Risk 9 below.</p>				

Assessment Prepared by:	Signed:  Date: 23 rd January 2024 David Robertson Secretary
Assessment Confirmed & Authorised by:	Signed:  Date: 31 st January 2024 Bob Price Production Manager

Date of Last Assessment	15 th March 2023
Date of Next Assessment	By end of January 2025 (earlier if change in circumstances).

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. 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.	Where: Whole Site. Who: Volunteers & Visitors	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. Stone Steps - A handrail is available following the steps down. The mill is checked each morning. 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. 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. 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. Steps into milling room - Area lit as well as possible. Surfaces regularly checked and cleaned. Sawmill/Wheelhouse - walkway between has a non-slip surface (chicken wire) and is regularly checked and cleaned as required.	<ul style="list-style-type: none"> Volunteers make it clear that wheelchair access is only available to Information Room. Arrangements can be made to allow for wheelchair access if booked in advance via Visitor Welcome. Ambulatory disabled access is achievable, but with appropriate support. Viewing Platform rebuilt (Winter 2022) so there is a turning space for wheelchairs and Estate's Trampler. 	

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2. First Aid Incident	Where: Whole Site Who: Volunteers & Visitors	<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 three ABWT volunteers are qualified workplace First Aiders. Consider training up more volunteers. 	

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3. Fire Risk	Where: Whole Site Who: Volunteers & Visitors	<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. Mill specific Risk Assessment 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 monthly by Mill Volunteers - tests are recorded on a log sheet. ABWT carries out its own 6 monthly fire drill. "Hot work" permits issued when required. 	<ul style="list-style-type: none"> Consider basic fire warden and firefighting training for a group of volunteers. 	

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4. Zoonosis Exposure to bat, bird and rodent faeces and bites Rodent control.	Where: Whole Site Who: Volunteers & Visitors	<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 – 8x checks per year plus "on call" if specific issue arises. Guidance notices on Lyme and Weils diseases and bat bites posted on notice board in Upper Mill Room. 		

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5. Failure of Internal Structure	Where: Whole Site Who: Volunteers & Visitors	<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 Facilities Manager. 		

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6. Public Access to off limit areas.	<p>Where: All working parts of the Mill, e.g., Waterwheel, mill Machinery & workshop.</p> <p>Who: 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. 		
7. Hit from Falling Objects.	<p>Where: Whole Site</p> <p>Who: 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. 	Zurich are contracted to carry out lifting equipment inspections every 6 months.	
8. Low Beams & Lintels	<p>Where: Whole Site.</p> <p>Who: Volunteers & Visitors</p>	Warning Signs, hazard tape and protective padding in place throughout Mill complex.		
9. COVID 19 & Medical Emergencies	<p>Where: Whole Site.</p> <p>Who: Volunteers & Visitors</p>	<ul style="list-style-type: none"> • Volunteers exhibiting symptoms must not attend the Mill. Any volunteer displaying symptoms must go home immediately. • Volunteers in a household where someone is displaying symptoms must not attend the Mill until the affected household member receives a negative test result. • First Aid during this period will be limited to the basic legal requirements which relates only to staff and volunteers. <p>Should there be a need to provide First Aid for a visitor.</p> <ul style="list-style-type: none"> • Avoid getting close. • Clean hands thoroughly before and after. • Wear disposable gloves and apron, & mask. • If there is any chance of exposure to bodily fluids or respiratory droplets you are strongly advised to summon emergency services. 	Hand Sanitiser to remain available to both volunteers and visitors.	

		<p>Cardiac arrest:</p> <ul style="list-style-type: none"> • Call an ambulance. • Do not listen or feel for breathing by placing your face close to the patient's mouth. • If there is a perceived risk of infection place a cloth loosely over the patient's mouth and nose, and attempt compression-only CPR. • PPE must be worn. • Wash hands thoroughly afterwards. 		
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10. Control of Dogs	<p>Where: Whole Site.</p> <p>Who: Volunteers & Visitors</p>	<ul style="list-style-type: none"> • Being a NT owned site, Volunteers are made aware of NT Byelaws on control of dogs – see below*. • Volunteers advised that dog owners must keep their dogs on short leads when visiting the Mill Site. There are many hazards associated with a working watermill, including moving machinery and watercourses - running free or on long leads they also represent a trip hazard. • To comply with the food hygiene rules in place at the Mill, dogs must not be allowed to enter any part of the Mill where milling and bagging takes place – whether or not they are on a lead. • It is not acceptable to allow dogs to jump up at or otherwise intimidate other visitors (or volunteers!). • Like NT, ABWT encourages responsible dog walking and cleaning up after them. 		
<p>*The National Trust Byelaws (1965) require that “dogs are kept under proper control and effectually restrained from causing damage to property and from injuring, annoying or disturbing any person, bird or animal”. Although occasional grumbles are heard, most owners keep good control of their pets. The NT The Trust will where necessary will seek to prosecute dog owners who fail to control their dogs through legislation and the National Trust Byelaws (1965).</p>				

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11. Waterways	<p>Where: Whole Site.</p> <p>Who: Volunteers & Visitors</p>	<ul style="list-style-type: none"> • Danger from waterways should be obvious, but volunteers are aware of risks. • AB Estate Welcome leaflet/map provides a warning. • Access to Crowdundle from the Mill complex is gated with “Danger: Deep Water” signage and a reminder that children are to be supervised at all times. • Access to weir and sluice gate is similarly fenced and gated. • Viewing Platform and bench comply with Building Regulations making access to Millpond and river difficult. • Access to wheelhouse and mill race is restricted. 		

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12. Contractors, Consultants, Suppliers etc on Site	<p>Where: Whole Site.</p> <p>Who:</p>	<ul style="list-style-type: none"> • Arrangements for contractors etc visiting mill are notified in advance. • AB Visitor Welcome informed. • Contractors are checked for competency. 		

	Volunteers & Visitors	<ul style="list-style-type: none"> • In the case of physical works, a separate on-site risk assessment is carried out and, where appropriate the contractor will comply with CDM Regulations. • An ABWT volunteer is appointed to: <ul style="list-style-type: none"> • Greet them on arrival. • Provide a H&S briefing/site induction. • Supervise them at all times. • Visitor details are entered on the Maintenance and Running Log. • Records of work carried out, including invoices are kept. 		
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13. School Visits	Where: Whole Site. Who: Volunteers & Visitors	Contact the Group Leader in advance of any visit to: <ul style="list-style-type: none"> • Establish numbers, including ratio of pupils to carers. • Establish what they are expecting from the visit, including refreshment arrangements. • Ensure that the support team of teachers, assistants and/or helpers understand what is expected of them. • Check they understand the safety issues associated with a working watermill and that they have an appropriate Risk Assessment in place. • Ensure NT Visitor Welcome are aware of the visit, including any transport arrangements and it is booked in the diary. On arrival, the ABWT lead volunteer should: <ul style="list-style-type: none"> • Greet the group on arrival. • Re-iterate the H&S issues. • Remind the Group Leader that the children's behaviour is his/her responsibility. • Confirm the itinerary. • Ensure an ABWT Volunteer is with the group at all times. 	Group Leaders are encouraged to make an advance recce to gain an understanding of the Mill's layout and safety issues.	

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14. Tour Groups	Where: Whole Site. Who: Volunteers & Visitors	Contact the Group Leader in advance of any visit to: <ul style="list-style-type: none"> • Establish numbers. • Establish what they are expecting from the visit, including refreshment arrangements. • Check they understand the safety issues associated with a working watermill. • Ensure NT Visitor Welcome are aware of the visit, including any transport arrangements and it is booked in the diary. On arrival, the ABWT lead volunteer should: <ul style="list-style-type: none"> • Greet the group on arrival. • Re-iterate the H&S issues. • Remind the Group Leader that the tour party's is his/her responsibility. • Confirm the itinerary. • Ensure an ABWT Volunteer is with the group at all times. 	Group Leaders are encouraged to make an advance recce to gain an understanding of the Mill's layout and safety issues.	