

The Town Mill, Lyme Regis. Risk Assessment guidance for school visits

Please note:

- The following information is offered as advice only. School visit organisers are responsible for satisfying themselves about the nature and degree of risks, and for compiling their own risk assessment in whatever form is required by the school / Local Education Authority.
- Particularly if this is your first visit, school organisers are encouraged to discuss this guidance with the mill's Visits Coordinator.
- The mill is an ancient, listed, structure. While we have taken all sensible precautions consistent with that status to keep visitors safe, the mill does not, and cannot, incorporate all the safety facilities found in modern buildings. In particular, please note that the two upper floors are not accessible by wheelchair users.
- Our volunteers are not required to undergo CRB checks, though several of the tour leaders have been CRB checked as part of their professional work. It is therefore essential that the school provides sufficient CRB-approved adults to ensure that each group of children at the mill, as arranged before the visit with our Visits Coordinator, has at least one such adult as the responsible school-based leader.
- We do not normally have trained First-Aiders on the premises. A First Aid box (basic materials only) is kept in the mill shop. Procedures for calling emergency services are in place.
- School visits usually occur at public opening times, so organisers and pupils must expect to be mixing with some members of the public during a visit.
- *The list below identifies the likely risks and precautions. But the most obvious precautions are (a) the use of common sense by pupils and organisers and (b) ensuring that pupils listen carefully to any instructions throughout the visit. School staff are expected to take full supervisory responsibility for the behaviour and safety of their pupils during the visit.*

	CONDITION	RISK	RISK LEVEL	PRECAUTIONS
Access	<i>No parking at the mill:</i> Pupils have to walk from drop-off point	Personal injury from traffic	Low	School leader to identify walking route in advance Clear road-safety instructions to the children Close supervision necessary along narrow lanes & pavements
Outside the mill	<i>Weather:</i> First part of visit is in open air	Vulnerability to conditions	Low	Appropriate protection against rain / hot sun
	<i>Initial talk at Gosling Bridge:</i> Pupils are standing on edge of road bridge Crossing the road at tricky junction	Personal injury from traffic	Low	Clear road-safety instructions Close supervision
	<i>Walking to the mill:</i> Narrow path used by the public: river on one side, leat on the other; no guard-rails on sides of path.	Fall into the water	Low	Walk in single file with leaders distributed among the children
Inside the mill	<i>Tour around three 'working' floors:</i> Restricted space Wooden stair treads can be slippery after rain Moving parts to heavy machinery Opportunity to taste wheat and flour Slightly dusty atmosphere Limited toilet facilities Fire	Bumps and bruises Personal injury from slipping Personal injury Allergy Choking Asthmatic discomfort Discomfort / accidents Personal injury	Low Low Low High Low Low Medium Low	<i>At least one school leader with each small group</i> We divide pupils into small groups inside the mill Warning advice given in this situation Guard rails in place around all moving machinery School organisers to identify any pupils with a gluten allergy Very limited amounts of wheat / flour School organisers to prepare asthma sufferers Make pupils aware; ask mill leader in emergencies Fire detection & alarm system; fire doors; two marked escape routes from upper floors; evacuation procedures