

# Health and safety policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

## Heckington Windmill

Name of organisation

**Heckington Windmill Trust** for the operation and management of the windmill and ancillary building  
**Lincolnshire County Council** for the mill structure, fabric and overall maintenance

Name of employer

**Jim Bailey:** Mill operation, internal maintenance, and milling/guiding staff, Outreach. Overall H&S Policy  
**Penny Johnson:** Shop/ticket sales, and associated staff.

**Roger Woods:** Events and event staff

**Sharon Tymens:** Bake House

**Marie Mooney** Tea Room

**Michelle Andrews** Collection and Museum staff

**Liz Desmond** Education & Engagement

**LCC/Keir:** Mill structure/fabric

| Statement of general policy  | Responsibility of<br>(Name / Title)  | Action / Arrangements<br>(Customise to meet your own situation)  |
|--|--|--|
| To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities | Jim Bailey - Mill Manager  | As overall H&S Manager for the Heckington Windmill Trust, he oversees the H&S Policy and is required to generate and maintain the relevant Risk Assessments. These are to be reviewed annually with the appropriate manager, or earlier if deemed necessary.   |
| To provide adequate training to ensure employees are competent to do their work  | Jim Bailey – Millers and Guides<br>Penny Johnson – Shop Staff<br>Roger Woods – Event Staff<br>Sharon Tymens – Bake House Staff<br>Marie Mooney – Tea Room Staff<br>Michelle Andrews – Collection staff<br>Liz Desmond – Education & Engagement Staff | All staff and main and sub contractors, are to be given the necessary H&S induction, to include where appropriate, working at height, lifting and lifting appliances, asbestos awareness, electrical safety, operation of milling equipment, PPE, evacuation procedures, management of visitors, and precautions to be taken with young people and vulnerable adults. Visitors are to be given a limited H&S brief when ascending the tower. |

| Statement of general policy   | Responsibility of<br>(Name / Title)  | Action / Arrangements<br>(Customise to meet your own situation)  |  |
|---|--|--|--|
| To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health   | Jim Bailey – Millers and Guides<br>Penny Johnson – Shop Staff<br>Roger Woods – Event Staff<br>Sharon Tymens – Bake House Staff<br>Marie Mooney – Tea Room Staff<br>Michelle Andrews – Collection staff   | Routinely consult staff members on H&S matters as they arise, and formally review procedures when deemed necessary   |  |
| To oversee implementation of emergency procedures – and ensure building managers carry out 6 monthly evacuation training in case of fire or other significant incident. You can find help with your fire risk assessment at: (See note 1 below) | Jim Bailey – Mill Manager  | Produce and maintain evacuation procedures for the windmill, Granary complex, Bake House, Miller's House Tea Room. Building Managers to brief all staff on the procedure 6 monthly. All new staff are to be briefed on arrival. .  |  |
| To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances   | Jim Bailey – Mill Manager  | Oversee the routine maintenance and repair of mill machinery within the capability of the Trust membership. The extent of this work is to be agreed between LCC and their millwright, and The Trust Mill Manager. The Mill Manager is also to maintain the COSHH register and H&S file. The routine inspections will be carried out by the individual building managers, problems being reported back to the mill manager. |  |
| Health and safety law poster is displayed:  | Bake House, Miller's House Kitchen, Granary Staff Annex  |  |  |
| First-aid box and accident book are located:<br>Accidents and ill health at work reported under RIDDOR:<br>(Reporting of Injuries, Diseases and Dangerous Occurrences Regulations) (see note 2 below)   | A First Aid Box is stored in the Granary Ticket Sales Desk, Bake House, Nissan Hut and Tea Room Kitchen. Accident report forms are kept in the H&S file in the cabinet in the ground floor of the mill. It is the responsibility of the building managers to ensure the First Aid Boxes are regularly checked and refilled as necessary. |  |  |
| Signed: (Employer)  |  | Date:  | 10 <sup>th</sup> July 2019                   |
| Subject to review, monitoring and revision by:  | Jim Bailey   | Every:   | 12 months or sooner if work activity changes |

Note 1: <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

Note 2: [www.hse.gov.uk/riddor](http://www.hse.gov.uk/riddor)

# Risk Assessment

Organisation name: Heckington Windmill Trust

| What are the hazards?       | Who might be harmed and how? | What are you already doing?  | Do you need to do anything else to manage this risk?   | Action by whom?     | Action by when? | Done       |
|-----------------------------|------------------------------|--|--|---------------------|-----------------|------------|
| Falling from the mill cap   | Mill Volunteers              | Volunteers are not expected to carry out maintenance and repair work outside of the two cap hatches, i.e. on the fantail and cross. This work should be carried out by the millwrights under contract to Mouchel/LCC. They are to be called to undertake these tasks iaw the Call Out Procedure, printed at the end of the Risk Section of the H&S file, displayed in the mill, and contained in the Ticket Office Instructions. In emergencies ring 01522 555555. | Brief all new volunteers as to this policy as an ongoing procedure.  | Mill Manager        | 10/07/2018      | 10/07/2019 |
| Falling from within the cap | Mill volunteers              | When spragging/unspragging and carrying out routine maintenance/minor repairs within the cap it is necessary to climb around and over the wind shaft and associated equipment. Access is limited and there is a risk of falling. This is mitigated by the Mill Manager training and assessing volunteers' capability to undertake this work.   | Continue to assess and train new and current millers as to their capability to carry out this work.  | Mill Manager        | 10/07/2018      | 10/07/2019 |
| Falling from the balcony    | Mill Volunteers/Visitors     | It is necessary for Volunteers to go onto the balcony to operate the brake and shutter mechanism. Volunteers are made aware of the risk of falling, especially in high winds. Visitors are allowed onto the balcony only when escorted by a miller/guide who will assess their capability to do so. When the mill is in operation the windward side of the balcony is to be avoided due to risk from moving sails. .   | Continue to brief and assess new and current millers as to their capability to carry out this work.  | Mill Manager        | 10/07/2018      | 10/07/2019 |
| Electrocution               | Trust Volunteer              | All portable electrical appliances are P.A.T. tested as necessary.<br><br>The mains supply/consumer unit and lightning conductor system are to be checked annually by LCC contractors.<br><br>Wall sockets to have protective plates when not in use.  | Monitor PAT Test record sheets and request copies of LCC sponsored inspections   | Deputy Mill Manager | 10/07/2018      | 10/07/2019 |
| Injury through lifting      | Mill Volunteers              | Operation of chain hoist, filling grain bins, general lifting. These operations are limited to a maximum of 25kg per person. The Mill Manager carries out training to ensure safe lifting and to assess the lifting capabilities of the volunteers. Visitors are to be kept clear of lifting areas. Condition of chain hoist to be checked annually.   | Continue training of new volunteers, and assessment of all volunteer's capability to undertake the lifting, both physically and to operate the hoist. Manual Handling courses to be arranged as required | Mill Manager        | 10/07/2018      | 10/07/2019 |

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|--|------------------------------|--|---|--|--|--|
| Injury whilst conducting milling and routine maintenance and repair                      | Mill Volunteers              | Work on the mill machinery must be carried out with the machinery in a safe condition, i.e. stopped with the brake applied. Prior to operation of mill machinery, all volunteers are to have a thorough understanding of the Mill Operators Manual before undertaking any of these tasks. Access to the cap is only allowed when the brake is applied. It is the responsibility of the Mill Manager to maintain safe standards and safe working practices. This includes all machinery on site, including lifting mill stones, moving equipment and operation of the Hurst Fame and its Engine.  | Continue training new volunteers and assessment of all volunteers to carry out this work safely.<br><br>Ensure correct PPE is worn  | Mill Manager   | 10/07/2018                                     | 10/07/2019                                     |
| Injury whilst maintaining and operating steam powered machinery                          | Mill Volunteers              | Working on and operating steam powered machinery is to be limited to those who have undertaken specific training to do so. This training is to be carried out by an accredited instructor, and the training entered into the training register. The Mill Manager is to ensure the training has taken place, and arrange further training as necessary. An operating procedure and maintenance log is to be produced prior to the first running of any steam powered machinery.   | The trainer is to confirm to the Mill Manager when he is satisfied that each of the trained windmill staff has reached a standard where they can safely operate and maintain the steam powered machinery they have been trained on. | Trainer<br>Mill Manager                              | Date of training start<br>TBC                  | Date of Training completion<br>TBC             |
| Mill becomes unsafe thorough:<br>Storage of material, equipment, sacks, spares, and dust | Mill Volunteers/Visitors     | Storage of equipment, particularly combustibles is minimised to reduce risk of tripping and fire.<br><br>Storage of all hazardous substances is to be controlled with individual COSHH sheets raised for each different substance and then stored in the locked COSHH cupboard. A small amount of ready use grease and oil may be kept in the cap for daily use.<br><br>DSEAR sets out the risks of dust in workspaces. Dust in windmills is a known hazard and although potentially serious, it is considered a low risk. As this risk has been understood for over two centuries windmill equipment has incorporated design to mitigate the risk. However, keeping the mill as clear of dust as practically possible will further reduce the risk. When milling, reefing doors and windows are to be opened to maintain adequate ventilation. At no time should a miasma (cloud) of flour dust be allowed to form. If ventilation cannot disperse it, milling is to stop. This is particularly important when milling barley which generates more dust than wheat. Additionally, no hot work or naked flames during milling, and regular maintenance and lubrication of moving parts will reduce the risk further. | Monitor storage of combustibles and equipment to keep it to an acceptable minimum<br><br>Maintain the COSHH Register<br><br>Instruct all volunteers of the risk of dust causing explosion and how to minimise that risk             | Mill Manager<br><br>Mill Manager<br><br>Mill Manager | 10/07/2018<br><br>10/07/2018<br><br>10/07/2018 | 10/07/2019<br><br>10/07/2019<br><br>10/07/2019 |
| Working at height  | Mill Volunteers              | There is a requirement for volunteers to work at height using ladders and steps. These tasks include; cleaning the bolter, engaging, disengaging stones and bolter belt drive, lubrication of stone bearings and bolter, routine cleaning of overheads, changing lamps and access into the cap. Use of ladders is minimised, and ladders are inspected monthly and prior to use. A Ladder  | Continue training new volunteers and assessment of all volunteers to carry out this work safely   | Mill Manager   | 10/07/2018                                     | 10/07/2019                                     |

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|                                     |                              | Register is maintained. The Mill Manager assesses the ability of volunteers to use ladders and training is given where necessary. Working on the bolter for cleaning presents a risk given the time taken. To minimise the time spent on ladders to clean the bolter, a platform is now used to access the side doors, reducing ladder time to only inspecting/cleaning the two ends.  |   |                        |                 |            |
| Parts falling from mill             | Mill Volunteers/Visitors     | On all occasions of opening the mill to the public when the mill is to be operated, the miller is to thoroughly inspect internal and external machinery to ensure it is safe to be used. When changing/removing/replacing weights on the striking gear chain, the miller is to check there are no people below. This is particularly important when the mill is facing due west.   | Maintain a rigorous regime of inspection, this can be delegated to another miller in the Mill Manager's absence.  | Mill Manager           | 10/07/2018      | 10/07/2019 |
| Car/Coach Parking                   | Mill Volunteers/Visitors     | There is car parking for 28 cars plus 4 disabled in the rear car park. When this fills, ad hoc parking will increase risk. The land to the west of the rear yard may be used for overflow parking, but the land owners notified by text. Coaches can park on the gravel to the side of the access road   | Monitor/control usage of the car parks.   | All staff              | 10/07/2018      | 10/07/2019 |
| Mill Structure                      | Mill Volunteers/Visitors     | Woodwork has signs of infestation, records of previous treatment has been sought.<br><br>Water ingress through windows, doors and the cap will in the longer term compromise the integrity of flooring joists and boards. This has been brought to the LCC Corporate Properties Team. A majority of the work is now complete but window sealing is outstanding<br><br>Damp penetration is causing brickwork to spall. The tower is due to be painted Summer 2018<br><br>The cap paintwork is in a poor condition and needs repainting to prevent rot and ultimate failure of the cap structure.<br><br>The Lower Bin Floor floor structure requires repair/replacement of joists. This work is planned for summer 2018 | Previous treatment records sought from LCC.<br><br>These items have been brought to the attention of the building surveyor for future repair. Ongoing monitoring continues.<br><br>Survey conducted by LCC Properties Surveyor 30/03/17 | Mill Manager           | Ongoing         |            |
| Safe areas for children and picnics | Visitors/school parties etc. | The only designated safe area for children to play is the Miller's House Garden which has a separate Risk Assessment. This area may also be used for picnics. Organised school parties may use the Function Room (booking required) and cart shed. Children's groups are supervised at all times. Children, 16 years and under must be supervised at all times by an adult when visiting the windmill site   | The Miller's House garden boundaries and any play equipment are to be maintained to ensure they are fit for purpose. The gates to the garden are to be  | Visitor Services Group | 10/07/2018      | 10/07/2019 |

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|--|------------------------------|---|---|---|-----------------|------------|
|  |                              |   | kept shut as a matter of policy.  |   |                 |            |
| Hygiene and Toilet facilities                          | Mill volunteers/visitors     | Toilets/hand washing facilities are available in the Miller's House and the Mill Yard toilet block. These toilet facilities contain disabled facilities. A staff toilet and washing facility is in a limited access space off the Piggeries.  | These toilets and washing facilities are to be maintained in a clean and hygienic state. This is to be undertaken by either volunteer staff or paid contractor organised by the Visitor Services Group. Sanitary disposal is to be contractor                     | Visitor Service Group                   | 10/07/2018      | 10/07/2019 |
| Difficult access to ground floor of the mill and above | Mill Volunteers/Visitors     | Access to the ground floor of the mill and above for those with mobility problems is difficult. A disabled lift, and wheelchair accessible surfaces have been installed.  | The disabled lift is to be maintained in a safe working condition with a maintenance contract. The surfaces around the mill are to be regularly checked to ensure they are wheelchair accessible.   | Site Manager                            | 10/07/2018      | 10/07/2019 |
| Trips, falls and moving machinery                      | Mill volunteers/visitors     | <p>Every visitor to the mill is instructed on the use of the ladders, both ascending and descending and the risk of personal injury when moving about the mill. It remains the responsibility of every adult visitor to assess their own capability to climb the tower, and of any children/vulnerable adults in their charge. However the shop staff/miller/guide can override this and stop any persons from climbing the tower if they consider it unwise. Ladders and walkways are to be kept clear of trip hazards. Chain hoist trapdoors only open upwards to prevent falls and are never to be wedged open when there are visitors in the mill. The mill manager assesses the ability of prospective volunteers to climb the tower safely.</p> <p>There are Guides available, but not every day, and also visitors are free to climb the mill tower without a guide. All groups/single visitors are given a numbered card with printed with the mill telephone number. They are instructed to call the number if they get into difficulty and need assistance. The Ticket Office staff will then take the necessary action, including calling the emergency services if appropriate. The maximum of visitors in the mill at any one time is 30. This is to be monitored by the ticket staff.</p> | <p>Continue to assess the ability of visitors and volunteers to safely move around the mill tower, and monitor the walkways and ladders.</p> <p>Continue to brief shop/ticket office staff to ensure the correct action is taken and the procedure understood</p> | <p>Mill Manager</p> <p>Shop Manager</p> | 10/07/2018      | 10/07/2019 |
|  |                              |   |   |   | 10/07/18        | 10/07/19   |

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|-----------------------|------------------------------|---|---|--|---|---------------------------------|
|                       |                              | <p>To minimise the risk of trips and falls in the remaining buildings, walkways are to maintained clear of loose objects and changes in levels marked where appropriate.</p> <p>When the mill sails are turning (idling or milling) access between the mill stones on the stone floor is to be restricted by rope barriers. When milling is carried out when open to the public an addition a miller is to remain on the stone floor. Visitors are not allowed on the stone floor when the south stones are in use.</p> <p>When installation complete and brought into use, the engine driven Hurst frame is to be operated in accordance with the operating procedure which is kept in the engine shed. This is also to be incorporated into the Mill Operators Manual. A minimum of 2 trained millers are to be available to run the machinery. The engine is only to be started by the electric start mechanism, and access in the engine shed restricted to the "safe Operating zone" when the engine is started. When running, access through the Hurst Frame guards is prohibited</p> <p>The amount of fuel stored in the engine shed is to be restricted to the contents of the fuel tank, and one full "jerry can".</p> | <p>Regular checks to minimise the risk</p> <p>Ensure rope barriers are in place or readily available, and sufficient millers in the mill during milling operations when open t the public</p> <p>Ensure millers are trained on the use of the engine and Hurst frame, and fully conversant with the operating procedure</p> | <p>Building Managers</p> <p>Mill Manager</p> <p>Mill Manager</p> | <p>10/07/18</p> <p>01/05/18</p> <p>When installation complete</p> | <p>10/07/19</p> <p>10/07/19</p> |
| Major/minor injury    | Trust volunteers/visitors    | <p>First Aid Kits are held in the Granary ticket counter, Bake House, Nissan Hut and Miller's House kitchen, and under the control of the building managers. The contents of the kit is audited monthly by the designated person and deficiencies made good. The on duty staff will contact the Emergency Services as necessary.</p> <p>A defibrillator is sited on the outer Bake House wall. It is maintained by the Trust, but available to the local community for use. A training aid has been purchased for future training</p>   | <p>Continue to monitor the First Aid Box content and brief staff as to their duties. Carry out First Aid Training as required</p> <p>Course provided by Cola Training and completed by 11 volunteers 30/07/14 and 12 volunteers 01/03/18</p>  | <p>Shop Manager<br/>Tea Room Manager<br/>Bake House Manager</p>  | <p>10/07/2018</p> <p>1/12/18</p>                                  | <p>10/07/19</p>                 |

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|--|---|--|--|--|-----------------|------------|
|  |   | <p>All injuries are to be reported and a Form PO3 completed (see Health and Safety File).</p> <p>All staff are to wear appropriate clothing commensurate with their duties. This is to include work boots when moving heavy weights. The Trust supplies; overalls masks, hard hats, googles and gloves for use when appropriate, hats and aprons for tea room/bake house staff and hats and jackets for baggers.</p>   | <p>Training conducted 11/04/18 and a further course planned for 2018</p> <p>Ensure stocks of PPE are maintained, and offered for use when appropriate</p>  | <p>Deputy Mill Manager</p> <p>Shop Manager<br/>Tea Room Manager<br/>Bake House Manager,<br/>Mill Manager</p> | 10/07/18        | 10/07/19   |
| Guiding groups of young people and vulnerable adults around the mill | Parties from schools/youth organisations and special groups | With organised visits of young people, groups are divided where possible into a maximum of eight (with younger children this may be reduced to six) led by a miller or competent guide. Each group must include an adult from the visiting party. The groups are to be briefed prior to ascending the mill on the safe use of ladders and inherent dangers within the mill. The mill may be idled during these visits, but milling operations only be carried out if additional staff is available to supervise the machinery on each floor (See risk dealing with visitor access to Stone floor when idling/milling). Mill staff are not to be left in sole charge of children or vulnerable adults unless a DBS or equivalent check has been carried out | <p>Continue to brief guides/millers as to their responsibilities, and ensuring group leaders understand and agree to our policy</p> <p>Undertake additional DBS clearances for volunteers as necessary</p> | Mill Manager<br>Shop Manager<br>Education & Engagement Manager   | 10/07/2018      | 10/07/2019 |
| Grain and porridge purchased unfit for human consumption             | Visitor purchasing flour/porridge                           | Purchase of grain and porridge is from known reliable source and a record of purchase date and source is maintained in the Stock and Bagging Log. Routine inspection prior to bagging/milling is carried out. Grain is passed, through a cleaner prior to purchase, if not eg threshed on site, it is thoroughly examined prior to milling.  | Continue to monitor and maintain the Stock and Bagging Log.  | Mill Manager   | 10/07/2018      | 10/07/2019 |
| Contaminate in grain passing into the flour                          | Flour purchaser   | Visually check grain prior to milling, ie when loading into bins. Hand sieving if considered necessary. Contaminates may consist of dead insects, wheat stalks, weed seeds, dust and debris.   | Continue to monitor  | Mill Manager   | 10/07/2018      | 10/07/2019 |
| Metal debris in grain damaging the stones and passing into the flour | Flour purchaser/miller                                      | Visual inspection of grain on loading into bins. Magnets are placed in the lowest part of the grain hopper and inspected regularly.  | Continue to monitor  | Mill Manager   | 10/07/2018      | 10/07/2019 |



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|---|---|--|---|--------------------|-----------------|------------|
| Insect Infestation in the milled flour            | Flour Purchaser   | Generally keep the mill clean, tidy, and clear of clutter. Regular inspection for insect infestation, and keeping insect traps activated. Cleaning all internal surfaces that come in contact with flour prior to milling. This includes the flour chutes, sacks, bolter and flour bagging area. Clean overalls and caps are worn during milling and bagging. Hand cleaning facilities are available throughout the milling and bagging process.<br>At least one miller/guide is to have attended a SPAB Practical Flour Milling Course. | Continue to monitor and train milling staff.  | Mill Manager       | 10/07/2018      | 10/07/2019 |
| Miss-selling of flour products and porridge       | Flour/porridge purchaser  | The correct weight of flour/porridge is added to each bag (including a small allowance for drying). Routine checks of bagged flour for correct weight are carried. Use by dates are stamped onto each bag and set at 6 months from bagging date.   | Continue to monitor and train. Spot check towards the end of shelf life. Annual check of weighing scales using accredited test weight | Mill Manager       | 10/07/2018      | 10/07/2019 |
| Unable to trace flour product and porridge source | Flour/porridge purchaser  | Each bag of flour (and any other food products) must be traceable back to its original supplier. All grain and porridge brought into the mill is logged into the Stock and Bagging Log, and given an individual stock number. On bagging, each bag is given a BBD of exactly 6 months from the date of bagging, and the bagging log filled in.   | Continue to monitor and spot check  | Mill Manager       | 10/07/2018      | 10/07/2019 |
| Baking demonstrations and baking for sale         | Visitors/demonstrators /baking volunteers   | The bake house has been fully renovated, and passed for baking and baking demonstrations. All electrical appliances used are PAT tested and used iaw makers instructions as necessary. Hygiene standards commensurate with safe food handling are observed. All demonstrators and baking volunteers are to be trained in the safe operation of equipment.<br><br>All Bake House staff are required to wear hats and aprons as a minimum  | Continue to train all bake house staff and demonstrators in the correct standards of hygiene and operation of equipment               | Bake House Manager | 10/07/2018      | 10/07/2019 |
| Outreach programme                                | Visitors to outreach programme venue and Trust member giving talk/demonstration/sales | Table/stall checked that it is set up correctly. Advertising posters are correctly assembled and secured to the rear of the stall table if there is a risk of them falling.<br>Stall holder ensures all food products are in date prior to sale.<br>Stall holder ensures all food packets are correctly sealed at point of sale and the stall/table not left unattended.   | Continue to monitor   | Outreach staff     | 10/07/2018      | 10/07/2019 |
| Preparation and sale of food in the Tea Room      | Tea Room visitors and volunteers  | The Miller's House Tea Room has been fully renovated, and passed for preparation and sale of food. All portable electrical appliances used are PAT tested and used iaw makers instructions as necessary. Hygiene standards commensurate with safe food handling are observed. All demonstrators and baking volunteers are to be trained in the safe operation of equipment.<br><br>All Tea Room staff are required to wear hats and aprons as a minimum.   | Continue to train all Tea Room staff in the correct standards of hygiene and operation of equipment                                   | Tea Room Manager   | 10/07/2018      | 10/07/2019 |

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|---------------------------|-------------------------------|---|---|--|-----------------|------------|
| Water Quality             | Visitors and Trust members    | There is a recognised risk from Legionella Bacteria in water systems. These risks are set out in the HSWA 1974 and more specifically in COSHH 2002. There are 4 hot water systems on the site under the control of the Trust; Miller's House, Bake House, Piggeries and Toilet Block. The storage of water in these systems are limited. It is assessed therefore that the risk from growth of legionella bacteria is low. However, some systems are not used regularly and there is a single shower, so some form of monitoring is considered necessary. Each water tap is to run for a minimum of 5 minutes per week and recorded on the log sheet produced for each building. The shower in the disabled toilet is to be run on max temperature for 5 minutes weekly with the toilet door shut to contain water droplets. The Mill Manager is the nominated person to oversee the overall control of the monitoring system, but the responsibility for flushing the water systems is delegated to the building managers. | Continue monitoring the system and check the recording is carried out.  | Mill Manager and building Managers                                     | 10/07/2018      | 10/07/2019 |
| Risk of allergic Reaction | All Visitors/volunteers       | To reduce the risk of allergic reaction, all bagged produce ie flour and porridge is to include a list of possible allergens. In the tea room/bake house, the staff should know the content of un-bagged product, and an allergen aware poster displayed for purchasers.  | Continue monitoring labelling and posters to ensure they comply with guidance and all staff are aware of the requirements for displaying allergen content | Mill, Bake House, Tea Room managers                                    | 10/07/2018      | 10/07/2019 |
| Hot Work                  | Visitors and Trust volunteers | Prior to any hot work (welding, grinding or cutting) being undertaken by Trust members or contractors, a Hot Work Permit is to be issued and instructions contained within it adhered to. The forms are kept in the H&S folder, and can be issued by the Mill Manager, his Deputy or in their absence, a member of the Engineer Group.  | Ensure all members of the Engineering Group understand the Hot Work Requirements  | Mill Manager   | 10/07/2018      | 10/07/2019 |
| Fire Risk                 | Visitors and Trust Volunteers | Fire Risk Assessments have been carried out on the; Mill Tower, Granary Complex, Bake House and Miller's House. These are updated as necessary. They are contain in individual files for each area as listed above which also contain periodic safety testing and inspections. These are the responsibility of the building managers to oversee and keep updated.   | Continue to maintain the FRA and periodic testing.  | Mill Manager, Retail Manager, Bake House H&S Manager, Tea Room Manager | 10/07/18        | 10/07/19   |
|                           |                               | Annual inspection of Fire Extinguishers. This is undertaken by a contract with Chubb  | Maintain the contract and ensure the testing/inspections are carried out (normally in July)   | Mill Manager   | 10/07/18        | 10/07/19   |