

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 Adam Walker: Health and Safety Manager

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (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.	Adam Walker – Health & Safety 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 Penny Johnson – Shop Staff Roger Woods – Event Staff Sharon Tymens – Bake House Staff Marie Mooney – Tea Room Staff Michelle Andrews – Collection staff Liz Desmond – Education & Engagement Staff Adam Walker – Health & Safety Manager	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, knife control, management of visitors, and precautions to be taken with young people and vulnerable adults. Visitors are given a site safety brief on induction and an additional specific H&S brief for “safe use of the Millers ladders” (ascending the tower).

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements (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 Penny Johnson – Shop Staff Roger Woods – Event Staff Sharon Tymens – Bake House Staff Marie Mooney – Tea Room Staff Michelle Andrews – Collection staff Adam Walker – Health & Safety Manager	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 Adam Walker – Health & Safety 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 Adam Walker – Health & Safety 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 Managers will maintain the COSHH register and H&S files. The routine inspections will be carried out by the individual building managers, problems being reported back to the mill manager.
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Health and safety law poster is displayed:	Bake House, Miller's House Kitchen, Granary Staff Annex
List of Trained First Aid staff is displayed:	Bake House, Miller's House Kitchen, Granary Staff Annex
Public Liability Insurance is displayed:	Bake House, Miller's House Kitchen, Granary Staff Annex
Knife control in place:	Bake House and Miller's House Kitchen, controls in place to monitor and manage kitchen knives and machinery blades.
First-aid box and accident book are located: Accidents and ill health at work reported under RIDDOR: (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.

Date created:	26/08/16	Next review date:	26/08/21	Created by:	Jim Bailey
Last review date:	26/08/19	Review every:	24 months	Reviewed by:	Adam Walker

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

Note 2: www.hse.gov.uk/riddor