

# Heckington Windmill - 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**

**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

**Charles Pinchbeck:** Chairman Heckington Windmill Trust, Trustee and Director, Finance and IT

**Martin Hanson:** President

**Michael Hardy:** Finance and IT, Trustee and Director

**Jo Lewin:** Finance and IT, Trustee and Director

**Paul Reid:** Visitor Services, Trustee and Director

**Michelle Andrews:** Collections, Trustee and Director

**Michael Surfleet:** Treasurer, Trustee and Director

**Adam Walker:** Health and Safety Manager

**Martin Willis:** Engineering

**Sue Cook:** Group Visits

**Sharon Tymens:** Bake House contact

**Liz Ward:** Tea Room Manager

**Elaine Hardy:** Finance and IT

**Anne Strong:** Membership

**LCC Property Team:** Mill structure/fabric

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To prevent accidents and cases of work-related ill health. To provide adequate control of health and safety risks arising from all activities for volunteers, staff, members of the public, contractors and others	Adam Walker – Health & Safety Manager	<ul style="list-style-type: none"> <li>As overall H&amp;S Manager for the Heckington Windmill Trust, he oversees the H&amp;S Policy and is required to generate and maintain the relevant Risk Assessments. These are to be reviewed annually with the appropriate managers, or earlier if deemed necessary.</li> </ul>
To provide adequate training and safe systems of work to ensure employees are competent to do their work	Liz Ward: Tea Room Manager Paul Reid: Visitor Services, Trustee & Director Martin Willis: Engineering Sharon Tymens: Bake House contact Michelle Andrews: Collections, Trustee & Director Adam Walker – Health & Safety Manager	<ul style="list-style-type: none"> <li>All staff and contractors are to be given the necessary H&amp;S induction, to include safe systems of work and risk assessments where appropriate including: working at height, manual handling, asbestos awareness, electrical safety, operation of milling equipment, PPE, evacuation procedures, knife control, COSHH, noise, maintenance &amp; construction, workshop equipment, abrasive wheels, operation of oil and steam engines, management of visitors, and precautions to be taken with young people and vulnerable adults, lone workers, and others as necessary.</li> <li>Volunteers are given a site safety brief on induction and an additional job specific H&amp;S training as required.</li> <li>All contractors to be qualified or have sufficient skills to carry out their work safely. H&amp;S briefing is given on arrival and contractors will be monitored whilst on site.</li> <li>All areas not accessible to the public are locked, barriered or signage used as appropriate</li> </ul>
To engage and consult with employees on day-to-day health and safety conditions and provide advice on how to access information on occupational health	Michelle Andrews: Collections, Trustee & Director Paul Reid: Visitor Services, Trustee and Director Martin Willis: Engineering Liz Ward: Tea Room Manager Sharon Tymens: Bake House contact Adam Walker – Health & Safety Manager	<ul style="list-style-type: none"> <li>Routinely consult staff members on H&amp;S matters as they arise, and formally review procedures when deemed necessary.</li> <li>Regular team leader meetings are held to help identify H&amp;S matters.</li> <li>All volunteers receive induction into the Trust, with site and job specific H&amp;S information. Review health forms for higher risk working areas</li> <li>All volunteers are encouraged to report any H&amp;S issues (anonymously or in confidence if required)</li> </ul>

Statement of general policy	Responsibility of (Name / Title)	Action / Arrangements
To oversee implementation of Emergency Procedures and carry out annual evacuation training in case of fire or other significant incident.	Paul Reid: Visitor Services, Trustee and Director Jo Lewin: Finance & IT, Trustee & Director Michelle Andrews: Collections, Trustee & Director Adam Walker – Health & Safety Manager	<ul style="list-style-type: none"> <li>• Produce and maintain evacuation procedures for the windmill, Granary complex, Bake House, Miller’s House Tea Room. To brief all staff on the procedure at least annually.</li> <li>• All new staff are to be briefed on arrival as part of induction</li> <li>• Fire alarms are tested weekly and emergency lights on a monthly basis</li> <li>• No smoking is permitted in any buildings</li> <li>• Fire extinguishers are available in all buildings; inspected monthly and maintained by external contractors</li> <li>• The Emergency Procedure file and fire risk assessments are held in the office</li> </ul>
To maintain safe and healthy working conditions and workplace. To provide and maintain plant, equipment, and machinery, and to ensure safe storage / use of substances	Paul Reid: Shop Manager, Trustee and Director Martin Willis: Engineering Sharon Tymens: Bake House contact Jo Lewin: Finance & IT, Trustee & Director Liz Ward: Tea Room Manager Adam Walker – Health & Safety Manager LCC Property Team: Mill structure/fabric	<ul style="list-style-type: none"> <li>• Oversee the routine maintenance and repair of mill machinery within the capability of the Trust membership, and work is agreed between LCC, millwright and The Trust.</li> <li>• The Trustees will maintain all H&amp;S documentation, including policies, risk assessments, safe systems of working, and COSHH register</li> <li>• All workers to inspect machinery, equipment, and guards before use. Any defects to be reported immediately. Only trained or competent staff to operate, clean or maintain equipment relevant to their role.</li> <li>• All workers are responsible for maintaining a clean, safe and tidy working environment</li> <li>• Statutory inspections, routine servicing and maintenance will be carried out, at regular intervals as required, by competent/qualified contractors and records maintained</li> <li>• Any use of DSE equipment to be assessed and actions taken as required</li> <li>• All necessary welfare facilities will be provided for staff, visitors and contractors</li> <li>• Controls to be in place to ensure that pedestrians and vehicles can circulate in a safe manner</li> <li>• Workers are responsible for checking and using appropriate PPE and following COSHH guidance where appropriate</li> <li>• PAT testing and visual checks of equipment before use are routinely carried out</li> </ul>

Health and safety law poster is displayed:	Bake House, Miller’s House Kitchen, Granary Staff kitchen
List of Trained First Aid staff is displayed:	Bake House, Miller’s House Kitchen, Granary Staff kitchen
Public Liability Insurance is displayed:	Miller’s House Entrance
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 boxes are located at:  Accident books are located at: Accident forms are located at:	<ul style="list-style-type: none"> <li>• Granary Ticket Sales Desk, Bake House, Nissan Hut, Tea Room Kitchen and Upstairs Office. First Aid boxes are routinely checked and replenished as required.</li> <li>• Granary Ticket Sales Desk &amp; Upstairs Office</li> <li>• Accident report forms are kept in the H&amp;S file in the cabinet in the upstairs office. These are checked 6 monthly to identify any issues or actions to be taken, including accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)</li> </ul>

Date created:	26/08/16	Next review date:	12/01/2024	Created by:	Jim Bailey
Last review date:	12/01/2022	Review every:	24 months	Reviewed by:	Adam Walker

Approved by the Trust Board:

Signed by Chairman: ..... Date:.....