

**WOODBIDGE TIDE MILL  
GENERIC RISK ASSESSMENT  
FOR EDUCATION VISITS**



FOR ADAPTATION BY LEARNING ESTABLISHMENT

HAZARD	CONTROLS IN PLACE	ADDITIONAL CONTROLS NEEDED	HOW ARE ADDITIONAL CONTROLS IMPLEMENTED?
<b>TRIPS AND FALLS</b>			
Decking walkway during windy/ inclement weather	Safety handrails/ fencing around decking and Warden scripted guidance on outdoor decking use	Local weather warning information accessed by Wardens	
Old wooden flooring	Regular checks and maintenance to ensure floor evenness		
Stairs	Handrails on stairs Staff trained to safely advise - education staff pre-warned in booking/info pack	For those unable to access the upper two floors – a recording of Mill history is available on the ground floor	iPads to be made available with information on upper two floors including 3D tour online
Inward decent pitch of stairs to uppermost floor > than 60°	Safety information on the website bookings/ info re pitch of incline	Education staff reminded by Tide Mill staff (on site) to follow one adult at top and one adult at bottom of stairs protocol	
<b>FIRE</b>			
	Fire notices visible Fire exits clearly marked Fire safety certificate Fire extinguisher Fire drill undertaken regularly and recorded	Teaching staff to be informed of fire evacuation procedure and muster point at start of visit	
<b>ACCIDENTS</b>			
	Public liability insurance  First aid kit visibly available  First aid trained staff	Named Tide Mill First Aiders on site at visit.  Named education visitors' First Aiders details notified to Tide Mill team	Tide Mill First Aiders on booking/info form and visible at the Mill

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	<p>Equipment maintenance and records of work undertaken</p> <p>Clear signage of areas and equipment which need adult and/or Tide Mill staff supervision</p>		<p>Education setting's First Aiders details required on Tide Mill website's downloadable booking/info form</p>
<b>Public vehicles</b>	<p>One entrance/exit at the front of the Mill leading to public outside area with infrequent vehicle use. Information on bookings/info form with a need to designate staff member as a 'look out'.</p>	<p>Scripted reminder from Warden</p>	
<b>WEATHER AND WATER</b>			
<p>Use of decked walkway at low tide (with no water around the Tide Mill) at high tide</p>	<p>Regular forecasting made by team and communicated to booked visitors</p> <p>Weather flood system</p> <p>Drinking water tested – signage visible 'not for drinking'</p> <p>Flood alerts from council authority</p> <p>Life belt stored and regularly checked kept on the waterwheel housing</p>		
<b>Millpond</b>	<p>Gate to millpond is padlocked - the key is kept securely for Warden and trained staff only</p> <p>Public signage warning of millpond depth</p>		

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<b>EMERGENCY EVACUATION</b>			
Unwanted visitors Gas leak Flooding Electrical safety	A padlocked gated exit at back of the mill - with key kept quickly accessible to wardens (leading to public riverside area), one front of building to public riverside  Alarm system – checked regularly  Gas, electricity, water safety certificates in place and reviewed		
<b>SAFEGUARDING AND GDPR</b>			
	Group headcount at start and finish of visit.  DBS for volunteers and staff in place  Staff safeguarding training  Photos of education visitors taken by the Tide Mill’s designated photographer with informed agreement from The education setting and/or parents and carers		

FOR ADAPTATION BY LEARNING ESTABLISHMENT

SIGNED for Visiting Learning establishment.....

Print Name ..... Position.....Date.....

SIGNED for Woodbridge Tide Mill Museum.....

Print Name ..... Position.....Date.....