

## Draft Risk Assessment for out of school activities

**Venue:** Wilton Windmill

**Group leader:**

**Contact no:**

**Date of visit:**

**Activity:** Mini Bus Journey, visit and tour of the mill.

**Risk assessment approved by:**

### General Risks

Hazard	Person/s who may be harmed	Risk controls in place	Likelihood of risk (1 – 5)	Severity of risk (1-4)	Overall risk Likelihood x severity	Further action necessary to control risk
Bus journey/ Collision/loss of control	All	All to wear seat belts Qualified Driver/extra if number required Knowledge of location of fire exits First Aid Equipment Mobile Phones for staff Pre-bus safety checks, indicators, petrol etc.	1-2	4	4	Staff to be vigilant during the journey
Minor accidents	All	First aid kit available	1	2	2	Staff to be vigilant during the journey
Major incidents on board in transit	All	Mobile phones available on board to alert emergency assistance and school	1	3	3	Staff to be vigilant during the journey
Boarding and alighting	All	Students to be supervised Stay together in identified groups Head counts	1	2	2	Staff to be vigilant during the journey

Movement outside the bus	All	No-one to alight until safe to do so Students to be supervised Stay together in identified groups Head counts	2	4	8	Staff to be vigilant during the journey
Loading and unloading luggage	All	To be controlled by bus driver and staff	1	2	2	Staff to be vigilant and control movement of pupils around the unloading area.

At the Windmill						
Hazard	Person/s who may be harmed	Risk controls in place	Likelihood of risk (1 – 5)	Severity of risk (1-4)	Overall risk Likelihood x severity	Further action necessary to control risk
<b>Guide Information:</b>		<b>All tours are staffed by our regularly trained volunteer guides for the Wilton Windmill Society.</b>				
Safety Briefing	All	<b>Before every tour all visitors are briefed:</b> Beware not to trip on the uneven floors. Careful not to bump your heads. Beware of the steep ladders. <b>IMPORTANT</b> Hold on to the hand rails and go up and down facing the ladder. Take additional care on the outside gallery.	1	2	2	Staff to reinforce messages when necessary.
Group size within the Windmill	All	All groups to be divided into maximum 16 per tour inside the Windmill. The remainder to be occupied by activities either outside or in the Shepherd's Hut/Visitor Centre	n/a	n/a	n/a	All Staff to check numbers.
Movement inside the building	All	Climb the ladders facing forwards and come down facing the same way. (Demonstrate this on the first ladder during briefing)	1	2	2	Staff to be vigilant during the tour.
Moving	All	<b>No visitors are permitted inside the</b>	0	0	0	n/a

machinery		<b>building when the Windmill is turning or machinery is working.</b>				
Movement on the Gallery	All	(See note above on Safety Briefing) Anyone on the gallery must take care. Some groups may be asked to walk around keeping one hand on the brickwork of the tower to avoid any risk near the handrails.	1	1	1	All staff to be vigilant.

Wilton Windmill is owned by Wiltshire Council and the structure, electrical systems and machinery undergo a thorough yearly safety check. The Windmill tours and all on site activities are run by the Wilton Windmill Society which has a full risk assessment for the building and all the facilities.