HM09 General Risk Assessment Form
Version: 01

Location	Howsham Mill and island	**Assessor**	Helen Spring	**Issue Date:**	27/05/2026
Task	School event	**Checked by Trustee**	Paul Lister	**Ref no:**	
Number of people	Up to 70 children (2 classes)	**Type of activity**	School event	**Any structures?**	**No**

It is expected that the Trustees will maintain the site and resources on the site in accordance with RHT Policies.

Where use of PPE is required, specify the type. PPE is to be used as a last resort - steps should first be taken to prevent or reduce risk at source by use of engineering controls and safe systems of work.

What are the hazards? What could happen? Please list	Who is particularly at risk	Current Control Measures in Place	Further action required to reduce risk to an acceptable level	Action by whom	Action by when	Done
Vehicles on the road – injury (before reaching site)	all	The majority of groups are dropped off in the car park and do not need to cross the road	Children to be supervised by group leaders; group leaders to take care if crossing road	Group leaders	When crossing road	
Vehicles on site - injury	all	Public vehicles are not permitted on site	**Vehicles associated with any work on site will all be behind barriers (no vehicles are expected to be on site on this date)** Trustees to advise Education Officer if any vehicles are expected to be on site. Education Officer to risk assess accordingly. Children to be supervised; group leaders to take care on site	Trustees / contractors associated with on site work Trustees Group leaders	Date of event At least one day before event At event	

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Ongoing work on waterwheel / Archimedes Screw Turbine etc. Contractors / trustees / volunteers on site using tools, including power tools. Risk of injury	Those using tools, all others on island at time tools are being used	Trustees to risk assess and use of tools and ensure that HSE guidance is adhered to with regards to protecting the public.	Those planning to be on site to carry out work at the same time as a school visit to liaise with Education Officer in advance of school visit – at least 2 days notice. Those using tools to ensure that clear safe and not-safe areas are marked out – usually using a fence or cones. Education officer to advise visiting group that work will be taking place Group leaders to supervise children Education officer to advise group leaders of any areas that are out of bounds	Trustees Trustees Education officer Group leader Education officer	3 working days before event In advance of event In advance of event At event At event	
Slips, trips and falls in carpark and on path down to the Mill (not managed or owned by Howsham Mill)	all	Education officer advises group to wear suitable footwear in guidance sent out prior to event.	Advise all to wear suitable footwear (wellies if wet, no high heels or sandals) Supervision of children by group leaders; group leaders to take care	group leaders Group leaders	In advance of event At event	
Other people / dogs – attack / abduction (Howsham Mill is usually open to the public). **There will also potentially be workers / trustees / volunteers on site – they do not all have current DBS checks.**	all	Children to be supervised by group leaders	Advise children not to stroke dogs group leaders to supervise children Signs up advising members of the public that an event is taking place and that the island is closed to the public	Education Officer Group leaders Education Officer	At event At event On morning of event	

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Crossing bridges – falling in on way to session	all		Children to be supervised by group leaders Bridges checked regularly	Group leaders Trustees	At event Regularly	
River edges – falling in leading to drowning	all	Throwline kept at Mill, and near water's edge in Forest School area Education Officers trained in use of throwline	group leaders to supervise children Safety talk – children to be aware of the steep edges of the river bank and take care not to go near them. Education Officer to set 1 metre rule. If a child does fall in, Education Officer to encourage child to stay at edge and help them to climb out. Last resort – use throwline, or depending on location of child, ask children to move towards weir where water is ankle deep and an adult to walk in and accompany child walking out. (separate water rescue guidance available)	Group leaders Education Officer	At event At event	
Rising river levels – risk of being stuck at Howsham Mill due to rising water levels	all	Flood alerts received	Check river levels and weather forecast in advance of visit. Liaise with school as per flooding guidance. If in any doubt, Education Officer to cancel visit.	Education Officer	Day preceding event	
Mill machinery and other objects on site – risk of injury due to climbing on machinery	all		Safety talk. Children to be told not to climb on objects. group leaders to supervise children Site to be kept free of dangerous objects, or children to be kept away from dangerous objects (eg during maintenance work).	Education Officer Group leaders Trustees / site maintenanc	At event At event	

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			Work is not expected to be taking place. However, should this be the case: • Ensure group leaders and children are aware of 'safe' and 'not safe' areas to work in • Group leaders to ensure that children remain in 'safe' areas Education Officer to be made aware of any machinery on site which could be a risk	e contractors Education Officer Group leaders Trustees	 At least 2 days before event	
Glass surface over the wheel generator can be slippery - fall	all		Safety talk Supervision of children by group leaders Glass surface to be maintained as appropriate	Education Officer Group leaders trustees	At event At event As required	
Stove / fireplace – burn	all		Mill personnel only to operate the stove / fire. group leaders to supervise children	Education Officer Group leader	At event At event	
Doors – heavy doors – fingers can get trapped	all	hinge covers fitted	Safety talk group leaders to supervise children	Education Officer Group leaders	At event At event	
Gallery overlooking the ground floor - fall	all		Safety talk group leaders to supervise children	Education Officer Group leaders	At event	

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Weather – cold or heat	all	Guidance provided by Education Officer about ensuring group are wearing suitable clothing.	ensure that children come suitably dressed and prepared for the weather (eg waterproofs, suncream etc). Education officer to cancel or move event indoors if children are not adequately prepared or if there is a change in weather.	Group leaders Education Officer	In advance of event At event	
Falling branches leading to injury	all		Trees managed Event to be cancelled in case of met office weather warning (yellow, amber or red) for wind	Trustees Education Officer	Regularly In advance of event or during event if necessary	
picking up objects – eg – stinging nettles, sharp objects, dog mess	all		Safety talk, Gloves provided for moving logs around / picking stinging nettles. supervise children. Groups leaders to supervise - Clean hands after activity and before eating. Site check	Education Officer Group leaders Group leaders Education officer	At event At event At event On day of event, prior to children's arrival	
Child becoming separated / lost	children	Lost person and emergency procedure plans in place.	Safety talk, boundaries made clear, Group leaders to supervise children.	Education Officer Group leaders	At event At event	

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Stings – wasps / bees	all	Epi-pen for Helen's personal use on site. Anti histamine tablets and anti-histamine cream also kept on site. Group leaders to make decisions about use.	Education officer to warn group leaders and children of areas where there are known to be wasps. Safety talk with regards to staying away from these areas. Group leaders to supervise. Participants with known allergies to carry appropriate medication Trustees to take measures to discourage wasps from making nests in the building – eg – keeping windows closed at particular times of year	Education Officer Group leaders Group leaders Trustees	At event At event At event As required	
Giant hogweed	all	Trustees remove giant hogweed when it is known to occur	Education Officer to warn participants if any is spotted Group leaders to supervise children	Education Officer Group leaders	At event At event	
Fire - burn	all	Burns kit available Water near fire, fire gloves used by education officer, CLEAPSS guidance followed	Fire to be supervised by an adult at all times when children are present – if Education Officer away from fire a nominated adult will supervise the fire area. Rules around fire explained to all. Group leaders to supervise children	Education Officer Education officer Group leaders	At event At event At event	
Hand washing / hygiene / food preparation - illness	all	Hand sanitisers in toilets Portable shower, water and soap available	Group leaders to supervise children and ensure hands are appropriately clean before food preparation and / or eating.	Group leaders	At event At all times	

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		Participants advised to bring their own drinking water.	Food ingredients to be stored and prepared in a hygienic manner Any food equipment (plates, cutlery, cups) to be kept clean and stored in containers/drawers to prevent contamination from rodents Participants to bring their own drinks with them.	Education officer Education officer, trustees Group leaders	At all times At event	
Allergies – adverse reaction to plant, animal, etc.	all	Helen has an epi pen for her own use in the first aid kit. Anti histamine tablets and anti histamine cream are also available. Group leaders to decide on use. Information about allergies is requested on the booking form.	Group leaders to make Education Officer aware of any allergies. Education Officer to adapt activity accordingly – if possible.	Group leaders Education Officer	In advance of event In advance of event	
Kitchen area – tools / machinery and other items sometimes stored here – this area is not normally open to the public. Risk of injury.	all	**This area may be closed due to ongoing work**	Area to be left tidy by all users of Mill Children to be supervised by an adult in the kitchen area. Education Officer to warn participants of any hazards, and to make area as safe as possible.	Education Officer, Trustees, volunteers, contractors, Group leaders Education Officer	Prior to event At event At event At event	
Cooking on fire – burnt mouth	all	CLEAPSS guidance followed	Safety talk – ten blows rule for marshmallows / other food Group leaders to supervise	Education Officer Group leaders	At event At event	

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Use of tools / craft materials / equipment (pooters, hand drills, potato peelers, knives, scissors etc.) – injury / illness	all	Tools stored out of reach of children Pooters sterilised between use CLEAPSS guidance followed	Safety talk with regards to use and storage Children to be supervised Dynamic risk assessment as to whether it is safe for individual children to use particular tools Bug catching equipment not to be shared between children Children to return equipment after use to a central area	Education Officer Group leaders Education Officer Group leaders Group leaders	At event At event At event At event At event	
Items or ingredients used in craft activities – eating or swallowing small items leading to choking, or poisonous items such as paint leading to illness	Young children		Safety talk Children to be supervised Children to be told to wash hands after handling paint or other substance	Education Officer Group leaders Group leaders	At event At event At event	
Behaviour – leading to injury	all	Code of conduct sent out to groups when booking. Groups expected to carry out own risk assessment.	Ground rules established Group leaders to supervise children at all times Sanctions to be agreed with group if difficult behaviour persists – group leaders to take child away from site if difficult/unsafe behaviour persists.	Education Officer Group leaders Education Officer / group leaders	At event At event At event	

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Natural and manmade obstacles (trees, ropes etc) – leading to injury	all		Children to be supervised Education Officer to dynamically risk assess the site and any new obstacles created before children are allowed to use them.	Group leaders Education Officer	At event At event	
Tree climbing – fall leading to injury	all		Children to be supervised Tell children to climb no higher than head height (Education Officer's insurance)	Group leaders Education Officer	At event At event	
Use of ropes/string - strangulation	all	knife in fire box which is near shelter-building area	Education Officer to carry blade to cut ropes in an emergency Group leaders to supervise	Education Officer Group leaders	At event At event	
Use of electrical items – shock / burn / fire	all		Trustees to visually inspect all communal electrical items Education officers to visually inspect all education-specific electrical items	Trustees Education officer	In advance of event In advance of event	
Transmissible infections	all	Schools and groups to follow their own procedures with regards to staff and pupils attendance	Anyone who is unwell, vulnerable or shielding should not attend	Transmissible infections	all	Schools and groups to follow their own procedures with regards to staff and pupils attendance

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Model generator made with ceramic magnets – strong magnetic field can act on electronic devices	Anyone wearing a pacemaker	Use as demo only.	Education officer to tell any group that participants wearing a pacemaker should not handle the generator.	Education officer	At event	

Review of Assessment					
Review Date	Are the risks controlled so far as is reasonably practicable?	Is this Assessment still valid?	Date for next review	Assessor/ Reviewer (Name and signature)	Checked by Manager (Name and signature)

Please note that each assessment should be reviewed as a minimum annually or sooner if a change to the working, new legislation or industry practice occurs. Each assessment can be reviewed a maximum of three times before requiring replacement.

- First Aid box is located in the granary (only when the mill building is open)
- Toilet facilities are provided outside (2) and inside (1). These are compost toilets, all users must sit down so that liquid is collected on the lip and solids go down the back. Hand sanitiser is available in the toilets.
- Access Information:
  - The path is approximately ¼ Mile and most is hard-core. When you arrive on the Island the sturdy path ceases and during times of flooding or times of persistent rain the access is less favourable.
  - The granary is accessible and has an indoor compost toilet.

Please note the following:
It is the responsibility of group leaders to supervise children.
Howsham Mill will provide the school / group with guidance in advance of the visit. However, all schools/groups are advised to carry out a pre-visit and Risk Assessment in accordance with the guidelines of their own school / group. Group leaders should also ensure that they risk assess for the individual needs of their group.

Helen Spring is a freelance practitioner. She holds public liability insurance, professional indemnity insurance and a current DBS certificate. Helen is a qualified First Aider and currently holds ITC Certificates in Outdoor First Aid at Level 6, Emergency First Aid at Work at Level 6, and Paediatric First Aid at Level 3. Helen is a qualified teacher and Level 3 Forest Schools Practitioner.

Mel Boyeson is a freelance practitioner. She holds public liability insurance, professional indemnity insurance, a current DBS certificate, and currently holds a paediatric First Aid certificate. Mel is a qualified teacher and Primary Science Teaching Trust (PSTT) Fellow.

Laura Bennett is a freelance practitioner. She holds public liability insurance and a current DBS certificate. Laura is a qualified First Aider and currently holds Level 3 Outdoor First Aid, Paediatric First Aid, and Forest School First Aid certificates. Laura is an experienced scientist and teacher.

RISK RATINGS MATRIX

Likelihood Ratings	Severity Ratings
Unlikely (Low)	Slight Injury i.e. cuts, bruises
Possible (Medium)	Serious Injury i.e. fracture, deep laceration
Certain (High)	Major Injury i.e. fatality, loss of limb

	Severity		
Likelihood	Slight	Serious	Major
Low	**L**	**M**	**M**
Medium	**M**	**M**	**H**
High	**M**	**H**	**H**