Contents

1 Health and Safety Policy

1.1 Statement of Intent

This policy is designed for the purposes of ensuring the safety of the volunteer work force on site by means of updating of working procedures (as required), effective risk hazard management and the daily dissemination of pertinent information concerning current projects. At the same time, it provides for the safety of the public during (a) our open days each year and (b) whilst on specifically organised group visits to the site.

1.2 Implementation of H&S Policy:

This documentation that follows looks at Specific Risk Assessment matters, Fire Risk Assessment, Food Handling and Hygiene, the Control of Substances Hazardous to Health, Manual Handling Operations, Working at Height, Slips Trips and Falls, Machinery and Work Equipment together with Manual Handling Operations and matters particular to this site such as Miniature Railway rides and Tractor and Trailer Rides. In each case, the responsibilities of individuals are made clear, the identification of possible hazards is made and the measures taken by the museum to mitigate such hazards is outlined.

1.3 Duties and Responsibilities:

- Manager – overall day to day decisions and organisation of workforce on site and specific hazard management and identification of possible problems
- Secretary – the drawing together of disparate elements of H&S across the site and the publication and dissemination of such information
- Committee members – to promulgate good awareness of H&S matters and to encourage the adherence to such guidelines
- Volunteer workforce – become familiar with safe working practices and emergency procedures as outlined in the succeeding documentation.

The current holders of the Officers, Titles and responsible persons are listed in Appendix 1 which is issued independently of the main document body.

1.4 Statement of general policy and arrangements

Museum Executive Committee: - Have overall and final responsibility for health and safety		
Museum Manager: -Has day-to-day responsibility for ensuring this policy is put into practice		
Statement of general policy	Responsibility of Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	Museum Manager	Inspection of workshop environments Training of new volunteers Delegation of responsibility for tractor use on site Maintenance of an effective Fire Risk policy Provision of appropriate hard hats, safety googles and gloves as necessary for task Ensuring the provision of safety areas around working machinery
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	Secretary	Volunteers handbook Access to machine safety instructions at points of use Provision of adequate instruction/training in the use of particular equipment Access to externally provided courses where necessary

Engage and consult with employees on day-to-day health and safety conditions	Museum Manager	During morning and lunch time breaks, the volunteer force gathers in one place where anything of relevance to the day's work is discussed and made known.
Implement emergency procedures – evacuation in case of fire or other significant incident. You can find help with your fire risk assessment at: https://www.gov.uk/workplace-fire-safety-your-responsibilities	Museum Manager	The basic mantra is "evacuate the area where the fire is located, do not stop to try to fight it, make yourself safe". There is a known gathering safe point in The Orchard. Check the nominal role against the Volunteer Log for the day to ensure no person is missing Call the appropriate Emergency Service(s).
Maintain safe and healthy working conditions	Museum Manager	Respond to any observation/ request from the volunteer force and act in accordance with safety procedures.
To provide and maintain plant, equipment and machinery	Museum Manager Mechanical Engineer	Daily inspections of machinery in use coupled with a "service log" of maintenance
To ensure safe storage/use of substances	Museum Manager	Overall responsibility for paint and solvents store, fuel and gas containers

1.5 Accident reporting RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)

First-aid box is located: In Reception	First Aiders	Simple First Aid can be administered by First Aiders on a volunteer open days. Each volunteer is equipped with information pertaining to the local medical services.
Accident book is located: In- Reception.	All Volunteers	It is important to enter all work-related accidents in the book together with times and dates, should such information be required at a later date.

1.6 General Risk Assessment (last review Jun 2017)

This risk assessment is to be periodically be reviewed. In particular if it is thought that it may longer it be valid (e.g. following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities). Specific guidance can be obtained at http://www.hse.gov.uk. Further information and examples can be seen at http://www.hse.gov.uk/risk/casestudies/

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Slips and trips	Staff and visitors may be injured if they trip over uneven floors or slip on spillages.	General good housekeeping is carried out. All areas well lit, including stairs. No trailing leads or cables.	Better housekeeping in workshop areas	All Volunteers
		Staff keep work areas clear, eg no boxes left in walkways, deliveries stored immediately. Appropriate signs in older areas of the museum	Each volunteer to be made aware of the need to let visitors know of the different surfaces and buildings on site	Secretary & Museum Manager
Fire	Any volunteer or visitor might be isolated by a conflagration	A Fire Risk Assessment has been undertaken, flammable materials have been stored away from sources of ignition, several fire suppression extinguishers have been strategically located and an audible fire alarm is present on site. An assembly area away from the main buildings has been designated.	The risk is very limited and the procedures undertaken, as long as they are adhered to, minimize the risk.	All Volunteers

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Food Handling	Catering volunteers via slips, burns and scalds	The flooring of the catering area is in one piece, minimizing any trip hazard. Spillages should be mopped immediately and there is equipment for this. The only burn hazard might be from heating one of the hot snack options in the microwave oven or grill – appropriate advice has been given. Scalds as a result of hot water are minimized by there being no need to move the urns to either fill or use.	We could improve the surface of the current flooring.	The site manager
Miniature Railway Tractor/trailer rides	Driver and passengers Driver and passengers	Inspected track, boiler safety certificate, properly trained driver, recommended “ride on” bogey, low speed, limited number to be carried at any time. Tractor and trailer given annual inspection for safety - steering, brakes and operation of engine. Very experienced driver and a second person supervising trailer. No overloading	Decide upon a mandatory height/age limit to passengers and train a second operative. Trailer seating – hay bales – could be made more secure. Perhaps consider a minimum age limit here?	Railway Engineer

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
COSHH	Volunteer work force	Dust extraction equipment installed in concrete workshop, adequate ventilation whilst working with gas engine, proper dust masks in old environments around the museum site and no enclosed fuelling sites for machinery.	Add some further extraction system to Carpenter's Shop.	Workshop (Carpentry) Manager
Manual Handling Operations	Volunteer Workforce	Proper training in the use of particular tools; provision of hearing defenders, hard hats, safety googles and gloves; use of trolleys to minimize lifting injuries	Continual updating of volunteer force as new tools become available plus refresher training	Museum Manager
Working at Height	Volunteer workforce	New scaffold tower purchased: boarding at different levels: ladders between levels secured, always at least two persons present – never to be used alone. Installation to be checked by third person prior to use.	Make judgement concerning the viability of the volunteer before allowing use to take place.	Museum Manager
Machinery Safety Assessment	Volunteer workforce	Driils, saws, other installed tools (e.g sander) inspected and checked for guards, security and proper working space.		Workshop Engineer

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?
Electrical Installations	Workforce and visitors	Carried out by two retired electricians – vastly experienced	One of the electricians has been certificated (April 2017) for the proper ratification of such installation.	Electrical Inspector
Gas Cylinder Safety	Workforce and visitors	All cylinders, empty or full, to be kept under lock and key when not in use.	Could extend the storage facility for these cylinders.	Vehicle Engineering Manager

2 Fire Risk Assessment – (draft issue 2 - 1st March 2017)

2.1 Introduction

This document has been prepared with reference to the Regulatory Reform (Fire Safety) Order 2005.

In reading this document one should be aware that the site is manned entirely by volunteers. These volunteers have many skills between them and most are experts in one or more fields. Generally, the site is manned for about 6 hours a day for just 2 days each week with an occasional extra day for one or two members during the summer months. Additionally, the site is open to the paying public on only 9 days each year. Also, private parties of visitors are accepted for various functions when voluntary staff will always be present. Visits by parties of children are occasionally available. The museum has a voluntary Manager, Secretary, Treasurer and Chairman and normally at least one of these always present when others are on site and all administrative matters can be referred to them.

2.2 Identification of Fire Hazards

2.2.1 Sources of Ignition.

COOKING. Apart from boiling water in electric kettles, hot plates or urns, and the use of a microwave oven, there are no cooking facilities on site. There are two charcoal fired barbecues which may be used outdoors very occasionally.

SMOKING. Smoking is prohibited throughout the site, both indoors and outdoors.

HEATERS. There are no oil-fired heaters on site.

There are bottled gas fired portable heaters which can be used very rarely in winter for sedentary tasks.

The meeting room, one science room and the coffee room are equipped with fixed fan assisted electric heaters. The office has a fixed very low power tubular electric heater for background heat. Portable fan assisted electric heaters are occasionally used on very cold days in the various workshops.

The farm workshop has a wood fired stove that is used on particularly cold days to keep that area warm. It is made of cast iron and is sealed when in use.

HOT PROCESSES. There are a number of hot processes used on site from time to time: -

Arc welding is carried out as required, almost invariably in a designated room or immediately outside that room

Brazing, silver soldering and soft soldering using flame equipment are carried out as required; this is normally done in the same room as arc welding but occasionally may be done elsewhere, e.g. plumbing repairs, etc.

Other hot processes occasionally used are use of a hot air gun.

The museum has a reconstructed working blacksmith's forge which is used from time to time and which has a separate risk assessment attached to this document.

The museum operates a propane gas fuelled Pottery Kiln, usually on open days, this activity has a separate risk assessment published.

ELECTRICAL EQUIPMENT. Voluntary staff are instructed to report immediately any suspected malfunction of electrical equipment, and not to attempt to use that equipment until after it has been examined and declared safe.

Users of electrical equipment are required to understand how it should be used and volunteers are instructed to seek advice if they are uncertain about any electrical devices.

LIGHT FITTINGS. Lighting is almost entirely of the fluorescent or low energy type over the whole site, and is monitored on a continuous basis. There is a bank of spotlights which at present use filament type reflector lamps but these will be replaced with low energy types in the course of use. Battery backed emergency lighting is installed in all suitable locations.

Outside lighting is of 2 types. There are 3 sodium vapour lamps. There are a number of halogen lamps all of which work in conjunction with proximity sensors and therefore will not be on for more that five minutes at a time.

Several portable halogen lamps are used on an occasional basis to illuminate work processes in dark areas.

HOT SURFACES & VENTILATION OBSTRUCTION. There is a wood fuelled stove in one workshop. All the halogen lamps on site can develop hot surfaces. The exhaust pipe of the Crossley gas engine can become hot after lengthy running periods. The hot tube and exhaust pipe of the Crossley rack-saw engine are hot when the engine is in use.

The fan assisted heaters in the meeting room could be obstructed by placing objects on them; however they are thermostatically protected against this happening and relevant staff are told to guard against this.

CENTRAL HEATING. There is none.

NAKED FLAMES. Naked flames are present as detailed in HOT PROCESSES above. There are also naked flames in the solid fuelled workshop stove. Naked flames are present in the rebuilt "Blacksmith's Shop" when the forge is being used. During open days there is sometimes a professional blacksmith who demonstrates his trade to members of the public who are restrained from approaching too close to the forge by a fence. Otherwise naked flames only ever occur outdoors and away from buildings.

ARSON. The site is protected by security alarms which sound a siren at a nearby house. However there are only a limited number of intruder detection devices and an arsonist could very easily go undetected.

2.3 Sources of fuel

FLAMMABLE LIQUID BASED PRODUCTS, FLAMMABLE LIQUIDS, FLAMMABLE CHEMICALS Volunteers are instructed to keep all the above in the "Paint & Fuel Store" at all times except when actually being used.

FLAMMABLE GASES. Acetylene is no longer kept or used on site. LPG is kept in a locked, ventilated outdoor enclosure. Portable sources of LPG are always kept outdoors but may occasionally be left where they will be required on the next working day.

FIREWORKS & PYROTECHNICS are never on site.

DISPLAYS & STANDS, PACKAGING MATERIALS, WOOD, PLASTICS & RUBBER ETC, UPHOLSTERY ETC, LITTER ETC. Whilst these are present on site, they form only a relatively minor source of fuel compared to buildings as a whole which, by their very nature, form a far greater source of fuel being substantially of timber construction. At the end of each working day such debris is either disposed of via recycling and/or skip storage.

The science room has a ceiling covered with polystyrene tiles, but the building is otherwise non-flammable.

The meeting room and the office has a carpet floor otherwise all floors are some form of stone/concrete

2.4 Sources of Oxygen.

There are no sources of bottled oxygen kept anywhere on site.

2.5 People at Risk

2.5.1 Voluntary Staff

- The regular volunteers who attend on at least one of the 2 or occasionally 3 weekly working days on a routine basis
- The catering volunteers who attend on open days to prepare and serve the public with refreshments
- Occasional volunteers and other volunteers

2.5.2 Visitors to Site

- 2.1 The general public who attend on the 9 routine open days of the Museum. This includes members of Pitstone and Ivinghoe Museum Society (PIMS) who have free admission but are not otherwise involved with the Museum.
- 2.2 Visiting parties. These can be just a single person or could be a group of 50 or more people. This includes visiting professionals, tradespeople, meter readers, inspectors, and others by arrangement.
- 2.3 Visiting parties of children under 18.

The regular volunteers have all been issued with a sheet of guidance notes covering routines to be followed to ensure the safety of themselves, their colleagues, other people around on the site, and the site itself. Without these volunteers the Museum could not function. They are a very talented, experienced group of individuals, virtually all having reached retirement age.

The catering volunteers attend only on the open days (about 9) of the Museum and their purpose is to prepare refreshments and serve them to the customers and to clear away afterwards. There is normally an experienced volunteer with them at all times and this person can guide the others as to procedures to be followed. The manager will be there to advise if necessary.

Volunteer Staff who have keys and may visit at any time alone or with their own visitors. They accept responsibility for the safety of their visitors and are familiar with the parts of the site they are visiting.

The general public are admitted to the Museum on the 9 open days each year. No smoking signs are displayed on the site, if visitors are accompanied by children under 18 they must accept responsibility for each child's control and behaviour. No unaccompanied children under 18 are admitted

When pre-arranged visits by parties occur, either adults or children, a responsible Staff Volunteer will always be present during the whole of their visit. That person will be responsible for all aspects of the visitor's safety while on the premises, and will assess any special needs of the group on meeting them.

2.6 Evaluation of, Removal of, Reduction of and Protection from Risk

2.6.1 Risk of Fire.

Smoking is universally banned (prohibited?) anywhere on site. Mobile LPG heaters are seldom used in the presence of visitors, but could be used on a very cold day. Heat sources are very few, the temperature level never exceeding the combustion point and combustible materials in any case are never stored nearby. Possibly the greatest risk of fire on site is from sparks from an angle grinder or from welding. Volunteers using this equipment have been advised to be aware of the risks and be vigilant.

Volunteers are asked to report immediately any malfunctioning electrical equipment, and to not use any suspect equipment until it has been inspected.

There is a Crossley gas engine (burning LPG) in a room to itself which is run on open days for visitors. When it is run in this way the double doors to the outside are always wide open. It is appreciated that a gas leak into a closed room can eventually lead to an explosive mixture being present. however, the gas is isolated by 4 separate valves/regulators in series, two in the engine room itself and 2 others outside in the open air and all 3 valves are only turned on when the engine is running. The valves are turned on just before starting the engine, with the one in the engine room being turned on only seconds before starting. The engine is only ever run in the presence of an engineman. The final valve/regulator is called a suction regulator, should the engine stop or a leak occurs in the regulator the suction is lost and the valve automatically closes shutting off the gas supply. The gas piping is heavy duty galvanise steel piping with the engine ignition itself is enclosed within the engine steel cylinder and that is enclosed within a further metal cased water jacket. No naked flame ever occurs to the outside air. The exhaust gases are vented to the outside via heavy duty metal piping.

2.6.2 Risk to People

The area most likely to prove a very slight risk to people is an area on the only first floor on the site which is used for storage, office space and public exhibition area. If a fire were to start on the ground floor anyone on the first floor might not be aware of this until smoke is seen or smelled or flame is seen, or until someone outside alerts them. A very loud hand powered bell is provided within (outside?) the engine room immediately below, to warn people to leave the building immediately. The main access/exit to the first floor is an external staircase fairly central to the first floor. This staircase is a protected stairway with two hand rails, a brick wall on one side and a wooden clad wall on the other. This obviously and unfortunately excludes disabled people from the first floor. At the top of the stairway to the left is the office and a small loft. The office has three exits, at the far end of the office and only a few metres away there is a pull open door that leads to the top floor of the mill barn, with a ladder and hand rail to the ground floor. The second option is a hatch within the storage loft that could, if required be fitted with a ladder to provide an exit to the outside and thirdly, of course the main entrance/exit stairway. To the right at the top of the main stairway is a public exhibition area. This does not have other exits but exit is always available via those of the

office and small loft. This area does contain hatches that could if required be fitted with ladders to provide additional exits. however, the distance from the furthest point in this room to the existing stairway is within the requirement of the document referred to at the beginning of this Risk Assessment. There are also double doors at the end of this room but it is considered unsafe to use this as any form of emergency exit as there is a considerable vertical drop down should anyone opens it in a panic. Even if fitted with some form of escape mechanism, the chances of an accident occurring due to the vertical drop, especially with the more elderly individuals, is considered far greater that that occurring by people trying to use it as a normal emergency exit. Permanent escape ladders are a problem as doors open up onto another property and could interfere with their vehicular access. Volunteers working on this first floor are aware of the safety situation and thus can remain alert. People with disabilities do not of course go to the first floor.

Everywhere else on site is either a small exhibit room, workshop or other buildings which have exits well within the escape distances specified and opening onto safe areas.

2.6.3 Remove or Reduce the Fire Hazard

The management and the voluntary staff are always seeking ways to minimise the risk of fire, and are aware that a serious fire could very well lead to the permanent closure of the Museum for which they expend so much voluntary effort.

2.6.4 Remove or Reduce the Risks to People

Some years ago a trial of automatic smoke detection was installed and wired to the existing security system. A siren located on a nearby dwelling would sound if either an intruder or a fire was detected. After experiencing a number of spurious alarms during the night time the smoke detection system had to be disconnected from the security system in order that the residents of the dwelling would continue to allow the siren to continue in use as an intruder detection alert. Problem was diagnosed as fine dust particles from insect, bats etc. existing in the old farm buildings that was triggering the alarm.

By the nature of our business we must strive to maximise the numbers of the public present on the premises on open days. Voluntary staff continually patrol the premises on open days and, should a fire start in any location, they would know how best to steer the public in that location to safety.

We have two options regarding the provision of fire extinguishers, we can remove all of them from the site and only concern ourselves with ensuring that everyone leaves any building should a fire occur, however small. However, the procedure we have adopted and that we consider is in the interest of everyone, is to only remove extinguishers in arears that are accessible to the general public but retain them in the workshops or other building where the public have no access.

We have the skill, knowledge and experience of ensuring that these extinguishers are in good working order and that they are located near the exit points of the rooms where they are placed. Only volunteers that are knowledgeable in their use will be expected to tackle any small fire but only after ensuring that everyone else leaves the building, that a warning to others is give and that they must not be in a position whereby any fire is between themselves and the exit point. If the fire cannot be controlled within 30 seconds then the fire service should immediately be contacted

The only part of the site normally used at night is the meeting room; this room is equipped with emergency lighting and has 3 exits direct to the outside. Occasionally (maybe about 3 or 4 times a year in the summer) there could be an evening function held on the site which would involve use of a large barn along with much of the outdoor area. Emergency lighting is installed in this barn and in any other location where loss of power and hence lighting at night time could create a dangerous situation to anyone present.

When members of the public are present on site, either as visitors on a public open day or as members of a group which have hired the premises, all relevant doors are kept permanently unlocked. Apart from some small private functions in the meeting room, a responsible person will always be present on site when the public are present to monitor proceedings, to act as a liaison centre, and ensure that all attendees vacate the site at the end of the function and to lock up after they have gone.

2.7 Records

2.7.1 Recording

A list of the fire hazards, as defined in the guide, and found during an inspection of the whole site is contained in section 1 of this assessment.

An instruction sheet will be prepared and a copy given to each member of the voluntary staff; this sheet will advise various actions to be taken and procedures to be followed in defined circumstances regarding minimisation of the risk of fire over the whole site. This sheet may change in context from time to time, and any time it does so all current voluntary staff will be notified of the detail of these changes.

A new log book will be commenced, starting date 1st April 2017, and in it will be recorded, sequentially, any relevant occurrence, action, event etc which has any bearing on the risk of fire occurring and steps taken to minimise this risk. This log book will be kept in reception and will be maintained by the manager, secretary; or other responsible persons. Staff wishing to have events recorded in this book will be told to contact one of those individuals

An inventory has be taken of all the fire extinguishers located on the site, and the type of extinguisher. A site plan will be held in digital format and updated as necessary.

2.8 Disaster Plan

A disaster plan already exists as part of our Accreditation requirements and copies of this will be made available to any voluntary staff requiring it. HOW? How will the voluntary staff know whether they require it?

2.9 Information, Instruction, Co-operation and Co-ordination

All of these will be promulgated to the voluntary staff. The manager or other responsible person will ensure that the relevant information resulting from this assessment is made available to the senior representative of any contractors working on the site. Instruction will be given to voluntary staff concerning what to do in the event of a fire being discovered on the site. HOW?

3 Blacksmiths Forge - Safety and Environmental Risk Assessment

3.1.1 Monitoring, Site Protection

1. Hazards (Site, equipment, work activities, materials, people)	2. Impacts: Staff/volunteers (S) Public (P) Environment (E)	3. Risk Level (1-4)	4. Controls – Required to ensure a Safe System of Work	5. Residual Risk (1-4)
Slips, Trips and falls Access and egress uneven floors	S/P	3	Be aware of surrounding and asses area before working Use signage to inform visitors.	1
Fire and heat coke forge	S/P/E	4	Keep all combustibles in the non combustible brick built forge under constant supervision. Fire blanket and Fire extinguishers x2 On site in area check pressures before lighting forge. Make sure fire is out before leaving forge or locking the door.	2
Heat and sparks from work pieces	S/P	4	Use tools appropriate to task i.e. Tongs. PPE safety glasses, stout foot ware or safety boots and apron as required. brush scale as necessary.	2
Use of tools	S	3	For use by suitably experienced Volunteers Only	1
Burns	S	3	Be aware items in or around the forge may be hot even if black in colour.	1
Stored fuel	S/E	3	Keep away from source of ignition minimum 1m	1
Public access	S/P	3	Do not allow visitors direct access to work area. Cordon/barrier in place between spectators and the forge/ striking area	2
Multiple smiths	S	3	Organize a safe system of work when working as a team or in close proximity (task specific).	1
Unsupervised children	S/P	3	Stop work no striking in front of unsupervised children wait for a parent or responsible adult.	1
Trap or pinch injuries	S/P	3	Exhibits are wired open or shut made non moveable.	1

3.1.2 Access for emergency vehicle

Meet emergency services at: Gate To Museum, Vicarage Rd, Pitstone, Leighton Buzzard LU7 9EY - Site Grid Ref: SP937156

3.1.3 Emergency Arrangements

Nearest Hospital, Stoke Mandeville – Tel: 01296 315000 - Address: - Mandeville Road, Aylesbury, HP21 8AL A&E.

4 Pottery Risk Assessment

Activities in the Pottery area include Raku firing, painting of pottery with glaze for the Raku kiln, using the potter's wheel with supervision, making hand-built items using paper clay.

4.1.1 Persons in Charge

Pottery and Ceramics Staff authorised to operate the pottery equipment are defined in appendix 1.

4.1.2 General Risk Controls

At all times a member of this team will be on site in the pottery area supervising any activities with the equipment and the public.

Restricted access to the kiln area is maintained using a barrier and the activity is outdoors only. Warning sign states no public allowed beyond. When setting up the kiln, checks are made to ensure no gas leaks and correct use of all equipment to reduce any occurrence of accidents such as burns, tripping and smoke inhalation. Kiln is only used by qualified team members.

The site is surrounded by grass with paved and fire brick floor area for the kiln and clay activities. There is a brick wall and free access to running water immediate, near the kiln.

Fire extinguishers (for use by volunteers only) and buckets of water are kept within the area to extinguish any inappropriate fire or smouldering immediately.

Where the public are allowed to work on the tables their access to the kiln is restricted by supervision.

Gas cylinders are checked while in use and are closed off before storage in the hut.

Appropriate clothing is worn with aprons for the public when throwing on the wheel and using the clay and glazes, those involved with the Raku wear Kevlar heat resistant gloves, clothes that are natural fibres and do not ignite, face protection, and appropriate mask to FFP3 (Filtering Face-Piece level 3). Footwear fully cover feet for protection. Googles tinted to protect eyes from infra-red when checking the kiln.

Glaze and clay are dust hazards when dry. These are wet when used in the area so this is prevented. Wet cleaning is done when required with clean water.

Kiln, gas cylinders and table moving and lifting wheel and materials could cause bodily injuries such as strain. This is done with the appropriate number of people and weight of individual items kept within the recommended limits for safe lifting. The kiln is fitted with castors to aid moving.

Use of potter's wheel is supervised at all times when used by the public.

Portable Appliance Test (PAT) is carried out for wheel and cables which are the only electrical items.

All equipment is appropriately wet cleaned as required during use and at the end of the session before storage.

The public have use of aprons and washing and drying facilities for their hands. If using the wheel, the public are requested to tie long hair back and remove jewellery and watches.

Qualified first aider is on site in the museum during public open Days.

The last firing of the kiln is 3.30 (now should be 3.00)pm to allow the kiln to cool down before being stored at 5pm (4:30) when the museum closes. All combustibles are extinguished using water to ensure they are no longer smouldering and removed from the site for disposal.

4.2 Specifics

4.2.1 Clay and Dust

Activity	Hazard / Risk	Controls
Wet clay when hand building and on the wheel. Cleaning equipment and surfaces	Dust inhalation when clay is dry; skin irritation	This is minimised by use of keeping clay wet and wet cleaning. Washing hands after use. Wearing protective aprons when appropriate. Keeping clay stored in plastic sealed containers

4.2.2 Outdoor kiln

Activity	Hazard / Risk	Control
A Raku kiln is used to fire glaze painted pottery for the public and members of the team. The kiln is portable and propane gas is used for fuel.	Radiant heat – infra-red radiation can damage eyes Viewing inside hot kiln can cause eye damage	Operators to wear appropriate tinted googles.
	Burns - persons using the kiln while hot and moving hot objects.	Kiln access is restricted to operators who are suitably trained.
	Burns – due to the temperature of kiln exterior and during the removal of hot items from kiln for reduction.	Operators wear protective clothing and use kiln tongs to place work into and out of the kiln. Barriers are in place which allow the public to view but keep them away from any flames
	Fire – when putting hot ceramics into the combustible material in the reduction container	The kiln sited with free air movement all around and away from shelter, combustible materials, fuel stores, trees and buildings.
	Explosion –the kiln is purpose made for the function so this is very unlikely	A pyrometer is used to register the temperature in the kiln Work that has been glaze painted is dried before putting in kiln.
	Kiln flame blowing out.	Burner fitted with flame safeguard device to shut off gas should the flame fail.
	Inhalation of fumes – smoke is given off by sawdust when reducing raku fired work	Smoke is kept to minimum using lids and removing closed container to sheltered area to reduce smoke blowing towards anyone.
	Bruising, and strains arising from the movement of the kiln into and out of the storage to the firing area	The kiln is fitted with castor wheels. Pottery site has level access to the storage

4.2.3 Ceramics Machinery

Activity	Hazard / Risk	Control
Processes involved – shaping hollow-ware on the wheel	Trapping and entanglement – the wheel is fully sealed of any internal moving parts .	Trapping and entanglement prevented by the wheel being designed with all moving parts internally being covered.
	Unguarded moving parts - the wheel head can cause friction burns. Moving wheel head can cause abrasions.	Long hair is tied back. Loose clothes and jewellery removed with any long hair tied back. Supervisor assists the public so making them aware to reduce the chance of this occurring.
	Trip hazard from leads and cables. Electric shock from mains power.	Cables are tied out of reach and out of thoroughfare areas. Pottery area has been re wired 2020 to latest electrical standards. Equipment is earthed and checked for safety. Portable Appliance Tested (PAT) as required. When not in use the wheel is stored, un connected, in a secure storage shed. Connection sockets and cable PAT as required. Electric supply connections kept at safe distance from water and wheel to prevent electric shock occurring. No longer applicable see comment above

4.2.4 Glazes

Activity	Hazard / Risk	Control
Painting glazes on to pottery.	Inhalation of dust	All the activity is done in the open air so no dust accumulation. All glazes are ready mixed with water so that dust is kept to minimum. Wet cleaning is carried out to stop dust occurring.
	Irritation to skin	No lead is used in the glazes. Washing of hands after use is advised and aprons are worn.
	Ingestion.	No eating or drinking in area where glazes are being used. The public are told that the ceramics glazed this way is not recommended for food as the items cannot hold liquid and will leak and so should not be used for direct contact with food or drink.
		All equipment is cleaned in water before being stored.

Immediate remedial measures –

Cuts or minor abrasions clean area and cover with dressing. First aider on museum site.

If burns to skin occur – cool under running water or in cold water for 10 minutes.

If serious burns occur – send for ambulance. Cool area under running cold tap for 10 minutes. Remove any jewellery. Apply dry dressing, if possible cling film. Secure with bandage.

If fumes inhaled – remove affected person into fresh air until recovered. If symptom persist seek medical advice.

4.3 Electrical Inspection

City & Guilds

Level 3 Award in the Periodic Inspection, Testing and Certification of Electrical Installations
600/4693/4

is awarded to
Allen Peter Fairbrother

who attended
Proactive Technical Training (a division of Trans-Euro Engineering Services Ltd)

and was successful in the following 3 modules

Level 3 Principles, Practices and Legislation for the Periodic Inspection, Testing and Condition Reporting of Electrical Installations (Online)	Pass
Level 3 Principles, practices and legislation for the periodic inspection, testing and condition reporting of electrical installations (Assignment)	Pass
Level 3 Principles, practices and legislation for the periodic inspection, testing and condition reporting of electrical installations (Written online) (2 credits)	Pass

Regulated by Ofqual

Awarded 08 May 2017

080517/2395-01/015894/TVN5096/M/03/03/55

5501988554/10

Sir John Armitt, CBE FREng FCGI
Chairman
The City and Guilds of London Institute

Chris Jones
Director-General
The City and Guilds of London Institute

Regulation

Awarded by

The City and Guilds of London Institute

The City and Guilds of London Institute founded 1878 and incorporated by Royal Charter 1900.

This certificate has been awarded to one of our volunteers, Mr Allen Fairbrother as a consequence of your survey. He now has access to the proper testing equipment to carry out inspections of electrical work at the museum.

All Portable Appliances that have been satisfactorily tested shall have an inspection label affixed the connector for that equipment. Any equipment not have a valid PAT inspection label shall not be put into use.

5 Third Party Insurances

I can confirm the following

Mr J Denty, who operates the ride- on railway, is a member of the Northern Association of Model Engineers Insurance Scheme, renewed at 1st April 2017, to the sum of £5 million public liability. Policy ref: 001X476632/N141

Miss J Mutters, who operates the Appreciating Animals petting corner holds an NFU insurance, renewed at 28th November 2016, to the sum of £5 million public liability. Policy ref: 080X3290174/N71

6 Miniature Railway – Risk Assessment

6.1 Health and Safety policy for the ride on railway

Overall and final responsibility for health and safety is that of:	Railway Engineer (see Appendix 1)
Day-to-day responsibility for ensuring this policy is put into practice is delegated to:	Museum Manager (see Appendix 1)

Statement of general policy	Responsibility of Title	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from volunteer activities and visiting public	Museum Manager	As detailed in Health and Safety Documentation for the museum

Statement of general policy	Responsibility of Title	Action / Arrangements
To provide adequate training to ensure volunteers are competent to do their work	As Above	Via direction and advice from lead volunteers
To engage and consult with volunteers on day-to-day health and safety conditions and provide advice and supervision on occupational health	As Above	As per H & S documentation
To implement emergency procedures in case of a significant incident.	As Above	Emergency procedures for the museum site
To maintain safe and healthy operating conditions, provide and maintain equipment and machinery. To ensure that any visiting engines have appropriate certificates and insurance.	Mr J Denty	In accord with public liability insurance in the name of J Denty Esq.
First-aid box and accident book are available at reception.	Always present next to First Aid box.	

6.1.1 Ride-on Railway Risk Assessment.

Museum (5"Gauge Ride-On Railway) Risk Assessment (to be completed as an when stated in the “Action by when” column.					
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?
Possibility of Visitors Colliding with train.	Visitors to museum	Guard rope to be placed along length of track	No	Volunteer responsible for railway on open day	On each day of operation
Danger of train running into buffers when in reverse	Passengers	Nothing	Place permanent markers on fence to warn loco drive of proximity to buffers	Railway Engineer (see appendix 1)	Before first open day

Museum (5"Gauge Ride-On Railway) Risk Assessment (to be completed as an when stated in the “Action by when” column.					
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?
Danger of passengers getting off the riding truck out side the station area and tipping the truck off the railway	Passengers and volunteers	Nothing	To make warning sign	Railway Engineer (see appendix 1)	Before next open day
Possibility of engine breaking away from train	Visitors to museum and volunteers	Nothing	Add safety chain between loco and driving truck	Railway Engineer (see appendix 1)	Before next open day
There is a shrub that is close to the railway near the station area	Passengers Contact with arms and legs	Nothing	Ensure this is trimmed back before each operating day.	Railway Engineer (see appendix 1)	Before each operating day
Possibility of de-railment	Passengers and volunteers.	Regular track inspection and maintenance	No	Railway Engineer (see appendix 1)	Before each operating day
Risk of cinders burning passengers	Passengers	Spark arrester fitted to loco	Driver aware of risk and driving appropriately	Railway Engineer (see appendix 1)	On each day of operation

7 Food Handling and Hygiene

In conjunction with Mr JAMES SPRING of Risk Stop Ltd, it has been agreed that our insurers will accept the inspection conducted on our catering department by The Aylesbury Vale District Council, which awarded us a three-star (of a possible four) rating in 2015. The reason we did not achieve the four stars is down to the nature of the building which is not completely sealed to the outside. We only have food on the site on our open days and this is then kept in refrigerated storage for the duration of the day. After each open day, any food left is disposed of and the catering unit thoroughly cleaned and disinfected. All volunteers use hand protection and cutlery whilst handling food.

8 COSHH (Control of Substances Hazardous to Health).

COSHH Survey			March 2017
Loc Code	Room/workshop	Substances noted	Actions
A	Reception area	Toilet cleaner Bleach Hand soap Surface cleaner	All cleaning materials to be separate from public access. Rubber gloves to be worn when using.
B	Microcosm 1	None	
C	Microcosm 2	None	
D	Country kitchen		
E	Farming & village life (Country Life)	None	
F	Blacksmith	Coke dust Paraffin Oil	The shop to be under the control of a practising blacksmith with extractors available on public days
G	Homes& Gardens	None	
NN	1940s Room	None	
Y1	Cart sheds	None	
II	Model railway	None	
JJ	Carpenters shop	Paint, water based Paint, oil based Wood stains, water based Wood stains, oil based Wood filler White spirit PVA glue Gorilla glue WD40 Wood dust	Only recognised volunteers to be allowed access and materials to be kept away from public access. Barrier creams and hand cleaners, together with paper towels to be available.
GG2	Mowers & tools	Diesel Petrol Oils	No public access and only trained volunteers to use; with hand protection as necessary

GG	Engineering shop	Petrol Oil WD40 Metal dust	Only recognised volunteers to be allowed access and materials to be kept away from public access. Barrier creams and hand cleaners, together with paper towels to be available.
L	Brush makers	None	
K	Plumber	Lead sheet Fluxes Gas canisters	Isolate materials from public.
J	Model Farmyard (1950 room)	Lead alloy figures	Contained within locked glass display unts
I	Cobbler	None	
H	Wheelwright	None	
M	Owen barn	None	
N	Rack saw	Diesel Paraffin	Only recognised volunteers to be allowed access and materials to be kept away from public access. Barrier creams and hand cleaners, together with paper towels to be available.
S	Dairy & Wags Wharf	None	
ZZ	Elliot Shop	Paint, varnish, sawdust	Only recognised volunteers to be allowed access and materials to be kept away from public access. Barrier creams and hand cleaners, together with paper towels to be available.
R	Grain barn	Diesel fuel in combine harvester and, sometimes, tractor if stored here.	None necessary
KK	Tractor ride shed	Diesel fuel and oil present in vehicle	None necessary
W	Museum Shop & Lace makers	None	
V4	Computer room	None	
V1	Lancaster bomber & Wireless room	None	
V3	Science Room	None	
WW	Grain Silos	None	
FF	Concrete workshop	Paint, thinners, brush cleaner, varnishes, sawdust	Only recognised volunteers to be allowed access and materials to be kept away from public access. Barrier creams and hand cleaners, together with paper towels to be available. Use of installed extractor system

WW2	Fan room	None	
FF3	Paint store (fan shed)	Paint water based Paint oil based Turpentine White spirit	Only recognised volunteers to be allowed access and materials to be kept away from public access.
FF2	Sand blast shed	Small airborne particles	Use of extractor system
SS2	Builders shed (Vintage Garage)	Diesel fuel	Only recognised volunteers to be allowed access and materials to be kept away from public access.
Z1	Jeffs workshop	WD40, spirit-based solvents	Only recognised volunteers to be allowed access and materials to be kept away from public access.
AA	Upper floor – Office	Tippex Printer cartridges	None
BB	Upper floor – Exhibit store	None	
CC	Upper floor – Colin Cook collection	None	
UU2	Meeting room - Kitchen	Cleaning materials	Keep away from public access
EE	Meeting room	None	
FF	Metal workshop ?? Concrete W/S Rear		
	Farm machinery & Engines Black Shed or Cart Sheds	Diesel Oil	Materials to be kept away from public access.
HH	Book binding shop	Glues and spirit based solvents	Materials to be kept away from public access.
LL	Model engineers (Peter Keeley's) shop	WD40, oils	Materials to be kept away from public access.
Q	Cowshed	None	
O1	Tack room	None	
O	Big barn, displays	None	
O	Big barn, crafts area	None	
T	Grain milling, ground floor	None	
DD	Grain milling, first floor	Mercuric based grain dressing	Materials to be kept away from public access.

??	Big barn loft	None	
UU	Refreshments	Hand wash Washing liquid Cooking oils Bleach Cleaning materials	All cleaning materials to be separate from public access. Rubber gloves to be worn when using.
UU2	Cleaning store	Hand wash Bleach Floor cleaner	All cleaning materials to be separate from public access. Rubber gloves to be worn when using.

9 Machinery & Work Equipment – Risk Assessment

Hazards are assessed as Insignificant, Low, Medium or High after taking the control measures outlined below.

- Contact or entanglement with moving machinery – Medium
- Eye or other injury from projectiles whilst drilling of grinding etc – Medium
- Hand/wrist injury from spinning work piece – Medium
- Slips, trips and falls (see separate assessment) - Medium
- Contact with sharp materials – tool edges, swarf etc – Medium
- Fire or Explosion – Low
- Electric shock – Low
- Friction burn from contact with moving machinery – Low

9.1 Control Measures

With the exception of lead volunteers, lone working is not permitted.

Food, drink and smoking are also not permitted whilst operating machinery.

9.2 Planning Controls

Volunteers are permitted to operate specified machines only on the basis of necessary competence and understanding, and when duly authorised by one of the lead volunteers. Personal protective equipment, e.g., appropriate eye, head and ear protection is provided. Volunteers are responsible for their own foot and hand protection. Small amounts of flammables are kept in the two main workshops and smoking is prohibited anywhere on site. COSHH assessments are available for all rooms on site.

9.3 Physical Controls

Appropriate guards, interlocks and tripping devices together with emergency stops are provided. Machines and electrical installations shall be periodically inspected and maintained. Swarf and wood shavings should not be allowed to accumulate. Exits must not be obstructed and adequate fire fighting equipment shall be provided and maintained. Floors shall be kept clear of litter, spills and trip hazards.

9.4 Managerial Controls

Chuck keys must be removed before starting machinery. Where necessary, work pieces shall be held securely in a vice or similar device with means provided to secure the vice to the machine bed. Loose clothing shall not be worn whilst operating machinery. Access to machines shall be limited to lead volunteers and those who have been specifically authorised.

9.5 Training Controls

In general, only experienced and competent volunteers should use powered equipment. Others must be assessed for competence and understanding before being authorised to access any of the machines. No one other than a competent experienced volunteer may change or dress abrasive wheels or saw blades.

9.6 Site Specific Controls

The farm workshop (part of the museum on display) , the Roseberry rack saw and the Crossley as engine are all operated on demand for open days and private visits. In conjunction with Mr JAMES SPRING of Risk Stop Ltd, it has been agreed that these particular machines would be very difficult to bring up to current safety standards because of both their age and the need to maintain them as genuine historical/industrial artefacts. For example, the Crossley Gas Engine was built in 1914 and has an exposed flywheel of six feet diameter, which is located beyond a safety barrier. These artefacts are only operated by Lead Volunteer Staff experienced in their field and are for demonstration purposes only. No member of the public is allowed beyond the barriers erected for safety purposes.

10 Working at Height

There are only two possibilities concerning this activity and they are the use of ladders and the use of a scaffolding tower. The basic safety information is given in this document. It should be added that due to the age of the volunteer workforce, (retirees), some are actively discouraged from these activities.

10.1 Using Ladders Safely.

Before using the ladder for a work task.	Check the stiles are not bent or split, if damage is found do not use the ladder as it could collapse.
Check the feet	Do not use if the feet are missing or damaged as the ladder could slip.
Check the rungs.	Do not use if the rungs are bent or missing as the ladder could become unstable.
Ensure the stability	When first using a ladder, the top should be secured by tying the top with rope whilst the base is 'footed' by a second person.

10.2 Using Step Ladders Safely.

Check the locking bars.	Do not use the step ladder if the locking bars are worn or damaged as the ladder could collapse.
Check the feet.	Do not use the step ladder if the feet are missing, worn or damaged as the ladder could slip.
Check the platform.	Do not use if the platform is split or buckled, the stepladder could become unstable or collapse.
Check the steps/treads.	Do not use if the steps/treads are contaminated as they become slippery.
Check the steps for strength stability.	Do not use if the fixings are loose as they could collapse.

10.3 Use of Tower Scaffolds.

Towers should be erected by trained and competent people.	Towers rely on all parts being in place to ensure adequate strength. They can collapse if sections are left out. A tower is never to be erected to a height above that recommended by the manufacturer.

To maintain tower stability;	It must be ensured that the tower is resting on firm level ground with the locked casters or base plates properly supported. Bricks or building blocks must never be used to take the weight of any part of the tower. Stabilizers or outriggers are installed when required by the instruction manual
Never use a Tower;	In strong winds, As a support for ladders trestles or other access equipment with broken or missing parts or with incompatible components.
Moving;	When moving a tower always reduce the height to a maximum of 4m. Check that there are no power lines or other obstructions overhead. Check the ground is firm and level and free from potholes and push or pull using manual effort from the base only. Never move a tower whilst people or materials are on the tower or in windy conditions.

Slips, Trips and Falls – Risk Assessment

Loc	Room/workshop	Flooring	Actions Suggested
A	Reception area	Non-Slip tiles, Level surface	None
B	Microcosm 1	Old tiles in good order, Level surface	None
C	Microcosm 2	Old tiles in good order, Level surface	None
D	Country kitchen	Old tiles in good order, Level surface	None
E	Farming & village life	Old tiles in good order, Level surface	None
F	Blacksmith	Uneven and broken surface accessed by step down	Ensure good lighting and make
G	Homes & Gardens	Uneven and broken surface accessed by step down	Ensure good lighting and make
NN	1940s Room	Even and level flooring	None
Y1	Cart sheds	Unmade earth surface, even	Not open to pubic/None
II	Model railway	Level concrete flooring with coated surface	None
JJ	Carpenters shop	Level concrete flooring with coated surface	Not open to pubic/None
GG2	Mowers & tools	Uneven surface	Only accessed by workforce /No
GG	Engineering shop	Level concrete flooring	None
L	Brush makers	Level concrete flooring	None
K	Plumber	Original cobbled floor, even	Limited access and well lit
J	Model Farmyard (1950s room)	Original cobbled floor, even	Limited access and well lit
I	Cobbler	Original cobbled floor, even	Limited access and well lit
H	Wheelwright	Original cobbled floor, even	Limited access and well lit
M	Owen barn	Gently sloping concrete floor, even surface	Ensure appropriate lighting
N	Rack saw	Unmade ground, even surface with outside / roofed space	Not accessed by public, Well lit
S	Nissen Hut	Concrete floor, even, coated	None
ZZ	Elliot Shop	Even concrete floor	None
R	Grain barn	Even concrete floor	None
W	Museum Shop & Lace makers	Even concrete floor, carpeted	None
V4	Computer room	Even concrete floor	None
V1/2	Lancaster bomber & Wireless room	Accessed by steps up. Even concrete floor	Ensure good lighting
V3	Science Room	Accessed by steps down. Even concrete floor	Ensure good lighting
WW	Grain Silos	Uneven open ground	No public access
FF	Concrete workshop	Concrete floor, even surface	None

Loc	Room/workshop	Flooring	Actions Suggested
WW2	Fan room (fan house)	Uneven open ground	No public access
FF3	Paint store (fan shed)	Unmade earth surface, even	No public access
FF2	Sand blast shed	Wooden floor boards, even	No public access
GG3 or SS2	Builders shed (Old or New)	Unmade earth surface, even	No public access
Z1/2	Old farm workshop	Original cobbled floor, even	Well-lit / No public access
MM	Tractor sheds	Concrete floor, even	No public access
Y3	Maintenance store	Original cobbled floor, even	Well-lit / No public access
Y4	Mowers display	Unmade earth surface, even	No public access
P	Crossley engine & models	Concrete floor, even surface	None
AA/CC	Staircase access to Upper floor	None slip treads	Motion activated lights
AA	Upper floor – Office	Floor boards, fitted carpet	None
BB	Upper floor – Exhibit store	Floor boards, even	None
CC	Upper floor – Colin Cook collection	Carpet flooring, even	Well lit, free public access
UU2	Meeting room - Kitchen	Even flooring/lino	None
EE	Meeting room	Even flooring and carpet tiles	None
U	Farm machinery & Engines (Black Shed)	Gravelled display area, outside and covered. Even surface	None
X	Printing shop	Original tiled floor, even and level	None
HH	Book binding shop	Original tiled floor, even and level	None
LL	Model engineers (Peter Keeley's) shop	Original tiled floor, even and level	None
Q	Cowshed	Original tiled floor, even and level	None
O1	Big barn, tack room	Uneven cobbled floor, accessed by step	Good lighting
O	Big barn, main area	Concrete flooring, mostly level	None
T/DD	Big barn, mill area	Concrete flooring, level	Good lighting
UU	Refreshments	Level, new flooring, covered with linoleum type surface	None

10.4 Conclusion

Between the buildings on site, there are different surfaces that display different qualities. These are, for the most part, grassed and even. However, after rain they can be slippery and visitors and volunteers are advised accordingly. Other places have slightly sloping concreted surfaces to allow for drainage (Sheep Yard and Reception/Catering yard). Car parking is provided in the orchard areas and this means that slightly uneven grassed surfaces may be encountered. In order to preserve the unique heritage of the site, these surfaces are maintained in good order but have not been finished to a uniform quality. As far as I can ascertain, there have been no instances of either visitors or volunteers being hurt by virtue of the different surfaces found on the site.

DWT May 2017

11 Vehicle Maintenance and Tractor / Trailer Ride – Risk Assessment

The rides are provided using a David Brown tractor c 1955 and an adapted farm trailer.

The capacity of the trailer is 16 seated adults, though this may vary dependent upon the number of children present. The seating in the trailer is comprised of closely packed straw bales with over-cloths. The trailer has high sides and there is always a volunteer in attendance whenever the rides are in progress. They take place over a well-defined farm track and are conducted by an experienced tractor driver. The ride is taken at a speed slightly above walking pace, in the vicinity of 5 to 10 mph and as it is over private land, the likelihood of a sudden stop is very much reduced. By the nature of the activity, there are a number of possible risks.

Risk	Severity	Action to be taken
Unseating	2 - Minor	Clear instruction, careful driving, supervision of children
Ejection from trailer	1 - Insignificant	Unlikely – solid construction, high sides
Falling on floor	3 - Moderate	Remove any trip hazards, ensure proper seating observed
Whiplash reaction	1 - Insignificant	Slow braking, gentle acceleration, clear instruction
Trapped fingers	2 - Minor	Hands to be kept in trailer at all times
Figures in brackets indicate the severity of the risk on a scale from 1 to 5, where 5 is the greatest risk and 1 is the least.		

Maintenance is the key to successful operation of this venture. We have a qualified mechanical engineer on site who looks after our few vehicles. Included are examples of the inspection sheets used to monitor the vehicles.

PITSTONE MUSEUM VEHICLE SERVICE LOG

TRACTOR TRAILER FOR RIDES

Component/system	Date checked	Comments
Brakes	✓	NONE
Seating		Due to be replaced
Lubrication		N/A
Tyres	11/4/17	
Trailer Hitch	11/4/17	
Other		

Signed R.W.B.

PITSTONE MUSEUM VEHICLE SERVICE LOG

DAVID BROWN TRACTOR RPP 488

Component/system	Date checked	Comments
Brakes	16/2/17	
Steering	16/2/17	Steering box worn but OK
Lubrication		Separate chart kept in w/s
Tyres	16/2/17	
Electrics	16/2/17	
Other		

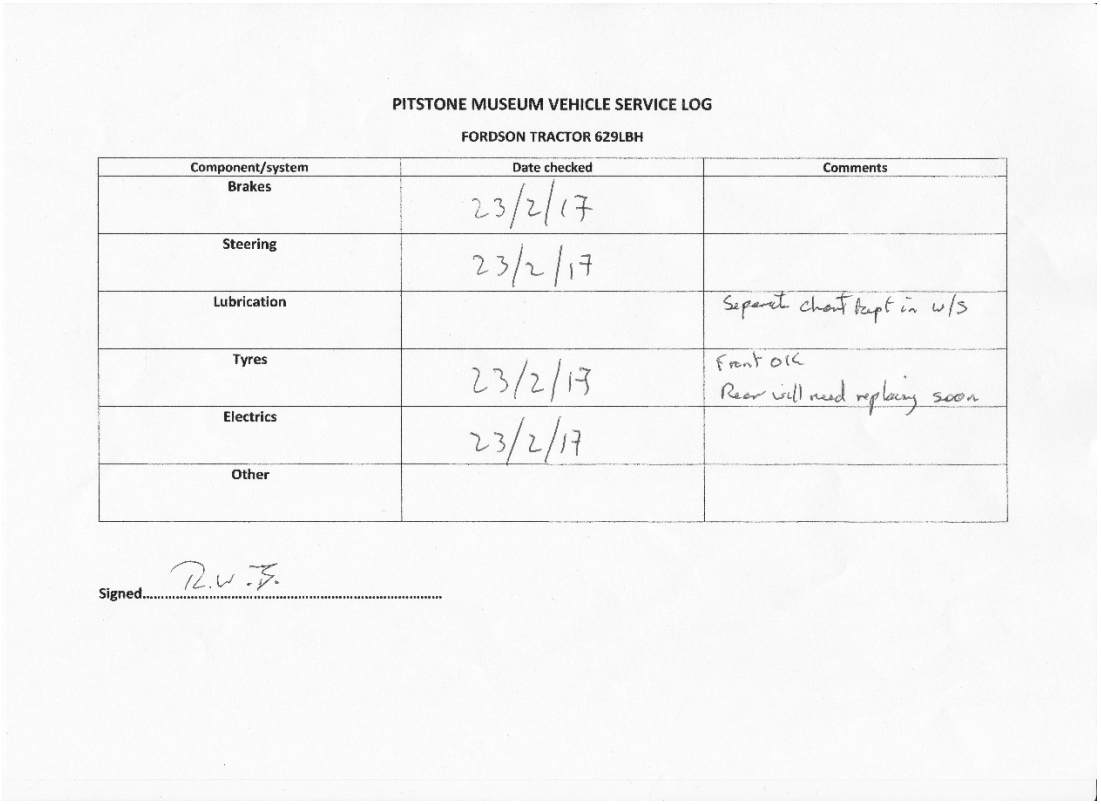
Signed..... R.W.B.

PITSTONE MUSEUM VEHICLE SERVICE LOG

STIGA RIDE ON MOWER

Component/system	Date checked	Comments
Brakes	27/4/17	
Steering	27/4/17	
Lubrication		Separate chart kept in W/S
Tyres	27/4/17	
Electrics	27/4/17	
Other		

Signed R.V.B.



PITSTONE MUSEUM VEHICLE SERVICE LOG

FORDSON TRACTOR 629LBH

Component/system	Date checked	Comments
Brakes	23/2/17	
Steering	23/2/17	
Lubrication		Separate chart kept in w/s
Tyres	23/2/17	Front OK Rear will need replacing soon
Electrics	23/2/17	
Other		

Signed R.W.F.

12 Chain Saw Use

Up to the time of Mr White's visit, this had been an infrequent activity and had been carried out by a volunteer with over thirty years' experience in this type of work. We are, however, aware of the legislation covering this type of use and have elected not to use a chain saw on site until an appropriate course with due certification can be obtained at a reasonable cost.