

COMBE MILL

Pre-Steamming Event: Safety Check List

Form F07 Issue 11_Beta Edition (July 2023)

Issued for test purposes: please pass comments to the DRS Philip Hawtin

Date of inspection:

Items not relevant to a particular opening should be marked n/a

Items checked	(Tick box)		Comments including action by whom, and when
	Yes	No	
Foreman's Office			
Mill door unlocked			
Adequately supplied sanitiser by the outer door			
Appropriate notices re hand sanitiser in place			
Fire Extinguishers in place			
Video display operational			
Wall water boiler on?			
First Aid kit present and adequately supplied?			
Toilet clean and adequately stocked?			
Evac chair in place and serviceable?			
Lift doors operating correctly and emergency tools available			
Fire door to lift alcove working correctly			
Fire door to pattern shop working correctly			
Exit signs and other warning signs in place, operational and legible			
Notices in place at entry to pattern shop			
Pattern Shop			
Fire Extinguishers in place and accessible			

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Items checked	(Tick box)		Comments including action by whom, and when
	Yes	No	
Ladder correctly stowed			
Lift doors working correctly			
Barrier on large wood lathe area secured?			
Line shafting and caging free of obvious faults:			
Line shafting operating at time of inspection?			
Model engineering section secure?			
Band saw security cage locked off?			
Woodworking and metal working workshops isolated by rope barriers?			
Unused power equipment in safe condition			
Working power operated machines in good working order? Emergency stops operating? Guards in place and in good condition?			
Any additional temporary barriers present, in working order and fit for purpose?			
Personal protective equipment available and in good condition?			
Evac chair in place, accessible and serviceable?			
Fire Extinguishers in place and accessible			
Floors clear of all slip & trip hazards?			
Water Wheel Room			
Stairs free of obstructions?			

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Items checked	(Tick box)		Comments including action by whom, and when
	Yes	No	
Stores in stairwell safely stowed			
Walkway clearly marked.			
Water wheel chocks checked and wheel operational?			
Gate in wheel safety fence locked shut?			
Date on which Wheel emergency shut down last tested?			
Date of last test of fire alarms and their audibility?			
Video display operational?			
Viewing area clear of impedimenta.			
Hand sanitiser adjacent to video m/c?			
Appropriate notices re hand sanitiser in place			
Exit signs and other warning signs in place, operational and legible			
External door open			
Hand sanitiser adjacent to exit door and video m/c?			
Appropriate notices re hand sanitiser in place			
External Grounds			
Life rings in place?			
Picnic area clear of rubbish & any hazardous items			
Equipment on picnic area in satisfactory condition?			
Barriers at river's & leat's edge in satisfactory condition?			

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Items checked	(Tick box)		Comments including action by whom, and when
	Yes	No	
Bridge lock removed for duration of opening?			
Are ticket selling arrangements in place			
External toilet unlocked, clean and adequately stocked?			
Toilet emergency access tool present			
Check tea room at this stage	X	X	
Tea Room			
Tea Room unlocked?			
Kitchen equipment clean & chairs in good condition?			
Tea room electrical equipment in date?			
Any temporary barriers in working order and fit for purpose?			
Floors clear of all slip & trip hazards?			
First aid equipment available and fully stocked?			
Fire fighting equipment in place, in serviceable condition and in date?			
Any temporary warning signs in place, operational and legible?			There are no permanent warning signs in the Tea Room
External Grounds (cont)			
Hand sanitiser adjacent to ground entry?			
Appropriate notices re hand sanitiser in place			
Is the route to the mill building entrance clearly signed?			

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Is the exit from the grounds adequately signed?			
Barriers in place to prevent public from entering hazardous areas?			
All barrier locks in place?			
Any temporary barriers present, in working order and fit for purpose?			
Cables or hoses snaking across public areas?			
Viewed from outside of the Area are there any visible concerns for the safety of the contents of the Barn Engine Technical Area?			Do not enter the area itself
Viewed from the outside of the Area are there any visible concerns for the safety of the contents of the Head Race Technical Area?			Do not enter the area itself
Boiler House			Be aware that when the Boiler is operational the doors must be kept open. Otherwise when not in use they must be locked shut when the general public are present
Boiler House Open?			
If the doors are open is Tensator in place?			
Date on which Boiler shut down last tested.			
Personal protective equipment available and in good condition?			
Lift Entrance			
Lift access door unlocked and open?			
Access corridor free of obstructions?			
Hand sanitiser in allotted space in the lift corridor?			

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	Yes	No	
Appropriate notices re hand sanitiser in place?			
Lift doors operating correctly and emergency tools available?			
Mill Ground Floor			
Mill entrance adjacent to Blacksmith's shop open and clearly signed?			
Hand sanitiser adjacent to door present and supplied?			
Appropriate notices re hand sanitiser in place?			
Are rules governing access to Pit Wheel Room (aka Waterwheel Gear Room) adequately displayed?			
Is the inner wire mesh security door locked shut?			
Is at least one of the forge fires alight?			
Is the forge occupied?			
Is the forge boundary fence secured?			
Viewed from the outside are there any visible concerns for the safety of the contents of the Forge Technical Area?			Do not enter the area itself
Is the small steam engine area occupied?			
Is the area locked off as required by the risk assessment?			
Are any temporary barriers present, in working order and fit for purpose?			
Viewed from the outside the Area are there any visible concerns for the safety of the contents of the Small Steam Engines Technical Area?			Do not enter the area itself
Fire fighting equipment in place, in serviceable condition and in date?			

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	Yes	No	
Lighting & ventilation adequate?			
Floors clear of all slip & trip hazards?			
Exit signs and other warning signs in place, operational and legible			
Shaft motor; electric supply locked off			
Beam engine drive in correct position			
Corn Mill free of impedimenta?			
Grindstone free of impedimenta			
Engine Room			
Video display adjacent to Cornish Boiler operational			
Lights on in Cornish Boiler			
Is the entry to the engine control area secured?			
Viewed from the outside are any visible concerns for the safety of the contents of the Beam Engine Technical Area?			Do not enter the area itself
Any temporary barriers present, in working order and fit for purpose?			
Personal protective equipment available and in good condition?			
Fire fighting equipment in place, in serviceable condition and in date?			
Lighting & ventilation adequate?			
Exit signs and other warning signs in place, operational and legible?			
Outside barrier in place to deter unauthorised entry			
External stairs to Foreman's office in good condition and free of obstructions?			

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General			
All escape routes from Mill clear and easily used?			
Trained and competent volunteers available for all tasks?			
Have any persons brought non-Mill owned equipment for use, display or demonstration?			If the answer is yes a supplementary questionnaire must be completed.

I have undertaken the above inspection and in my opinion the Mill is in a fit state to open to the general public

Inspection undertaken by:.....(BLOCK CAPITALS)

Signature of Inspector: