



## RISK ASSESSMENT FORM

### Boxmoor Kiln Firing

<b>Activities</b>	<b>Boxmoor Kiln Wood Firing</b>	<b>Location</b>	The Boxmoor Trust Centre, London Road, Hemel Hempstead, HP1 2RE.	<b>Date written</b>	04/03/18
<b>Written By :</b> Jerry Seaborn			<b>Reviewed by:</b> TBA		

<b>List significant hazards here:</b> (Anything that can cause harm)	<b>Value of Risk:</b> <b>Low1-10High</b> (Degree of harm that could be caused by the hazard)	<b>List of ways of reducing risks and actions to be taken:</b> (training; procedures; information; signs; protective equipment/clothing)	<b>Do the actions adequately control the risk?(yes/no)</b>	<b>Comment/D&amp;CPG Actions</b>
Danger of injury from splinters and protruding nails when using tools to prepare wood. Flying splinters could cause serious injury to eyes.	Value 8	Participants should only use wood cutting equipment if they have been given instruction and are confident to do so. Safety goggles should be worn to protect eyes from flying splinters if chopping wood and protective gloves must be worn. Everyone handling wood should wear protective gloves and sturdy footwear. Nails will be removed from wood where possible, or knocked into the wood. All participants will be instructed to bring gloves, appropriate footwear and suitable tools to remove nails from wood.	Yes	<b>D&amp;CPG to ensure safety goggles are available on site and remind participants about suitable Personal Protective Equipment (PPE).</b>
Injury from lifting heavy pieces of wood	Value 5	Wood has been pre-stacked in woodstores adjacent to the kiln to minimise the amount of effort needed to stoke kiln. Participants should only work within their own physical limits and not attempt to lift heavy pieces of wood alone- either ask for help or leave for others.	Yes	
Low height of wood store roofs – danger of banging head	Value 3	Attach hazard tape to the front of each roof to make people aware.	Yes	<b>D&amp;CPG to ensure hazard tape is on site</b>
Exposure to different weather conditions	Value 2	Participants should keep an eye on the weather forecast and to bring the necessary personal protective equipment such as raincoats, hats, warm gloves and sun-cream as required.	Yes	<b>D&amp;CPG to remind participants to include for appropriate PPE, sunscreen etc.</b>



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Ergonomic hazards due to continuous firing, especially through the night, leading to tiredness/lack of concentration	Value 2	A shift rota has been devised with sufficient participants to allow rest periods. There should be at least two participants on each shift on site for the whole of the firing, one of whom should be the nominated person in charge of the firing. A suitable Gazebo, camping chairs and a table may be provided. Participants should provide their own refreshments, bottled water, flask of tea etc. to prevent exhaustion. <b>Alcohol should not be consumed on site during the firing.</b>	Yes	<b>D&amp;CPG to provide camping chairs, table and gazebo and arrange for the Boxmoor Trust to give access to the old building where there are toilet facilities.</b>
Exposure of electricity extension cable from main building to kiln site	Value 6	Must use RCD plug when plugged into the mains. Plug point must be off the ground and undercover. (see also trip hazards)	Yes	<b>D&amp;CPG to provide RCD plug</b>
Trip hazards	Value 6	The area around to the site, particularly around the kiln and between the kiln and woodstores will be raked clear of any debris. Any trip hazards in the immediate area of the kiln that cannot be removed will be clearly marked to bring them to the attention of participants. During night time, adequate lighting will be provided to cover the immediate area of the kiln and any steps. The electricity extension cable should be tidied away and hazard tape used to make it visible where necessary.	Yes	<b>D&amp;CPG to provide a rake on site, sufficient festoon lighting and hazard tape.</b>
Exposure to hot surfaces of the kiln fabric and irritation from the ceramic fibre exterior	Value 4	The exterior of the kiln will get very hot in some areas and in some places, naked flame will occur. The kiln is covered in a ceramic fibre material which may irritate the skin and if damaged, may cause dangerous dust. Participants should avoid touching the exterior of the kiln.	Yes	



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Fire and heat from kiln causing fire outside the kiln	Value 2	<p>Participants must always follow the instruction given by the nominated person in charge. The fire must never be left unattended</p> <p>Any ignitable material must be kept well away from the kiln, in case of any sparks. Protective gloves must be worn when stoking the fire, as well as sturdy shoes. Arms and legs should also be covered.</p> <p>Buckets of water and sand should be prepared and left in easily accessible and obvious locations around the kiln site</p> <p>Visitors should not be allowed to go behind the kiln, on the side of the woodstores. Prepare buckets of water and sand for site and make them easily identifiable</p> <p>Make sure participants know where the outdoor tap is.</p>	Yes	<p>All participants should be aware of the name and phone number of the nominated person in charge</p> <p><b>D&amp;CPG to Instruct participants to provide appropriate Personal Protective Equipment (PPE).</b></p>
Looking into the kiln to check the progress of the firing by viewing the pyrometric cones. This will be done by removing the spy hole bung and looking into the kiln muffle.	Value 8	<p>There is a danger that the flames may exit through the spy hole, and could seriously burn the person removing the bung. Also the bung itself will be extremely hot. Heat resistant gloves must be used when removing the bung and participant to stand clear.</p> <p>On looking at the cones, these will be anywhere up to 1300deg C and participants must wear protective light reducing safety goggles</p>	Yes	<p>Visitors and unsupervised personnel should not carry out this operation.</p> <p><b>D&amp;CPG to provide light reducing safety goggles and heat resistant gloves.</b></p>



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Removing test samples from the kiln during the firing. Carried out by opening the spy bung, and using a metal rod, hook out the test object(s).	Value 8	The same precautions to viewing the cones applies and in addition the following -  The rod should be a suitable metal, able to resist the very high kiln temperatures and long enough to be clear of the heat and flames of the kiln. The very hot object must be placed on a flat, safe, non-flammable surface. The bung must be closed after removing the sample.	Yes	Visitors and unsupervised personnel should not carry out this operation.  <b>D&amp;CPG to provide light reducing safety goggles and heat resistant gloves.</b>
Raking hot ashes & embers from the kiln firebox.	Value 7	As the hot ashes are at floor level, participants must wear suitable, sturdy footwear when carrying out this operation and should wear gloves. As this is a dusty operation, if necessary, a suitable dust inhibiting mask should be worn.	Yes	<b>D&amp;CPG to provide a suitable dust mask and remind participants about suitable PPE.</b>
Danger to children	Value 1	Due to numerous hazards inherent in the firing, it is not suitable for children under the age of 12, and children under the age of 16 must be accompanied and supervised at all times, by their parent or guardian.	Yes	Nominated person to be aware of D&CPG Safeguarding Protocols.
Theft of personal or DCPG property/intruders onto site.	Value 1	The gate should to the Boxmoor Trust Centre should be locked in the evening and overnight. When arriving on site for the first time, participants must report to those on duty immediately. If visitors are not recognised as members of the guild, they should be approached.	Yes	<b>D&amp;CPG Make sure participants on night shift have gate code.</b>  <b>GATE CODE: 0788</b>



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<p>Illness or accident needing first aid or hospital visit</p> <p>Fire Services attendance to site</p>	Value 9	<p>A first aid kit will be on site. Mobile phones should be fully charged and the participants numbers recorded.</p> <p><b><u>DIAL 999 for ambulance and fire service</u></b></p> <p><b>Hemel Hempstead Hospital,</b> Hillfield Road, Hemel Hempstead Herts, HP2 4AD Tel - 01442 213141 Hemel Hempstead Hospital has a 24/7 urgent care centre</p> <p><b>Watford General Hospital (full A&amp;E inc children's) (10 miles from site)</b> 60 Vicarage Rd, Watford WD18 0HB Open 24 hours a day, every day</p> <p><b>Hemel Fire Station 01442 867132</b></p>	Yes	<p><b>D&amp;CPG to provide first aid kit and ensure participants know the location of the kit.</b></p> <p><b>D&amp;CPG to record all participants mobile phone contact numbers.</b></p> <p><b>D&amp;CPG to advise Hemel Fire Services the date and details of the firing for their notice and records</b></p> <p><b>D&amp;CPG to record all accidents on the appropriate accident report form</b></p>

**A copy of this risk assessment will be made available on site**