

RISK MANAGEMENT PLAN (Template)

Name of Event	Biochar Open Day
Date & Time	
Organiser	
Convener	
Location	
Expected numbers	

Description of activity:

Demonstrate the operation of a flame-capped kiln to make biochar (i.e. to pyrolyse woody waste into charcoal).

Tasks <i>List the tasks required to perform the activity in the sequence they are carried out.</i>	Potential Hazards <i>Against each task list the hazards that could cause injury when the task is performed.</i>	Risk Control Measures <i>List the control measures required to eliminate or minimize the risk of injury arising from the identified hazard.</i>	Responsibility <i>Write the name of the person responsible to implement the control measure identified.</i>
1. Set up cleared exclusion zone around demonstration area.	?	Use light-weight coloured bunting.	Event organiser
2. Direct all car parking into designated area off road.	Car stops in road. Child on road.	Assign person to direct cars to parking area off the road.	Event organizer.
3. Light fire in kiln.	Smoke, flames.	Maintain cleared exclusion zone. Ensure water connection is ready and available when needed. Check and sign off operator's Permit to Operate.	Event organizer to explain procedure to attendees.
4. Load kiln with wood as needed..	Flames, smoke, sparks.	Gloves, mask, safety glasses.	Operator.
5. Monitor operation until kiln is nearly full.	High surface metal temperatures; Flames; smoke emissions; flying embers.	Protective clothing; Monitor public exclusion zone. First Aid Kit available.	Operator. Security attendant. Event organizer.
6. Fill kiln with water when full and leave for 10 minutes.	Steam; vapours.	Protective clothing.	Operator.
7. Allow water to drain from kiln.	Slippery.	Direct drain water away from attendees.	Event organizer.
8. Tilt kiln and shovel char into bags.	Char may still be hot.	Ensure all char is thoroughly quenched and cold before bagging.	Operator.

Signed:**Date:**