

~ FABRICATION ~



CERAMICS

OPERATING INSTRUCTIONS



CERAMICS

INTRODUCING

the



CERAMIC ROOM H&S



Access Levels

- Level 1 – Student Use **AFTER** Induction
- Level 2 – Student Use **WITH** Supervision
- Level 3 – Student Use **WITH** Counter-Signed **PASSPORT** of Supervisor or Instructor

PPE Basic

- Suitable work coat
- Stout footwear
- Hair tied back
- No rings, wrist watches, bracelets or other loose personal possessions

How to use area

- No **EATING** or **DRINKING**
- No **RUNNING**
- **MUSIC HEAD PHONES** must **NOT** be worn
- Know where **EMERGENCY STOPS** are
- Know where **EMERGENCY EXITS** are
- Know where **FIRE BLANKETS** are
- **ALWAYS** use the correct PPE for your application
- Only use equipment **AFTER RECEIVING TRAINING** from a member of staff
- If you are unsure or have forgotten how to use machinery/equipment correctly please seek advice first
- **REPORT ANY FAULTS** to a member of staff
- **READ ADVICE LABELS** of chemicals and store correctly in the chemical cupboard
- **TIDY UP** all mess after you have finished, by **WIPING DOWN** with a damp sponge/cloth to **AVOID CREATING DUST**
- **PUT AWAY** all tools that you have used **REGARDLESS** of whether you got them out or not

- **USE** the modular ware-boards provide, **NOT** random pieces of board
- **STORE** ongoing/unfinished in the damp/storage room
- **STORE** finished work in the kiln room on the shelving provided
- **WORK** to be biscuited needs no labelling
- **WORK FOR GLAZING** or other process needs to have a **SUPPLIED FORM** filled in detailing glaze/temp etc
- **DO NOT** block gangways or fire exits
- **WORK WITH** fellow peers and **COMMUNICATE WITH** one another about what you are doing
- **STORE WORK** on the shelving provided
- Students **MUST NOT** bring in their own chemical compounds or materials **UNLESS** they have been cleared as 'safe' for storage within the existing storage cabinets and an appropriate Data File on the material is held by the department

Fire Safety

- **Familiarise yourself with all fire exits**
- **Familiarise yourself with all fire alarm points**
- **In the event of a laser cutting fire, lift the lid and hit the red emergency stop button**
- **Raise the alarm**
- **Do not tackle a fire that is out of hand**
- **Do not use fire extinguishers unless trained or absolutely necessary**
- **Evacuate the building using the closest fire exits**
- **Do not alter your route in order to collect belongings**
- **Encourage others to leave and guide visitors**
- **Assist those with sensory/mobility impairment**
- **Close doors behind you**
- **Move a safe distance away from any building**
- **Stay out until told it is safe to re-enter**

Other

- **Please notify a member of staff if you are experiencing other medical concerns, ie asthma, eczema, pregnancy, back problems**

Date

I verify that I have read and understood the information detailed within this document

Name

Signature