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	<b>Task:</b>	<i>Pottery and the use of the kiln</i>		<b>Location:</b>	<i>Root &amp; Branch</i>
	<b>Name of Assessor</b>	Mark Wild		<b>Name of Reviewer</b>	John Hastings
	<b>Job Title</b>	Trustee		<b>Job Title</b>	Trustee and Potter
	<b>Signature</b>			<b>Signature</b>	<i>J Hastings</i>
	<b>Persons Potentially at Risk</b>				
	<b>Operator</b>	<b>Other service users</b>	<b>Staff / Volunteers</b>	<b>Public /Other Contractors</b>	
Y	Y	Y	N		

Operative PPE requirements for this operation									
									
Safety Boots	Apron	Gloves	Eye Protection	Face Protection	Hearing Protection	Hi Viz Vest/ Clothing	Dust Mask	Wellington Boots	Hard Hats
N	Y	Y	N	N	N	N	Y	N	N
<b>Specific PPE comments or requirements</b> Heat resistant gloves may be required for kiln inspection, and aprons to protect clothing. For dusty operations don a dust mask.									

Estimated Level of Risk (Based on Maximum Risk Identified)		
Low (1-4)	Medium (5-12)	High (13-25)
	Yes	

Emergency Details			
<b>Nearest A &amp; E:</b>	<i>Great Western Hospital Swindon</i>	<b>Telephone No:</b>	<b>01793 604020</b>
<b>First Aid:</b>	<i>First Aiders listed on board in lobby</i>	<i>First Aid Kit in Kitchen</i>	<i>Additional Kits in Forge and Wood Shop</i>

Likelihood - L	Rating Given	Severity of Outcome - S	Rating Given
Highly Unlikely	1	First Aid injury or minor property damage	1
Unlikely	2	Minor injury or property damage	2
Medium	3	Potential lost time injury or short term ill health	3
Likely, may occur regularly	4	Major illness or injury	4
Highly Likely, certain or almost certain to occur	5	Fatal or disabling injury or serious ill health	5

Apply a rating to both **likelihood** and **severity** and then multiply together to give actual risk rating of a particular hazard

Hazard	Risk	L	S	R	Control Measures	L	S	R	Further Action Required
Defective Equipment	Defective equipment presents a risk of injury	3	4	12	<p><b>Before use</b>, carry out carry out visual inspection of equipment. If in doubt attach a defect tag to isolate from use (and if electrical remove fuse from plug).</p> <p>Record any defects in the pottery Log, and record remedial action taken before bringing equipment back into service. Regularly service in accordance with manufacturers recommendations</p>	1	4	4	
Improper Use	Equipment used incorrectly can cause serious injury to operators and others	4	3	12	<p>Only trained operatives to use equipment, if you are unsure about this seek advice from Supervisor.</p> <p>Do not permit untrained persons to use equipment.</p> <p>Use equipment in full accordance with manufacturers recommendations as contained in the handbook</p>	1	3	3	Until operator can demonstrate competence, close supervision is required
Manual Handling	Risk of injury from lifting equipment or heavy work pieces or clay	2	3	6	Plan operations carefully. Wait until assistance or equipment is available before undertaking manual handling task. Do not store clay and heavy objects above head height.	1	3	3	Pottery supervising volunteers and service users should undertake training in safe lifting and manual handling.
Injuries to others/ service users, staff, volunteers, public	Others may not understand or recognise the risk of using equipment	1	4	4	Inform visitors as required of any appropriate risks in the vicinity of the activity.	1	4	4	
Faulty electrical installation and equipment;  Potter's wheel and air compressor	Electric shock, fire	2	4	8	<p>Ensure electrical installations are inspected according to legal requirements, and visually every month (record in forge log). All portable equipment to be PAT tested every year.</p> <p>Cables routed away from sharp corners or risk of abrasion.</p> <p>Do not operate electrical equipment with damp hands.</p>	1	4	4	

Hot Kiln	Burns	4	3	12	<p>Control access to the area of the kiln during loading, checking and unloading operations.</p> <p>Have available heat resistant gloves for kiln inspection during use. Loading and unloading of the kiln must be performed whilst the kiln is at room temperature only. If in doubt allow the kiln longer to cool before handling the fine pottery. While the kiln is above 40°C the display alternates every 5 seconds between the kiln temperature and “Hot” when the temperature is below 40°C the display alternates every 5 seconds between the kiln temperature and “End”.</p> <p>Do not rub your fingers over the kiln shelves or newly fired pottery for your own safety. Do not use contaminated clay. The kiln must be serviced annually.</p> <p>When programmed and in use but left unattended the keyboard lock facility must be used to avoid accidental tampering by un trained staff, volunteers and service users.</p> <p>Operate the kiln in a well ventilated area. The kiln will show Err7 if the maximum room temperature is reached between 30 and 70°C, ensure the bung has not been left open.</p> <p>If any error messages are shown consult the equipment manual and inform a member of staff. Firing will stop automatically and the kiln will not restart until reset and the error is cleared. An audible alarm will sound once per second.</p>	1	3	3	
Potter's wheel	Tipping and improper use	4	2	8	<p>Use of potters wheels must be supervised by a volunteer or member of staff. Potters wheels must be securely placed to avoid tipping. A weekly inspection by the activity leader to ensure it is safe to use. Always operate according to the operating manual. Never touch electrical switches with damp hands. Tie back long hair and remove loose clothing when using electric wheels.</p>	2	2	4	
Clay Moulding Tools	Cuts and stabbing injury - sharp or damaged tools	3	2	6	<p>All tools to be used under supervision and checked for damage before use. If damaged inform the activity leader. When not in use wire cutters, scissors, knives and tools must be locked away.</p>	1	2	2	

Glazing materials and clay	Glaze materials may be toxic and hazardous to health if consumed.	3	3	9	<p>Clay is not to be eaten as it may contain mould. Potters should not put hands in mouths during the activities. Potters aprons should be worn to avoid contamination of clothing. Hands must be washed at the end of the activity especially if using glaze and or oxides.</p> <p>Keep all ceramic materials away from the mouth. Do not use toxic materials for making food containers. Cover cuts with water proof plasters or use disposable protective gloves.</p> <p>Ensure all buckets and lids containing glaze are labelled accurately and clearly and that a COSHH assessment is issued prior to use if applicable. Wash all equipment after mixing glaze.</p> <p>Volunteer supervisors are only authorised to mix or make up glaze from the dry powder. Wherever possible use non-toxic materials.</p>	2	3	6	<p>Install a spray booth for the application of glaze. Mixing of glaze and oxides to be performed in the booth when ready for additional protection.</p> <p>Responsible person John Hastings.</p> <p>“When working in the booth, always have the extract fan switched on, always spray into the booth don’t spray yourself, don’t peer down the nozzle to see if it’s working”</p>
Dust exposure	Breathing difficulties	3	3	9	<p>Do everything possible to reduce dust by keeping surfaces, equipment and clothing clean. Take care not to create dust when mixing slips and glazes. If dust is unavoidable don a dust mask. Reduce dust by wet washing all surfaces - never dry brush. Clear all spillages immediately and thoroughly. Wash down shelves, ledges, beams and furniture up to 2.3M above floor level at least once every 3 months. Fixtures above 2.3M should be washed down at least annually. Redecoration of the pottery room may be required more frequently than other areas to control dust.</p> <p>Do not modify the lining of the kiln if it contains asbestos.</p>	2	3	6	
Broken pottery	Sharp pottery fragments and shards may cause cuts	2	2	4	<p>Safety goggles must be used when breaking pottery and accidental breakages must be sept up immediately.</p>	1	2	2	