

THE KILN ROOMS

Classes Induction Sheet

Welcome to The Kiln Rooms classes! Before you get your hands dirty for the first time, please read our short induction notes to ensure you and all of our fellow potters have a safe and enjoyable time in the studio.

Health and Safety:

- *Please do not use any equipment with moving parts or an electricity supply without prior permission from your teacher, use common sense and take advice when operating any machinery.
- *Never touch or put anything on top of any of the kilns at any time.
- *In an emergency please follow 'Fire Exit' signs to evacuate, take a moment to familiarise yourself with the route, our fire evacuation plan is located by the main door. If you have any issues which may impede your ability to evacuate quickly please inform us via email and your teacher in person.
- *Some tools are very sharp, please exercise caution when using tools in the studio. We have a basic first aid kit on site for cuts and scrapes, if you need further attention your teacher can call emergency services.
- *If you ingest anything potentially hazardous, wash immediately with clean water and inform your teacher.
- *No dry materials should be used and any hazardous materials are kept in dilution, gloves can be provided for users with sensitive skin, avoid skin contact with oxides.
- *Pregnant users or those potentially in the early stages, should request our short guidance notes for safe practice during pregnancy.
- *Buckets and clay bags may be heavy, ask for assistance lifting anything beyond your comfortable capacity.

Clay dust has dangerous effects through repeated exposure, while it is low risk for occasional users, we strive to keep the studio as dust free as possible, please return the favour and protect your teacher and staff from prolonged exposure by following the cleaning practises thoroughly:

- *Wet clean all surfaces, tools and equipment after use, using clean water and a damp sponge.
 - * Clay scraps must be cleared away from surfaces and the floor, either into scrap buckets for reasonable amounts, or the bin for crumbs. You are responsible for cleaning everywhere you have worked.
 - * Use the mop at the end of every session to clean the floor as footfall over dry clay/glaze is the number one cause of dust. We also have a specialist vacuum cleaner for accidental trimmings or scrapings on the floor.
 - *Sponge down your apron and rinse your towels before leaving to be machine washed.
 - *Please put all tools, boards, moulds, clay and equipment back in the right places and leave the studio as you'd like to find it.
- *Clear your work away and start to clean up 15 minutes before the end of class, sooner if throwing or leaving early. An extra 5 minutes from each student saves the teacher an hour after class.
- *Don't forget to label your work clearly so we can take care of it until you return.

Very best wishes,
THE KILN ROOMS