

THE KILN ROOMS  
Classes Induction Sheet

Welcome to The Kiln Rooms classes. Before you begin, please read these notes. They help ensure you and your fellow potters have a safe and enjoyable time in the studio.

### HEALTH AND SAFETY

**Using Equipment.** Only use equipment with your teacher's permission. Follow instructions carefully and ask if unsure. Take particular care with wet hands / sponges, especially around wheel switches and hair dryers.

**Kilns.** Never touch a kiln or place anything on top of it. Kilns can dramatically increase in temperature.

**Emergencies and Fire.** Your teacher will guide you in an emergency. If your teacher becomes unwell, call 999 and press the kiln room doorbell to contact the Technical Director. If the fire alarm sounds, follow Fire Exit signs immediately and evacuate. Please familiarise yourself with the exit route and the evacuation plan by the main door. If you may need assistance evacuating, please email us in advance and inform your teacher at the start of class.

**Tools and Accidents.** Some tools are sharp. Handle them carefully and stay aware of what's around you. A first aid kit is available for minor cuts. If further attention is needed, your teacher will contact emergency services. If you accidentally ingest any material, rinse thoroughly with clean water and inform your teacher immediately.

**Materials.** Dry materials must not be used. Hazardous materials are kept diluted and gloves are available for sensitive skin. Avoid direct contact with oxides. If you are pregnant or may be, please request our guidance notes for safe studio practice.

**Lifting.** Buckets of glaze, moulds and bags of clay can be heavy. Ask for help if needed.

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### DUST AND CLEANING

Clay dust is harmful through repeated exposure. While occasional users are low risk, our staff work here daily. Keeping the studio dust free protects everyone. Cleaning is part of studio practice.

- > Always wet clean. Never dry sweep. Wipe down all surfaces, tools and equipment you have used.
  - > Clear clay scraps from your workspace and the floor. Larger scraps go into reclaim buckets, small crumbs into the bin.
  - > Mop the floor at the end of your session, foot traffic over dry clay or glaze creates dust. A specialist vacuum is available for accidental trimmings.
  - > Sponge down your apron, rinse towels, and return all tools, boards and equipment to their proper places.
  - > Leave the studio as you would like to find it.
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### END OF CLASS

Begin clearing your work and cleaning up 15 minutes before the end of class, or earlier if throwing or leaving early. Five extra minutes from each student saves your teacher significant time after class. Label your work clearly so we can care for it until you return.

Very best wishes,  
The Kiln Rooms