



## STUDIO HEALTH AND SAFETY INDUCTIONS 2025

### Main Studio

- (All) Fire policy and Fire alarm procedure
  - Please read the hand book and use it as reference- it has been updated-everything you need to know should be in there and it is the foundation of the Studio member agreement.

*First aid kits: studio above sinks, glaze room above sinks, kitchen above specialist course board*

- Thank you for being a studio member. By joining us, you are also supporting our outreach work.
- Access is 9am-9pm Tuesday - Sunday. Please see handbook or studio rota for staffed hours. There are occasional restrictions on access/availability of equipment due to the delivery of courses or events during these times. Very rarely will there be no access at all. We apologise in advance for this and we ask you to work with us on this issue as these activities provide essential revenue for the studio and actually helped to keep subscription costs very competitive.
- Please keep your bags on the bag shelves and clothes on hooks - keep area tidy
- Please use your own tools - Bring in your own or purchase from shop
- Leave plenty of time to clean down after a session -20mins is recommended
- Hoover and mop NEVER sweep
- Empty and clean mop after use - PRIORITY OVER EVERYTHING
- Please rinse mop thoroughly after use
- Please clean all wareboards and batts properly -Wipe with damp cloth (DON'T SOAK)
- Return all batts to shelves as soon as possible after use as these are shared materials.
- Please clean wheels and put stools and pedal up after use - wheels switched off
- Please clean floor and buddies around the wheels thoroughly after use
- Clean wheel! White clay bodies only please.
- Please wipe and put back heat guns after use. When using them, place them on the back end of the gun to prevent damage to surfaces and guns.
- Please wet clean wedging tables, wheel buddies, and tables thoroughly after use, using the two sponge and a dry method.
- Please clean down the sink and surfaces after use and clean, dry and put back. Make sure taps are turned off.
- Batt mates are at the end of the sinks, please clean and hang to dry after use
- Please make sure slops/trimmings go in the correct reclaim bucket
- Please measure your glazeware using volume tracker at bisque stage on your way to glazing it (Low, flat items are double volume).
- Please clean your own clay bags to recycle or bin them

- Extra **drying** shelves are around the fire, please no combustibles or wet storage.
- Please make sure you are using the 3 trolley system correctly, load from back, load glaze trolley by height and keep off course trolley.
- In the name of studio systems efficiency and environmental impact, please be discerning when choosing what to fire and not.
- Please dispose of any unwanted finished items off-site independently.
- Furniture trolley is for staff use only (unless discussed)
- Sacrifice dishes for experiments and unsure, located to the right of Athena.
- DO NOT PUT ANYTHING DIRECTLY ON THE KILNS FOR DRYING
- **No members are permitted to use the log burner**
- **We will be installing CCTV and lighting outside the studio doors to increase security and safety for all**
- Extruder, Slab roller - overview

### **Glaze Room**

- You must be inducted to this space before you use it. If you need a refresher, just ask
- Please keep to a maximum of 3 if glazing/decorating for a sustained period
- Please clean glaze sink area thoroughly using the two sponge and a dry method
- Please clean dry and put back tools after use, clean lids and glaze tub edges after use.
- Raw glaze materials, tech cupboard, plaster shelves for staff only
- Please don't take clay without paying in the cafe, via BACS, or cash in till and note
- Please keep slip/oxide corner tidy and surfaces clean, the rear bench is a workspace too
- We encourage you to test glazes and combos using test tiles and small pots
- When applying glazes, be aware of thickness, and allowing at least 1cm clearance
- Please mix the glaze thoroughly before applying. Don't adjust glaze water content, ask Amy, Lucy, Liz, Ruby, or Rose to check the water content.
- Please see clay and glaze samples for examples of results.
- Please measure your glazeware using the volume tracker at the bisque stage on your way to glazing it (Low, flat items are double volume). £3.50 per litre over quota. Hiring a kiln is an option.
- **Glaze tracker - please measure your pots at bisque, you are responsible for the volume going through the kilns. Re-glazing counts as part of your quota.**
  - ALWAYS JUST ASK IF IN DOUBT ABOUT ANYTHING!

## Coffeehouse and Gallery

- Please take off dirties/aprons and wash hands before entering the coffeehouse and gallery or toilets. **No through traffic with any clay or equipment, use studio doors only.**
- All members are welcome to enquire about selling in the gallery- We take 20% commission on all items- Ask one our team for further details.
- Toilets are shared with the Yoga centre- please keep them in good condition and report issues.
- **No access to the kitchen to any members. Studio taps are drinking water.**
- 10% discount OR loyalty card. 10% is hot food & hot drinks, not off cans, crisps. (Team) show how to do individually

## Parking

- The parking spaces for the building are shared with the yoga centre. The yoga centre customers have priority during class times in the morning and evening. If you arrive after a class has started and there are places available, feel free to use them. See Yoga timetable.
- Outside of class times we have priority on the parking spaces. Please let us know if you notice the spaces being used by users not affiliated with the building.

## Respect for Staff

- If staff are enjoying their own studio time, try not to ask them work related questions. Direct questions to staff on duty.
- *Our team members should be wearing CUP branded shirts while on duty, and an apron while in the studio.*
- Staff use of studio - it may seem that staff are taking priority in the studio but please be assured that they pay for their use of the kilns and materials and will always prioritise members and course work over their own work.
- There are certain times of the year where there is a lot of pressure on the systems, the kilns and the staff - especially around Christmas. We always strive to get your work though as soon as possible. If you have markets or presents to produce by a deadline please be organised and prepare them well in advance. **The last guaranteed bisque firing for Christmas will be mid November.**
- Please be aware of staff work/life balance. Keep general enquiries to 9-6, in case of emergency contact Col (**07855868771**) or Amy (**07425352378**).
- We have a zero tolerance policy for disrespectful or aggressive behaviour towards staff. If you have been found to have been in an altercation we have processes for working through these situations, beginning with informal with the option to progress to formal.