



STUDIO HEALTH AND SAFETY INDUCTIONS 2022

Main Studio

- (Staff) Fire policy and Fire alarm procedure
- (Staff) First aid kit/procedure/accident report/defib. Any issues or concerns speak to Col.
- 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 (Wax resist)
- (Staff) Shop all on till
- Leave plenty of time to clean down after a session -20mins is recommended
- Hoover and mop NEVER sweep
- (Staff) If dusty, hoover, mop with door open and cordon off area, slab roller- hoover. Empty and clean mop after use - PRIORITY OVER EVERYTHING
- Please clean all wareboards and batts properly -Wipe with damp cloth (DON'T SOAK)
- Please clean wheels and put stools and pedal up after use - wheels switched off
- Please clean floor and walls around the wheels thoroughly after use
- Please stick to dirty wheel for black clay
- Please wipe and put back heat guns after use
- Please wet clean wedging tables thoroughly after use (no dry scraping)
- Please clean down sink and surfaces after use
- (Staff) Refresh and clean at end every shift
- Please rinse mop thoroughly after use
- Batt mates are a great new addition- please clean and hang to dry after use
- Please give workstation/making tables 2 clean sponges and a dry with cloth 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 in corner and around fire
- (Staff) If cold please keep fire going
- Please make sure you are using the 3 trolley system correctly (Load glaze trolley by height and Keep off courses trolley)
- Furniture trolley is for staff use only (unless discussed)
- Sacrifice dishes - general furniture are for members to use - located on low shelf by kiln
- DO NOT PUT ANYTHING DIRECTLY ON THE KILNS FOR DRYING -ask a member of staff if you wish to utilise kiln heat.
- (Staff) Turn sockets off in studio and glaze room at end of the day
- (Staff) If you're ever stuck for jobs- batts, under sink, trolleys, glaze room, volume tracker area, reclaim lids, taking water off waste clay.

Glaze Room

- 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
- Polystyrene boxes are available - (Good if want to keep greenware damp for longer periods)
- Raw glaze materials area for staff only
- (Staff) Always lock tech cupboard after use
- Please don't take clay without paying via bacs or cash in till and note
- (Staff) Make sure clay is bought before use
- Please keep slip/oxide corner tidy and surfaces clean
- Please can new members book in for a glaze induction but anyone who is keen to have a glaze session with Amy is welcome to.
- We encourage you to test glazes and combos using test tiles
- Please mix the glaze thoroughly before applying. Don't adjust glaze water content without advice or checking with staff first. - Amy, Tim, Liz, Col on glazes
- Please see clay and glaze samples for examples of results.
- ALWAYS JUST ASK IF IN DOUBT ABOUT ANYTHING!
- (Staff) Turn off glaze room lights at end of shift
- (Staff) If you want specific skill development then ask
- (Staff) If you don't feel comfortable moving greenware -DON'T

Coffeehouse and Gallery

- Please take off dirties/aprons and wash hands before entering the coffeehouse and gallery or toilets
- Please keep to a maximum of 6 people at a time
- All members are welcome to display their work for sale or use - We take 20% commission on all items
- Toilets are shared with the Yoga centre- please keep them in good condition. If there are any issues, please report to staff.
- (Staff) Toilet check every shift- replenish rolls and paper towels- clean if necessary
- (Staff) Double lock cafe door and door to toilets at end of day
- (Staff)- If selling pots - Custom amounts - description - initials- demonstration

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.
- 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.



Coffeehouse Training and tasks

Every shift

- Back stock of cleaning products, cups, wrapping paper,
- Clean tea towels everyday
- Check and polish cutlery
- Spoons and tea bags refresh and clean
- Toastie machine- blue roll and scrub and clean brush - key areas- underneath
- Coffee machine basic clean
- Bins out and closed
- Coffee bag closed
- Tables, surfaces chairs wiped
- Sweep and mop behind counter
- Clean the sink thoroughly

Tues, Thurs, Sat - Full hoover and mop throughout

Weekly

- Full coffee machine clean
- Stock check
- Cash up
- Temp checks
- Deep clean fridge
- Shelves emptied and wiped
- Check food labels

Drinks demo

Toastie demo

Equipment

Extruder

- Clay into cylinder - appropriate shape to fit
- Handle into hooks first
- Presser bit into tube
- Use hooks to press clay through/increase pressure
- No more than 2ft at a time
- Chop off with knife
- Clean inside with rubber kidney, sponge & cloth

Slab roller

- To be used with sheets of your own
- Move from thick to thin in gradual increments
- Loosen knobs at side to change height
- Handle at top to move up and down
- Tighten knobs at side after chosen height is reached
- Place bottom sheet onto roller
- Place clay onto sheet
- Place sheet on top of clay (allow for expansion in all directions)
- Roll once

- Rotate clay as you would when handbuilding
- Lower roller again
- Roll again
- Rinse & repeat till desired thickness reached

Spray Booth

- PPE - Respirator/mask/ear protectors (See door for info)
- .Can't do while yoga on
- Extraction must be on - leave on after use for a few mins
- Upside down Bucket with whirler
- Compressor on first while sorting gun and glaze
- Prep glaze as usual (more thoroughly in fact)
- No more than a litre at a time
- Connect and test with water in first - on cardboard (can tell its clean)
- 2-4 layers (drying in between) for good cover - dependent on what you want - you should test pots first because may be different from dipping
- Clean using cleaning bucket
- Start by cleaning gun - water in chamber
- Clean basin and sides down
- Clean gun and other mobile items in sink - small brushes to help clean gun
- DRY gun thoroughly! RUST
- Book in with Amy (or experienced member) for induction for first use