

**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 label

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