

**RISK ASSESSMENT FINDINGS**

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| **Department/Service** |  |
| **Date** |  |
| **Assessor** |  |
| **Approved By** |  |
| **Review Date** |  |

**Relevant Legislation:**

The Management of Health and Safety at Work Regulations 1999

**RISK ASSESSMENT RECORD**

**ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: Use of Kiln**

**DATE:**

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| **KEY (People at risk)** | **Likelihood (L)** | **Severity (S)** | **Risk Calculation** | **Risk Rating** |
| E = Employee YP = Young Persons  P = Public  C = Contractors  V = Visitors  EM = Expectant Mothers | 1. Very Low (rare/very unlikely)  2. Low (unlikely)  3. Medium (could occur/possible)  4. High (likely to occur/probable)  5. Very High (near certain to occur) | 1. Insignificant (nuisance/discomfort)  2. Minor (no lost time)  3. Moderate (time loss)  4. Significant (serious/incapacity to work)  5. Major (Death) | Likelihood x Severity  =  Rating | **1- 6** **LOW RISK** Monitor   * 1. **MEDIUM RISK** Monitor, review & reduce risk where possible   **14-25** **HIGH RISK** Further Action Required |

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| **1.Hazards Identified and potential harm it could cause** | **2. People**  **At Risk** | **3.Controls in Place** | **4.Risk Rating** | | | | **5. Further Action Required/ Recommendations** | **6.Target Date for Completion** |
| **L** | **S** | **Score** | **Risk** |

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| Heat  Metal casing of kiln/firing objects |  | * Hot materials handled with tongs or other suitable tools. * Safety Gloves to be worn when removing items whilst kiln still warm * Kilns situated in working areas should be caged/isolated |  |  |  |  |  |  |
| Fire |  | * Detailed Fire Risk Assessment conducted and reviewed annually * Rubbish not allowed to accumulate. Located in separate room/area. * Flammable materials are not to be stored in the kiln room. * Clear circulation space is maintained at all times (450mm). * Appropriate fire extinguisher present in vicinity |  |  |  |  |  |  |
| Electrocution  Electrical shock  Burns |  | * No access to live heating elements - interlocking device where the kiln door cannot be opened before the mains supply is switched off. * Installed by a competent electrician. * Accessible and labelled isolation point. * Extension leads / multiway plugs not to be used to connect kiln. * Visual inspection conducted pre-use. * Kiln must be regularly inspected by a competent person. |  |  |  |  |  |  |
| Use of ceramic materials |  | * Less hazardous chemicals used wherever possible. * No food or drink to be prepared or consumed in any area used for pottery. * Effective hand washing after using ceramics materials and chemicals. * All materials are properly labelled and stored, and appropriate warnings are included in the labelling. * Material Safety Data Sheet for substances obtained from supplier and guidance followed. * COSHH Assessment completed for all hazardous chemicals and control measures implemented. * Immediate cleaning up of any spillage |  |  |  |  |  |  |
| Non authorised use |  | * Used only by competent operators * Students use only under supervision * Kiln sited in a lockable, specialist room which has an external red warning light / warning system. * Written procedures on safe use and emergency procedures posted next to kiln. |  |  |  |  |  |  |
| Ceramic lining/asbestos lining (Ingestion of toxic substances, skin irritation/ sensitization) |  | * Check Site asbestos log information for location of asbestos containing material. * Regular monitoring to ensure that the asbestos is not damaged. * Specialist advice to be sought if work planned on a kiln which could disturb asbestos. |  |  |  |  |  |  |
| Inhalation of dusts including pottery glazes causing harm to health. |  | * Cleaning routines used limit the generation of dusts. * Dry materials stored in sealed containers, spillages cleaned up immediately. * Area regularly cleaned to prevent build-up of clay dust. Floors wet moped daily. * Tables and surfaces to be cleaned whilst clay is damp. * Aprons regularly laundered. |  |  |  |  |  |  |
| Fumes  Irritation/sensitisation to respiratory tract |  | * Good natural ventilation e.g. through doors /windows or extraction fan * Do not used lead based glazes. |  |  |  |  |  |  |
| Glazes to be used with foodstuffs (Ingestion of toxic /harmful substances) |  | * Do not use lead based glazes. * Ensure glazes or colour do not release metallic compounds when they come into contact with acids contained in food stuffs. * Ensure glazes are used in accordance with the manufacturer’s instructions. |  |  |  |  |  |  |
| Spray application glazes (Irritation/sensitisation to respiratory tract) |  | * Spray glazes should only be used in properly designed spray booth or in outside areas. * Operator should wear a mask. |  |  |  |  |  |  |
| Slips/Trips |  | * Ensure good housekeeping in the kiln room. * Provide wet floor signs when floor is moped. * Dry mop floors after spillages. |  |  |  |  |  |  |
| Manual handling loading / unloading ware |  | * Teachers or technicians should normally load kilns. * Pupils carefully supervised and correct procedures for loading and unloading strictly observed. * Appropriate footwear worn * Mechanical lifting aids available (trolleys etc.) * Heavy items stored at waist level. |  |  |  |  |  |  |
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