

**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 PersonsP = Public C = ContractorsV = VisitorsEM = 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
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| 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
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| ElectrocutionElectrical shockBurns |  | * 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.
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| 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
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| 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.
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| 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.
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| 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.
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| FumesIrritation/sensitisation to respiratory tract |  | * Good natural ventilation e.g. through doors /windows or extraction fan
* Do not used lead based glazes.
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| 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.
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| 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.
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| Slips/Trips |  | * Ensure good housekeeping in the kiln room.
* Provide wet floor signs when floor is moped.
* Dry mop floors after spillages.
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| 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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