

PART 4

This section in conjunction with the general statements earlier may be used to inform teaching points during demonstrations.

DETAILED CODE OF PRACTICE - CERAMICS ROOMS

Major Risks: Dust, slipping, fingers caught, heat, flame, black heat, poison, electrocution, tripping, blades cutting.

1. The dried residues of pottery materials, together with substances such as clay, can form a fine silica dust which may be extremely harmful if inhaled. Every effort must, therefore, be made to keep the dust content in ceramics rooms to a minimum. The use of extract ventilation must be considered to prevent dust fall out in the work area.
2. All working surfaces should be washed or wiped down after use, clay scraps removed and splashes cleaned from the floors and walls as soon as is practicable and at least at the end of each session. Residues should be removed while they are still wet and should not be allowed to dry out and present a dust hazard. Facilities should be provided for scrap collection.
3. Floors should be cleaned daily outside of working hours using a moist method.
4. Ground flint must not be used for dusting kiln furniture nor for making batt wash. Whenever possible, flint should be kept in either slop or paste form.
5. Dry materials should be kept in labelled closed containers and not be used in draughty conditions. They should be wetted down as quickly as possible so as to limit handling in a dry state. Storage should be wherever possible in locking cupboards. Opened bags of materials should not be habitually stored in this manner but transferred to lidded, labelled containers.
6. All dry materials, clays, flint, etc., should be wetted down before mixing, and brushing and fettling of dry ware should not take place. (Keep it "cheese" hard).
7. Toxic materials must not be used and glazes should not contain more than 5% soluble lead compounds. Please refer to commercial catalogues for safe ready-prepared glazes wherever possible. Suppliers' catalogues also contain useful guidance on safety. If in doubt discard an old glaze at the local refuse dispersal site.

Prepared mixed glazes should be stored in labelled, lidded buckets.

8. Care must be taken in selecting a suitable glaze for articles that may be used to contain foodstuffs. Some types of glaze and colour may release lead or other metallic compounds when attacked by the acids contained in certain foodstuffs, notably fruit juices and vinegar, and there is a hazard to health if the amount released is above a certain level. Even "safe" glazes may not remain safe if they are not used and fired in accordance with manufacturers' instructions.
9. The fettling of glazes should be carried out with a wet sponge or knife and not with the fingers, and the residue, spillings etc., should be mopped up immediately.
10. Spray application of glazes produces airborne particles which may be inhaled or ingested, and should only take place in a properly designed spray booth or outside. Operator should wear a mask.
11. Electrically fired kilns must be installed by a competent person to British Standards in accordance with BS 7671:1992 "Requirements for electrical installations (The IEE Wiring Regulations)". Each kiln should be controlled by a separate isolating switch with a bright red warning light.

All new kiln installations should be sited within a lockable, specialist room which has an external red warning light and fume extraction.

12. All new electrically fired kilns must be fitted with an interlocking key-switch, whereby the main supply must be turned off before the key which opens the kiln door can be used. Where it is impossible for technical reasons for existing kilns to have a captive key system, each kiln should be fitted with a lockable isolating switch, plus a non-defeatable fail-to-safety interlocked electrical cut-off device on the door.
13. Kilns radiate a considerable amount of heat and it is essential that a clear air circulation space is maintained around them at all times recommended minimum 450mm. Paper, wood or similar combustible materials in contact with or close proximity to a kiln can easily reach combustion temperature or a condition, which would cause them to ignite readily. Combustible materials should not be placed or stored on or around kilns at any time, whether or not the kilns are in use.

Kilns emit fumes throughout the course of the firing cycle, these should be extracted using an appropriate system installed by specialist engineers.

Existing kilns sited within ceramic studios should be provided with a purpose built caging system which has a locking door, in order to prevent pupils from access whilst in operation.

14. Pug mills, which must have a securely fixed robust finger guard across the loading hole, must only be operated by (or under the supervision of) a competent member of staff and must be isolated from the electricity supply before being cleaned. They should be locked and isolated when not in use.
15. Protective clothing should be used for all work in ceramics rooms with the minimum standard being a washable apron. Protective clothing should be removed before eating and drinking takes place. Regular laundering of protective clothing should occur.
16. At the end of the session, face, hands and arms must be washed thoroughly, with particular attention being paid to fingernails. Hands must be kept away from the mouth until after washing has taken place.
17. No food and drink should be prepared or consumed for an Evening Class in a ceramics room or in any area used for pottery, (nor should smoking occur in such areas in the absence of no smoking policy).
18. Cleaning ceramic studios - Floors wet mopped daily by cleaners; Tables surfaces in use to be scraped whilst clay is damp; start cleaning whilst wet. Shelves, cupboards, potters' wheels and other equipment regularly wet-cleaned in order to prevent build up of clay dust in the atmosphere. Dry clay residue on floors, under benches and around recycling bins disposed of daily. Dry clay to be either recycled in a lidded dustbin covered by water or in a lidded waste bin. Walls, shelves, windows to be wet cleaned on at least a fortnightly basis by cleaning staff.
19. Heating in ceramic studios should not be by convector or blower type heaters - as these will constantly circulate fine unwanted hazardous dust into the atmosphere.

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CHECKLIST 61: POTTERY KILN

PREMISES: _____ LOCATION/ROOM: _____

Machine identification: _____ Date purchased/taken into use: _____
 Date of last full service: _____

Autumn term inspection made by: _____ Date of inspection: _____ Person you will report to: _____

Spring term inspection made by: _____ Date of inspection: _____ Person you will report to: _____

Summer term inspection made by: _____ Date of inspection: _____ Person you will report to: _____

POTTERY KILN	Condition (✓ = Satisfactory X = Unsatisfactory)			Notes/Action necessary, when, and by whom and date action attended to:
	Autumn	Spring	Summer	
Is the kiln door locked in good condition?				
Is electrical cable and armour sheath in good condition?				
Is local isolator lockable and in good condition?				
Is the temperature gauge in good condition?				
Are the bricks in good condition?				
Is the cage secure?				
Are items stored over 450 mm away?				
Is ventilation adequate?				
Is ventilation working?				
Is the cage door lockable?				

NOTES: Refer Manual Part 2 Section 3 page 37 paragraph 2 and Part 4 page 87-89

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CHECKLIST 62: PUG MILL

PREMISES: _____ LOCATION/ROOM: _____

Machine identification: _____

Date purchased/taken into use: _____

Date of last full service: _____

Autumn term inspection made by: _____ Date of inspection: _____ Person you will report to: _____

Spring term inspection made by: _____ Date of inspection: _____ Person you will report to: _____

Summer term inspection made by: _____ Date of inspection: _____ Person you will report to: _____

PUG MILL	Condition (✓ = Satisfactory X = Unsatisfactory)			Notes/Action necessary, when, and by whom and date action attended to:
	Autumn	Spring	Summer	
Is handle lockable?				
Is electrical cable and armour sheath in good condition?				
Is local isolator lockable and in good condition?				
Is there a grille to prevent foreign object being placed in the mechanism?				
Is the condition of the soldering iron in good order and stable?				

NOTES: Refer Manual Part 2 Section 3 page 37 paragraph 2

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Part 2 Section 3 page 37 paragraph 2

2. **POTTERY EQUIPMENT (See also Part 4)**

2.1 Pottery Kiln

The **heating controls must not be operated** at any time by the pupils. Responsible pupils under the direct supervision of the teacher may, however, assist in the loading and unloading of a cold kiln (dust masks must be worn).

2.2 Pug Mill

Pupils using the machine **must be under the close supervision** of the teacher. The machine to be fitted with a key-operated isolating switch. The switch to be locked in the "OFF" position and the key held by the teacher at all times when the machine is not in use. (See also Part 4).

Above document extracted by Doug Chenery/Paula Gwynne 1 October 2003