



Member Handbook

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Welcome to Centre / RMo Studio. We are delighted that you have joined this ceramics' community, and can't wait to see what you create in the studio.

This handbook has been written with members in mind, but the studio procedures and expectations may also apply to Studio Access users. This handbook may be updated from time to time as the studio develops and procedures evolve.

The aim of this handbook isn't to create lots of rules, but to help everyone enjoy a safe, welcoming and well-organised shared studio space.

Membership provides access to a shared ceramics workspace designed for independent makers. To ensure a safe, productive and enjoyable environment for everyone, please familiarise yourself with the studio procedures outlined in this handbook. It provides helpful info about using equipment, tools and studio.

There will be a reference copy of this guide available in the studio and in the Members area online.

If you are ever unsure about a studio-related process, please ask a member of staff. Contact details can be found on the last page.

This guide does not replace information held in your contract or Code of Conduct.

1. Studio Values

We aim to create a welcoming, respectful and creative environment for all members.

- Treat fellow studio users with kindness and respect.
- Leave shared spaces ready for the next person.
- Respect equipment, tools and materials.
- Report any breakages, faults or concerns promptly.

2. Shared Studio Space

- RMo Studio is a shared workspace, and these guidelines are designed to benefit all studio users. Members may often be the first people in the studio in the morning or the last people there at night, and studio staff may not be present between sessions to reset the space.
- Please leave the studio, equipment and shared areas clean and ready for the next person. Good housekeeping helps maintain a safe, organised and enjoyable environment for everyone.

3. Working Independently

Membership is intended for potters who are confident working independently. Members are responsible for:

- Safe use of equipment.
- Cleaning their workspace.
- Following studio procedures.
- Asking for guidance if unsure.
- Membership is for use by the named member only. Guests may not use the studio or equipment unless attending a booked workshop or with prior permission from RMo Studio / Centre.
- Membership is available to individuals aged 18 and over.
- Children should not accompany members during independent studio sessions.

4. Wellington Yard

- Wellington Yard is a light industrial site
- There may be some noise from the neighbouring units during weekdays.
- Parking restrictions are in place on the site.
Studio staff are unable to intervene in case of parking fines or tickets.
Please park on the road outside, neighbouring roads, or in the Aquatic Centre / Athletic Centre. This is free parking, without limits.
Respect residents if parking on residential streets.
- Please use headphones instead of playing music through speakers or phones where there are other users in the studio.
- You must not disturb neighbouring businesses with noise.
- There is no smoking in the undercover area outside the studio or outside neighbouring units.

5. Booking Studio Sessions

This section does not apply to Studio Access users

All membership options include studio access 7 days a week, between 07:00 and 22:00. Members are not restricted to the same time or day each week.

A booking system is used to help manage capacity and ensure members can access the equipment and workspaces they need.

- Sessions must be booked online in advance through the Members Area at www.rmostudio.com/book.
- Sessions are booked in 30-minute slots.
- You may book as many sessions as you wish each day, subject to your membership terms and availability.
- Please ensure your workspace and any equipment are cleaned, cleared and ready for the next user by the end of your booked session. For example, if your wheel session ends at 14:00, the wheel should be clean and available for the next user at 14:00.
- If you arrive late, your session will still end at the booked finish time. It may not be possible to extend your booking, as another member may have reserved the space or a class may be due to begin. This helps ensure the studio runs smoothly and everyone's bookings start on time.
- Bookings can be made up to 14 days in advance.

- Book either a wheel or a general space. General spaces are for hand-building benches and the glazing area.
- Avoid reserving a wheel unless you are actively using it.
- If you intend to use both a wheel and a general space during your visit, please book both accordingly.
- Sessions can be cancelled or rescheduled through the website. Please do not contact studio staff to manage bookings on your behalf.
- A 2-hour cancellation and rescheduling period applies. This may be reviewed as memberships become established.
- Even if you have an unlimited membership, please cancel any sessions you can no longer attend. Booking spaces and not turning up prevents others from using the facilities.

6. Health & Safety

Fire safety

- The fire assembly point is The Mystery Park on Wellington Road.
- There is a fire alarm test once per week. If the fire alarm sounds for more than 60 seconds, please make your way to the assembly point.
- If there is a fire on site, and you are first to the scene, please raise the alarm, contact emergency services, and follow site procedures (signage on site).
- There is a fire blanket and fire extinguisher available in the kitchen area for small appliance and electrical fires.

For everyone's safety, when working in the studio:

- Wear appropriate clothing and footwear.
- Tie back long hair when required, e.g. when using the pottery wheel.
- Avoid loose sleeves, scarves or dangling jewellery that could catch on equipment.
- Follow all equipment guidance.
- There is a first aid kit in the kitchen. Please let studio staff know if anything is used from this so that it can be topped up.
- Report accidents, hazards or damaged equipment immediately.

Clay Dust

Clay dust can contain crystalline silica, which may be harmful if inhaled over long periods. To help keep the studio safe:

- Avoid creating or sweeping dry clay dust.
- Clean using spray bottles with water in, a damp sponge, cloth or wet mop.
- Sand pottery wet wherever possible, or wear suitable respiratory protection if sanding dry fired pottery.
- Report excessive dust or spillages that need attention.

A full studio risk assessment is available in the Members Area and in the office/kitchen at the studio.

7. Arrival, Departure & Security

The studio is secured via a small metal shutter with bullet locks, a locked door, and key fob entry. CCTV operates within the studio and at the entrance for the purposes of safety, security and crime prevention.

Security measures are essential to protect the property, studio users, and contents, and for insurance purposes.

Members may occasionally be working alone. Please take appropriate care.

- If the doorbell rings while you are in the studio and studio staff are not present, you do not need to answer the door. Members are not expected to provide access to visitors or other users.

Unexpected Issues

In the unlikely event you discover flooding, a water leak, loss of power, signs of a break-in or any other serious issue while opening or closing the studio, please contact studio staff immediately. If there is an immediate danger, leave the building and contact the emergency services where appropriate.

When you arrive:

- If you are first to arrive to the studio, you will be required to open the small shutter. Unlock the bullet locks using your key.
The bullet locks can be put back into the locks ready for the member who is last to leave to securely lock the studio. They engage best when the keyhole is at the bottom of the lock, at 6 o'clock. You might need to wiggle the shutter to align the shutter hole with the bullet locks.
Do not lose the bullet locks. Replacements will incur a charge, plus replacement keys for all members.
- Once the shutter is open, you can then access the lockbox for the door key. The combination will be shared with you at your induction. Do not share this.
- Using the lockbox
Enter the code and press the unlock arrow.
If you make a mistake, press the black button on the base of the lockbox to reset.
- Unlock the door using the key and your own key fob, and place the key back in the lockbox. Again, don't misplace this key. It will prevent others from accessing the studio. The lockbox code will be changed periodically.
- If it's dark in the studio, strip lights are over the wheels and near the clay store, or the overhead lights can be switched on by the switch in the vestibule.
- All members are assigned their own key fob for entry. This should be swiped on the pad by the front door to unlock the door, alongside the key (above step).
Once swiped, the door will unlock for 5 seconds.

You need to swipe entry even if arriving/leaving with another member. The key fob is not only to unlock the door, but it keeps an entry/exit log.

Repeated failure to swipe in/out will result in membership being paused or suspended.

- Hang coats and bags on the hooks and shelving by the door or, if you have one, your locker.

Bags and coats should not be left on the floor or shelves. Walkways should remain clear.

- Personal belongings are brought into the studio at your own risk. RMo Studio / Centre cannot accept responsibility for loss or damage.
- The large shutter should never be operated by anyone except the studio owner.

When leaving:

- Clean your workspace and any tools used, this includes but is not limited to tools used for trimming and the pottery wheelhead, and workbench tops used for hand-building, wedging clay or glazing.
- Return tools to the correct location.
- Dispose of waste appropriately.
- Ensure wheels, the water heater, all equipment and taps are switched off (including electrical items at the wall, where appropriate).
- Swipe out using your key fob.

Additional steps if you are the last person in the studio:

- Lights must be switched off.
For lighting, if the halogen overhead lights are left on, they will eventually burn out and trip electrics. Charges will be passed onto individuals who fail to switch these off when leaving.
New lights coming soon.
- Always close front door. It will lock when you close it over. No need to use a key to lock it.
- Close the shutter and lock using bullet locks which should be in the locks, left by the member or studio staff who opened them.
- These steps apply irrespective of time, and whether or not you think other members may be accessing the studio.

If leaving during the day for a break or other but are returning:

- You do not need to lock the shutter but you must swipe out/back in. It's a requirement for insurance purposes.

8. Tools & Equipment

- Tools on the marked shelves are included in membership.
- Keep tools clean. Wipe them down after every use, even if they have been used for trimming or drier work.
- Breakages happen. Please report any damaged tools or equipment promptly so they can be repaired or replaced before becoming unsafe.
- Use of aprons and towels for throwing are not included in membership. Bring your own if you think you will need these.

- There is a tabletop slab roller which can be used. You must have had an induction on this prior to use. If the boards creak, or sound like they are cracking, or there is force needed for the clay through the rollers, back the clay up and thin it out. The boards and rollers may break otherwise.
- Heat tools are not to be used unless staff are in the studio.
- If you are bringing your own tools in, I would suggest marking these up so they don't get lost amongst studio tools.

Water Heater

The water heater will need to be switched on/off if you want to use hot water

- Turn it on at the wall and within 5 minutes it will run warm.
- Do not change the settings on the machine.
- Turn it off after use. This doesn't need to be immediately, but should be done when finishing your session.

Portable Heaters and Wall Heaters

Heaters are available for use in cooler weather but often, due to the fabric of the building and the ceiling height, they don't provide much warmth - layers are better!

Portable heaters can be used but must have a minimum of 1 metre clearance around them and must remain at floor level.

You must unplug them at the end of your session and return them to storage area.

Wall heaters can be used. There is a remote which controls them all which can be found on the shelves.

9. Using the Equipment and Tools

Wheels

There are currently 5 pottery wheels for use.

- Switch the wheels on/off at the wall and using the switch on the right-hand side of the machine. You can also change the direction of the wheel using the smaller switch.
- If you want to raise the RK55 wheels, there are 2 sets of stilts available. They look like black cups and are kept on the dark orange trolley. When fitting them, start with one of the back legs, then the centre leg, then the other back leg. Remove the stilts at the end of your session.

You cannot adjust the height of the wheel with the yellow splash tray.

- When adjusting the wheels, always keep the black rubber leveller pads on the central leg. If you need to check whether the wheel is level after adjusting it, there is a spirit level in the kitchen area.
- Alternatively, there are adjustable stools available for use.
- If using the wooden stools for water tubs, please cover them with a large plastic bag to prevent water spilling onto the wood.

- Please leave the foot pedal raised on the wheel when you have finished your session. This allows the robot vacuum to clean around the base of the wheels without getting tangled in the wire.

Pottery batts

- There are circular pottery batts in a range of different sizes. Use a chamois to secure these to the wheelhead. Chamois are kept in the green Maldon salt tub on the trolley.
- Available batt sizes include 15 × 15 cm square inserts and circular batts of approximately 20 cm, 25 cm, 30 cm, 32 cm, 35 cm and 40 cm.
- Please use the smallest suitable batt for the piece you're making. This helps ensure that larger batts remain available for members making larger work.
- The largest batts should fit on shelves according to shelf width. Please do not balance larger batts across the metal shelf supports on the trolleys or extend them into neighbouring shelf space.
- Some of the green batts are slightly warped. You may be able to see or feel this when you first put them on the wheel. Simply flip them over and they should then sit securely.

Square batt systems

- There are also 5 square batt systems with interchangeable batt inserts, along with the tools needed to use them: a small spanner for securing them to the wheelhead and a batt lifter tool.
- You do not need to use a chamois underneath these batt systems.
- Always use the batt lifter to remove the batt rather than another pottery tool which could be damaged.
- Please take care not to lose the screw. These are not easily replaceable.

After using the wheel

- Wipe batts clean before removing them from the wheel. This removes excess water and clay and helps prolong the life of the batts.
- Always wire underneath your pot when you have finished making it. This allows the pot to be safely removed from the batt. Studio staff may not be able to wrap work that cannot be safely removed from the batt.
- Studio staff cannot be responsible for damage to pots resulting from removing work that has not been wired off or has an unusually thin base.
- Batt mats should always be put away damp, but not soaking wet. Drying them out can cause them to become brittle. Rinse them, squeeze out excess water, and return to the storage tub.
- Wipe the mirrors at the end of your session.
- Wipe the stools clean at the end of your session.

Hand-building

There are 2 large hand-building benches for use, plus a smaller one, and plenty of equipment.

- Do not move the benches.

- Slab-roller - There is a tabletop slab roller which can be used. Please ensure you have had an induction on how to use this first. Ask studio staff.
- A second slab roller will be available soon. This roller is different from the existing roller and all members will need an induction before using it. Please do not use it until you have been shown how.
- Wooden boards are available for hand-building and moving work around the studio. Avoid using circular wheel batts unless absolutely needed, because it takes them out of use for other studio users.
Wooden boards are kept on the shelf by the moulds. Work may be left on a board on your allocated shelf or moved directly onto your shelf.
- You don't need to leave work on silicone mats.
- Cloths/mats used for hand-building can be put in the washing basket by the sink after use.
- Rolling guides are 6mm unless labelled otherwise.
- All equipment must be cleaned at the end of the session, including but not limited to, boards, banding wheels, silicone mats, rolling pins, etc.

Moulds

- Please return moulds to the shared shelves at the end of your session. Do not leave them on your own member shelf.
- Whilst the wooden moulds are water-resistant, they are not fully waterproof. Leaving them in wet clay under plastic exposes them to too much moisture and can cause long-lasting damage, including mould/mildew.
- Returning moulds to the shared shelves also ensures that they remain available for other studio users.
- For slabs, you can use the firmer/drier clay in the plastic tub near the new bags of clay.
- To dry clay so that you can remove moulds, hairdryers can be used.
- The heat gun may also be used but only when studio staff are present.

Paintbrushes, Decorating and Glazing Equipment, etc

- You should use a little soap or washing up liquid to clean tools used for decorating.
- Paintbrushes can be left to dry in the holder on the top shelf of the unit to the left of the sink.

Please use the appropriate cleaning equipment provided. The clean towels kept on the shelf are for students and should not be used for cleaning or drying tools.
Use the cleaning equipment and towel at the sink.

Follow instructions in the Cleaning section of the handbook for both hand-building and the wheels.

10. Clay & Reclaim

- Use of studio clay is included in your membership. This is the clay in the blue bags and it is stoneware clay, which will be fired to Cone 6.
- Open one bag of clay at a time. If there is already an open bag, please use that before opening another.
- Please seal clay bags after use to prevent the clay drying out. Spare bag ties are available on the shelves by the tools if needed. These are red, plastic-coated wires.
- Store clay in designated areas under the shelves in the alcove by the large kiln.
- Even where just using wires to cut clay, make sure they are wiped before putting them away.
- Firmer clay is available in the plastic tub near the unused clay. It is good for slabs. It's checked often but if any of it is too firm for use, break it up and add to reclaim bins. Don't return it to the plastic tub.
- If you want to bring your own clay into the studio for use, please speak to studio staff first. You would have to store this and process your own reclaim.

Reclaim

- The sink has a clay trap and filter installed, but please keep as much clay as possible out of the sink and put it into the appropriate reclaim areas first.
- When using the sink, the strainer should always remain in the sink. Only remove this if it has collected clay that needs to be added to reclaim.
- We use a bucket system for rinsing tools and equipment. Initially rinse tools in the appropriate clay or glaze bucket before giving them a final clean in a tub of clean water.
- This method can also be used for wheel splash trays, cleaning wheelheads and cleaning around the wheels. Wipe as much clay as possible away first, then rinse sponges and equipment in the appropriate bucket.
- If there is clear water sitting above settled clay in a bucket, this can be carefully poured down the sink. Do not pour clay-rich or cloudy slip water directly down the sink.
- Place reclaim material in the appropriate containers:
- **Bins:** dry clay, trimmings and other dry clay waste.
- **Plaster batts:** very wet clay, including clay from wheel mishaps.
- If you have very wet clay from a wheel mishap, place it on a plaster batt at the back of the studio for approximately 15–20 minutes. The plaster will draw out some of the excess moisture.
- If you are able to wedge the clay once it has firmed up, please do so. Once wedged, place it in a blue clay bag and return it to the alcove of clay for use. This clay is good to use by the next user.
- Please don't leave wet clay on the plaster batts overnight if possible, as it can dry out too much.
- Always check that there are no tools or other materials being put into the reclaim bins or onto the plaster batts.

11. Cleaning

The studio should be left as you would expect to find it.

- Wipe down workbenches, including areas used for wedging.
- Clean the floor area around where you have worked, if needed.
- Clean wheels thoroughly at the end of your session, ensuring you clean the side of the wheelhead too.
This applies to both throwing and trimming. Cleaning thoroughly after trimming ensures a clean wheel for the next user.
- Wash tools and equipment. Use soap or washing up liquid where required.
- For the grater/scrapper tools, these should be cleaned with one of the brushes over the sink, with a focus on the holes in the tool.
- If using the wheels and the mirrors get dirty, spray them with mirror cleaner and wipe with microfibre cloth. Spray can be found on the cleaning trolley.
- Dustpans and brushes, mops, cleaning cloths are available for use.
- You should avoid dry cleaning. Spray any clay dust before brushing with water, or use a wet mop. There are spray bottles for water on the cleaning trolley.
- Do not leave anything on the sink or drainer. Return tools and any cleaning items used to their designated storage areas.
- Please do not use the clean towels kept on the shelf for cleaning or drying tools. These are kept clean for students. Use the sponges and towel by the sink if you need to dry off equipment.
- If you notice excessive dust, spills or anything that may create a safety hazard, please clean it or notify studio staff before the end of your session.
- If you notice clean, dry tools on the drainer while you are in the studio, please help by returning them to their designated storage area.
- The studio is regularly cleaned by studio staff, but members may often be the first people in the studio in the morning or the last people there at night. Good housekeeping helps reduce clay and glaze dust, maintains shared equipment and workspaces, and ensures the studio is ready for other users. Please don't assume that studio staff will be present between sessions to reset the space.

12. Your Work

Shelves

- You have an allocated shelf for your work in progress in accordance with your membership tier. All work and materials must fit within your allocated shelf.
- Members' shelves are on moveable trolleys with equal spacing between shelves. If you need to adjust the shelf height to accommodate taller work, please speak to studio staff first. Take care not to damage other members' work when moving or adjusting shelving.
- Please do not use other members allocated shelves, communal tables or shelves, or the metal shelf supports/braces as additional storage space.
- Do not balance large batts or hand-building boards across the shelf supports or extend work into neighbouring shelf space.

- Please refer to the Batts info in the Wheels' Section of the handbook for guidance on choosing an appropriate batt size.
- If a piece won't fit safely within your allocated shelf, please speak to studio staff rather than using additional shelf space.
- All shelving and storage areas are labelled. Please only use shelves and storage intended for member use.

Wiring and Wrapping Your Work

- If your work needs to be wrapped in plastic to slow drying time, studio staff will do this when work is dry enough. If studio staff are not available to do this, members will be told so they can wrap or cover their own work.
- Staff can only safely remove work from batts if:
 1. it has been wired underneath; and
 2. the base of the pot is not too thin.

If the base is too thin, there is a risk that the base will be damaged during removal. Studio staff cannot be responsible for damage resulting from attempting to remove work that has not been wired off or has an unusually thin base.

- For any members less familiar with the use of plastic to slow drying, wrapping work in plastic will slow the drying process but will not stop it completely. Depending on environmental conditions, temperature and weather, work will eventually become too dry to continue working on. Please bear this in mind if leaving work wrapped in plastic for several weeks.
- If you do need to wrap your own work, there are plastic bags on the shelves at the back for use.
- Plastic covers are provided on the work-storage trolleys to help slow the drying of work. Ensure the covers are zipped closed after you have finished accessing your work.
- Please don't leave the covers open unnecessarily, as this can allow work to dry more quickly.

Finishing, Drying, and Firings

- Always mark the bases of finished pieces with name, initials, or logo. If you have a logo which is not your name or initials, feel free to add this to your shelf so that studio staff don't mix up work with students and other studio users.
- When your item is finished and ready for drying, leave it on the communal shelves for bisque firing. This will free up space on your personal shelf.
- Bisque fired items will be left on the communal 'items to be glazed' shelves.
- Once glazed, leave on 'ready for glaze firing' shelves, or if you intend to return to an item, put a note on the inside of it to indicate to studio staff that it's not to be fired yet.
- Finished items will be on the finished shelves. Please remove work promptly to clear space.
- Unclaimed items may be removed after reasonable notice.

13. Kilns & Firings

- Only authorised staff will operate kilns.
- Do not put anything on top of the kilns.
- If either of the kilns are in use, do not touch them. They will give off some residual heat, and the larger Skutt kiln will feel hot to touch. A warning sign will be on the kiln if it is on.
- Pottery will not be fired if it's not dry enough (bisque), or if glaze guidance has not been followed.
- There is no schedule for firing. Kilns are fired only when full.
- Large or unusually shaped pieces may need to be discussed with studio staff before firing.
- Studio staff are not responsible for any damage to pots during kiln firings.

14. Glazes & Materials

- Studio glazes, wax resist, glazing brushes/other tools are included in membership.
- Not included; oxides, underglazes, and non-studio glazes.
- Follow all glazing procedures.
- Only use glazes where a test tile is available – other glazes without tiles are not for use because they are unstable, or haven't been tested and may run and ruin kiln shelves.
- Use designated glazing area.
- Use designated tools for glaze application.
- Keep glaze area, workbench, and containers clean. Wipe down surfaces after glazing.
- Ensure lids are replaced, and secure after use.
- Report low stock levels or contamination concerns.
- Tools used for glazing can be rinsed in the 'glaze tools' bucket at the sink first, then cleaned properly using a tub of clean water.
- If you want to bring your own glazes into the studio for use, please speak to studio staff first. A test tile might be needed (provide at the studio).

15. Kitchen and Toilet Area

- No food is to be eaten in the studio. Use the kitchen area.
- Please keep drinks away from wheels, electrical equipment and active work areas where possible.
- There are a small fridge, toaster and microwave for use.
- The fridge has limited space.
Label food/drinks with your name.
Do not leave food or drinks in the fridge unless you are returning the next day. It will be emptied regularly.
- The microwave and surfaces should be wiped after use using spray and sponge or kitchen roll.
- Any bowls, cups, cutlery, etc, should be cleaned thoroughly and dried before being put away.

- Food or drinks should not be put down the sink in the studio. This sink is for clay and materials only.
Water is the only exception to this.
- You can use the sink in the toilet for cleaning dishes. Ensure the strainer is left in the sink and empty it into a bin if any food collects in it.
- Food waste must be put in the bin.
- Only toilet roll should be put down the loo.
- Leave the toilet as you would like to find it.

A note on water use (both sinks):

We're always trying to be more sustainable in the studio, which includes water use. You should never let the water run down the sink. Fill a tub or bucket instead to clean tools, trays, etc.

16. Studio Communication

This section applies to members only. For Studio Access users, updates will be shared by studio staff.

Important updates are shared through:

- The Members Area online – *This can only be updated on a laptop so there may be delays to updates here.*
- Email
- RMo Studio / Centre WhatsApp Community
To join the WhatsApp, scan the QR code in the Members Area online.
- The Whatsapp Community is used for studio information only and pottery help, discussion, or pottery-related general chitchat.

17. Other

- Do not operate the large metal shutter.
- Do not move workbenches.
- The studio Wi-Fi is reserved for studio systems, including CCTV and access control, and is therefore not available for general member use.
- Please keep mobile phones on silent during busy sessions and avoid speakerphone calls within the studio.
- Only PAT tested electrical equipment can be used in the studio. This includes phone chargers.
- Some materials, resources, equipment and ceramics within the studio are intended for workshops, demonstrations, retail sale or commission work and are not available for general member use. Unless expressly authorised, these items should not be handled, moved, copied, reproduced or used. If you accidentally damage or break any studio property, please let studio staff know as soon as possible.
- Please help yourself only to tools and materials included in your membership. If you're unsure whether something is for general use, please ask a member of staff.
- Unclaimed lost property may be disposed of or donated after a reasonable period.

Photography & Recording

- You're welcome to take photos or video clips of your own work for personal use or social media, provided it doesn't disrupt members, students, or capture other participants without their permission.
- To protect everyone's privacy, audio recording, livestreaming, or using wearable recording devices (including Meta smart glasses) is not permitted without prior permission from RMo Studio / Centre.

18. Questions & Support

If you have any questions, suggestions or concerns, please contact a member of staff.

07976733934

hello@rmostudio.com

Member Induction Record (for your records)

Member Name:

Date:

Induction completed by:

The following have been covered:

- ☐ Studio tour
- ☐ Fire procedures and assembly point
- ☐ First aid kit
- ☐ Emergency contacts
- ☐ Wheel induction
- ☐ Slab roller induction (if applicable)
- ☐ Cleaning procedures
- ☐ Clay reclaim system
- ☐ Booking system
- ☐ Opening/closing procedures
- ☐ Risk Assessment explained
- ☐ Handbook issued
- ☐ Code of Conduct issued
- ☐ Agreement signed
- ☐ One month's deposit received

Declaration

I confirm that I have completed my induction, have been given the opportunity to ask questions, and understand the health and safety procedures required when using RMo Studio / Centre.

Before you leave – quick reference

- ✓ Clean wheel/workbench
- ✓ Wash tools
- ✓ Return boards and equipment
- ✓ Zip trolley covers closed
- ✓ Raise foot pedal onto wheel
- ✓ Wrap work if needed (or Studio Staff will do this when at leatherhard stage)
- ✓ Turn off wheel if used
- ✓ Turn off heaters if used
- ✓ Turn off water heater if used
- ✓ Swipe out
- ✓ Last person:
 - All lights off
 - Door shut
 - Shutter down
 - Bullet locks on