

RMo Studio / Centre

Studio Risk Assessment

Location: RMo Studio / Centre, Wellington Yard

Activity: Ceramics studio, pottery teaching, workshops and studio memberships

Assessment date: July 2026

Review date: July 2027

Assessor: Robynne Morris

1. Slips, Trips & Falls

Hazard

Wet floors, clay, trailing bags, uneven surfaces.

Who may be harmed

- Members
- Students
- Visitors
- Staff

Risk

Medium

Controls

- Walkways kept clear.
- Bags stored on hooks or lockers.
- Spillages cleaned immediately.
- Wet floor signage available.
- Good housekeeping expected.

Further action

Monitor

2. Clay Dust (Respirable Crystalline Silica)

Hazard

Inhalation of airborne clay dust.

Who may be harmed

Everyone using the studio.

Risk

Medium

Controls

- Wet cleaning only.
- No dry sweeping.
- Bucket cleaning system.
- Clay reclaim process.
- Glazing instructions state not to sand dry.
- Studio cleaned regularly.

Further action

Monitor dust build-up.

3. Pottery Wheels

Hazard

Moving machinery.

Finger trapping.

Loose clothing and jewellery.

Hair entanglement.

Who

Members

Students

Staff

Risk

Medium

Controls

- Induction before use.
- Long hair tied back.
- Suitable clothing.
- Remove hanging jewellery.
- Wheels switched off after use.
- Equipment maintained.

Further action

Monitor.

4. Slab Roller**Hazard**

Finger trapping.

Crush injury.

Who

Members

Staff

Risk

Medium

Controls

- Induction required before first use.
- Used only by authorised users.
- Equipment maintained.

5. Manual Handling**Hazard**

Lifting clay and/or glaze buckets.

Moving bats.

Loading shelves.

Handling kiln shelves.

Who

Everyone.

Risk

Medium

Controls

- Members encouraged to seek assistance.
- Heavy lifting avoided where possible.
- Safe lifting techniques practiced.

6. Kilns

Hazard

Burns.

Fire.

Hot surfaces.

Who

Staff

Members nearby

Risk

Medium

Controls

- Kilns operated by staff only.
- Warning signs displayed.
- Fire extinguisher.
- Fire blanket.
- Adequate clearances maintained.
- Nothing stored on kiln lids.

7. Electricity

Hazard

Electric shock.

Damaged equipment.

Portable heaters.

Who

Everyone.

Risk

Medium

Controls

- PAT testing.
- Visual inspection.
- Faults reported immediately.
- Members not permitted to repair equipment.
- Portable heaters used safely.

8. Glazes & Chemicals

Hazard

Skin irritation.

Eye irritation.

Dust.

Who

Everyone.

Risk

Low–Medium

Controls

- Studio glazes only.
- Containers labelled.
- Hand washing encouraged.
- Food kept away from glazing area.
- COSHH information available where appropriate.

9. Cuts

Hazard

Needle tools.

Knives.

Broken pottery.

Who

Everyone.

Risk

Low

Controls

- Safe tool use.
- First aid kit.
- Damaged tools replaced.

10. Fire

Hazard

Electrical fire.

Kilns.

Portable heaters.

Who

Everyone.

Risk

Low

Controls

- Weekly alarm testing.
- Fire blanket.

- Fire extinguishers.
- Escape route maintained.
- Muster point identified.
- Members briefed during induction.

11. Lone Working

Hazard

Medical emergency.

Accident while alone.

Who

Members.

Staff.

Risk

Medium

Controls

- Secure access.
- CCTV.
- Members advised to carry phones.
- Emergency contact numbers displayed.

12. Visitors / Security

Hazard

Unauthorised access.

Theft.

Personal safety.

Who

Everyone.

Risk

Low

Controls

- Key fob entry.
- CCTV.
- No guest policy.
- Keys not shared.
- Lock-up procedure.

13. Handwashing / Hygiene

Hazard

Contamination from clay or glaze materials.

Risk

Low

Controls

- Handwashing facilities.
- Kitchen separated.
- No eating in studio.
- Cleaning procedures.

14. Working at Height

Hazard

Retrieving work from high shelves.

Risk

Low

Controls

- Step stool available for use by studio staff only.
- No climbing shelving.

15. Welfare

Hazard

Cold environment.

Fatigue.

Risk

Low

Controls

- Heating provided.
- Studio users advised to wear layers in cooler weather.
- Drinking water available.
- Toilet facilities available.

16. Site Environment (Wellington Yard)

Hazard

Vehicle movements.

Industrial noise.

Neighbouring businesses.

Risk

Low

Controls

- Members informed during induction.
- Parking guidance provided.
- Access routes kept clear.

17. Heat Tools

If members use heat guns or similar:

- Burns
- Fire

Control:

- Only use when studio staff are present.
- Away from flammable materials.

- Switched off after use.

18. Children

Hazard:

Injury due to machinery and equipment.

Control:

- Membership restricted to adults.
- Children only during supervised workshops.

19. Member Acknowledgement

As part of your induction, you will be introduced to the studio's health and safety procedures and shown the location of emergency equipment and facilities.

By using the studio, members confirm that they have:

- Read and understood the current Studio Risk Assessment.
- Completed a studio induction.
- Understood the emergency procedures, including fire evacuation and assembly point.
- Agreed to follow the control measures and safe working practices described in the Studio Handbook, Membership Agreement and Code of Conduct.
- Agreed to report hazards, accidents, defects or near misses to studio staff as soon as reasonably practicable.

Emergency Information:

First Aid Kit

Kitchen

Fire Extinguisher

Kitchen

Fire Blanket

Kitchen

Assembly Point

The Mystery Park

Emergency Contact

Robynne Morris
07976733934

Overall residual risk: Low when studio procedures, induction requirements, and the controls detailed above are followed.