

Method Statement

This form is to be completed alongside a risk assessment. Staff and students should have all applicable method statements available to them for sign off.

Department:	Automotive / Transport Design.
Accompanying Risk Assessment(s)	
MS written by:	Ian Matthews
Approved by:	Colin Telford
Date	17.09.2024
Brief Nature of Activity:	IQ-013 Clay workshop induction. Workshop protocol, accident/emergency procedure, apparel, hand tools and clay ovens. Clean-up.
Who will be undertaking this activity (underline all that are appropriate):	Staff / <u>Students</u> / Others
Will there be appropriate supervision?	<u>Yes</u> / No / N/A
Outline the controls and safe working practices that should be followed:	1. <u>Core hours</u> are Morning- 9.00-12.45, Lunch 13.00-14.00, Afternoon- 14.00-16.45, Friday 16.15. Additional breaks-11.00-11.30, 15.00-15.20 Closed Wednesday afternoon. Organisation of time is your responsibility- be punctual and pace yourself over the model build period. 2. <u>Apparel</u>- Dustcoat or aprons, secure long hair, separate sturdy shoes in workshop, no shorts, skirts or other loose clothing. 3. <u>Respect workshop protocol</u>- Students are not allowed in the workshop without Academic or Technical staff supervision. Never rush, do not move or stand on furniture. Do not touch work that is not your own. 4. <u>Fire escape, first aid, eye rinse, hand wash</u>- shown where these are? 5. <u>Roll-up doors</u>- students do not operate. 6. <u>No food</u>- bottles or closed top drinks only left by the door. 7. <u>Music</u>- headphones only. Keep volume low enough to hear instructions in the event of an emergency. 8. <u>Phones/ tablets</u>- no charge lines on floor, talk outside. 9. <u>No smoking/vaping</u> anywhere in the building. 10. <u>Aerosols</u>- never in Clay workshop. 11. <u>Hand tools</u>- brief intro to clay tools- craft knives cutting station mat/ safety ruler used every time. Ovens/ heat guns hot surfaces. 12. <u>Clean floor, tools and benches</u>- every time before leaving- notice floor scrapers, brushes and dustpans. Wash your hands. Clay on shoes must not contaminate the rest of the building.
Is a safety induction required?	<u>Yes</u> / No
Has a safety induction been carried out?	<u>Yes</u> / No
Date of Induction	00.00.2024
Is the register of names for this MS attached?	<u>Yes</u> - see overleaf

Any questions please ask the technician

Signed by (person completing this form): Ian Matthews
 Job title: Clay workshop technician
 Approved by: Colin Telford
 Job title: Principal Technician

Method Statement

Please read the attached method statement overleaf.

Sign above to confirm you understand what is expected of you to carry out the activities safely in the clay workshop.

Only sign this clay workshop induction attendance register if you are confident about the safety procedures listed in the method statement.

Any questions, please ask.

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