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| **Site / Area:** | |  | | **Date of assessment:** |  | **Risk Assessment #:** | **073RA** |
| **Completed by (name):** | |  | | **Signature:** |  | | |
| **In Consultation with** | |  | | **Signature:** |  | | |
| **Identify / describe activity, equipment, area or event you are assessing:** | | | | | **POTTERY KILN** | | |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** | | | | | | | |
| **Step 1:** **Identify the hazard/s:**What do you believe are the hazards?(Refer Risk Assessment Guideline (015G)) | | **Step 2: Assess the risks:**  What do you believe are the risks?  (Refer *Risk Assessment Guideline (015G)*) | | **Step 3: Reducing the risk:** What do you believe can be done to reduce the risk? (Refer *Risk Assessment Guideline (015G)*) | | |
| **What could cause harm?** | | **What could go wrong?** | | **Controls** | | |
| **Electricity**   * Damaged electrical cord * Electrical fault within the piece of machinery * Overloading power sockets | | * Worker or student could get electrocuted or receive an electric shock from poorly maintained/damaged plant * Wiring could cause an electrical fire | | * The plant undergoes regular electrical inspections (test & tag) * The main power distribution board is RCD protected and regular push button and time testing occurs. * Workplace inspections are conducted to identify defective items * Plant is fitted with standard on/off control panel from the manufacturer * Ensure appropriate firefighting equipment/systems are in place. | | |
| **Extreme temperature**   * Heat | | * Worker or student could receive a minor to severe burn from the hot kiln or from handling pottery * Heat stress from radiant temperature of Kiln * The kiln produces a significant amount of heat which may become an ignition source if flammable material is in the immediate vicinity. | | Worker/students are provided with personal protective equipment (PPE)  * Operators are instructed to wait until Kiln has cooled before opening door. * Area surrounding Kiln is well ventilated and preventative maintenance conducted on Kiln to ensure all seals are intact. * Ensure the kiln is in an appropriate location, good housekeeping is maintained and only appropriate material is used in the kiln (e.g. no flammable or explosive material) to minimise the risk of fire. * Ensure appropriate firefighting equipment/systems are in place. | | |
| **Gravity**   * Slippery surfaces * Inappropriate footwear * Trip hazards | | * Slip, trip, fall * Concussion * Fracture | | * Good housekeeping practices * Non slip footwear * Workplace inspections * Exclusion zones around machinery | | |
| **Hazardous manual tasks**   * Bending/stooping to pick up products * Moving projects in/out of the kiln | | * Sprains & strains * Fatigue | | * Trolleys are available for moving items if required * All workers and students are trained in safe manual handling techniques | | |
| **Noise** | | * Potential hearing loss/impairment * Workers/students cannot communicate due to noise | | * PPE is available on request. * Workers/students are trained on the dangers of workplace noise. * Workers have audiometric testing (hearing tests) every 2 years | | |
| **Machinery and equipment**   * Crushing injuries | | * Crush or nipping injuries to a worker/students fingers or hand opening/closing the Kiln door * Worker injured while conducting maintenance on the plant. | | * Workers/students are adequately trained in the hazards and safe operation of the plant * Worker/students are provided with personal protective equipment (PPE) * Workers are trained in plant maintenance and all equipment is “locked-out” electrically when maintenance is undertaken | | |
| **Airborne contaminants**   * Fumes/dusts | | * Asphyxiation from toxic fumes during the firing process * Kiln may contain asbestos fibres in the interior lining. | | * Ventilation extraction system fitted and checked before using kiln * Preventative maintenance conducted on plant. * Ensure the kiln is on asbestos register, serviced appropriately and checked for damage on a regular basis. | | |
| **Other** | |  | |  | | |

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| **Authorised by:** |  | **Signature:** |  | **Date:** |  |

**Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).**

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| **Step 4: Monitor & review:**  (Refer to hazard sheet)  **Please tick Yes or No** | | | | | | | | |
| **Were the controls effective?** | | | | **Were there any unforeseen hazards/ incidents?** | | | | **New controls** |
| **Yes** |  | **No** |  | **Yes** |  | **No** |  |
| **DETAILS** | | | | **DETAILS** | | | | **DETAILS** |
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| **Name:** |  | **Signature:** |  | **Date:** |  |