

















# Risk Assessment form – Pictogram.




















|                  |                            |                         |   |                |        |
|------------------|----------------------------|-------------------------|---|----------------|--------|
| Task             | Pottery & Clays (Bisque)   | Issued (DD/MM/YYYY)     | 18 <sup>th</sup> September 2024                       | Assessment No. | ADW001 |
| Client/ contract | The Activity Dome - Weston | Site address / location | Ground Floor, 17 North St, Weston-Super-Mare BS22 1QF |                |        |

| People at risk | Employees                           | Older Workers | Public                              | Disabled                            | Contractor | Passers By | Young workers                       | Lone Worker                         | New or expectant mother | Shift Worker                        | Night Worker                        | Client Staff                        | Emergency Services                  | Other ..... | Other ..... | Other ..... |
|----------------|-------------------------------------|---------------|-------------------------------------|-------------------------------------|------------|------------|-------------------------------------|-------------------------------------|-------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------|-------------|-------------|
| Select         | <input checked="" type="checkbox"/> |               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |            |            | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                         | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |             |             |             |

Tick all relevant hazards boxes below - these illustrations are not exhaustive; where 'Other' is selected add a clear description in the 'Task specific hazard' description overleaf.

| Slip / Trip Hazard  | Manual Handling   | Machinery   | Falls from height   | Contact with Electricity  | Hazardous Substances  | Vehicle   | Verbal /Physical Assault  | Noise / Dust  | Confined Spaces   | Open Water  | Fire / Bomb Risk  | Radiation   | Biological  | Adverse Weather   | Burns, Scalds, Vibration  |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/>   |   |   | <input checked="" type="checkbox"/>   |   |   | <input checked="" type="checkbox"/>   | <input checked="" type="checkbox"/>   |   |   |   |   |   | <input checked="" type="checkbox"/>   |

Tick all items of mandatory Personal Protective Equipment (PPE) which has been identified in the risk assessment below - these illustrations are not exhaustive; where 'Other' is selected identify the PPE required and a specific description to your 'Control measures' overleaf and / or 'Method statement'.

| Rubber Gloves  | Hand Protection   | Safety footwear   | Head protection   | Goggles   | Safety Glasses  | Ear Defender  | Hair Net / Chef Hat   | Overall  | Hi-Visibility Clothing  | Apron   | White / Chef Coat   | Half Respirator   | Respirator  | Dust Mask   | Fume / Vapour Mask  | Harness / Lanyards  | Air Fed Helmet  | Face Visor  | Other Harness |
|--|---|---|---|---|---|---|---|--|---|---|---|---|---|---|---|---|---|---|---------------|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |               |
| PPE As assigned per risk assessment  |   |   |   |   |   |   |   |  |   |   |   |   |   |   |   |   |   |   |               |

**Type of Premises: Tick all relevant premises boxes below** - these illustrations are not exhaustive, where 'Other' is selected add a description.

| Hotel | Garage | Food Chain | Retail | Healthcare | Park/<br>gardens | Leisure                             | Commercial | Transport | Gas | Water | Electric | Manufacturing | Building/<br>construction<br>works | Private<br>Sector | Solicitors | Warehousing | Office |
|-------|--------|------------|--------|------------|------------------|-------------------------------------|------------|-----------|-----|-------|----------|---------------|------------------------------------|-------------------|------------|-------------|--------|
|       |        |            |        |            |                  | <input checked="" type="checkbox"/> |            |           |     |       |          |               |                                    |                   |            |             |        |

| Task specific / General Hazard(s)           | Pre control Risk rating |          |        | Control measure(s)  | Post control Risk rating |          |        |
|---|-------------------------|----------|--------|---|--------------------------|----------|--------|
|   | Likelihood              | Severity | Rating |   | Likelihood               | Severity | Rating |
| Slips, trips and falls                      | 5                       | 3        | 15     | <ul style="list-style-type: none"> <li>Monthly safety inspection of all floors to be carried out.</li> <li>Adequate signage must be in place to advise of any steps or uneven flooring.</li> <li>Please mind the step signs are active in ALL areas where steps are located.</li> <li>In areas of darkness, any inclining or declining areas have handrails or similar in place to assist with walking.</li> <li>Lighting throughout to be periodically checked and repaired as reported.</li> <li>Any raised "stage areas" where applicable must have a dedicated access and egress point with handrail where applicable.</li> <li>Wet floor signs to be used in the event of any leak or spillage.</li> <li>Prompt cleaning of spillages.</li> <li>In the event of leaking equipment, the area should be cordoned off and the equipment isolated / repaired.</li> <li>Use of grit / salt on external walkways during periods of inclement weather.</li> <li>Use of suitable footwear is actively encouraged.</li> <li>Step ladders may be used but these must be used in accordance with HSE training ref document LA455 (<a href="https://ladderassociation.org.uk/la455/">https://ladderassociation.org.uk/la455/</a>) and working at heights ref document (<a href="https://www.hse.gov.uk/pubns/indg401.htm">https://www.hse.gov.uk/pubns/indg401.htm</a>).</li> <li>Step ladders must be checked before each use and approved by the relevant manager on site as "appropriate for intended use".</li> <li>All liquids to be stored in appropriate containers and checked for leaks. Any leaking containers to be appropriately disposed of.</li> <li>Ensure adequate lighting in all areas (gaming areas exempt as per individual dynamic assessment).</li> <li>All access to roof areas appropriately sealed (in the event of fire escape, these are closed as per the fire code regulations).</li> <li>Any windows are to remain closed or have "suicide straps" fitted to prevent purposeful or accidental falling from height.</li> <li>Where possible floor mats will be used in the event of wet weather conditions or regular floor cleaning to prevent the ingress of rainwater creeping in.</li> <li><b>EFAAW (First aider) to be on site at all times during opening hours.</b></li> </ul> | 3                        | 1        | 3      |
| Injury due to fire & General fire procedure | 1                       | 5        | 5      | <ul style="list-style-type: none"> <li>All fire alarm monitors are in place and actively tested (fire drill)</li> <li>All fire escape routes are kept free and clear and are clearly signposted.</li> <li>All safety and firefighting equipment is checked regularly, maintained annually (or 5 yearly dependant on supplier) and are in good working condition.</li> <li>Fire warden to be on site during active hours of operation</li> <li>Flammable items / chemicals and other sources of combustion are stored and secured away.</li> <li>Please see independent fire risk assessment and included articles around "electrical safety".</li> </ul>  | 1                        | 3        | 3      |

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
|   |   |   |   | <ul style="list-style-type: none"> <li>• <b>Flammable materials are not to be kept in the kiln room.</b></li> <li>• Waste materials to be correctly stored / disposed of.</li> <li>• Waste bins are to be firmly closed preferred locked where available however not required.</li> <li>• Any waste that cannot be placed within a refuse bin must be appropriately stored away from sources of ignition or disposed of by alternative means.</li> <li>• <b>All staff are trained in the evacuation procedure as part of the staff induction process, training repeated periodically to refresh.</b></li> <li>• <b>First aid kit to be located at arena entrance.</b></li> <li>• <b>EFAAW (First aider) to be on site at all times during game play.</b></li> </ul>   |   |   |   |
| Injury due to possible electrical contact | 1 | 5 | 5 | <ul style="list-style-type: none"> <li>• All electronics are installed by a qualified electrician or someone with an electrical competence certificate (PAT Tested).</li> <li>• All portable appliances are inspected annually and are in good working condition.</li> <li>• No wiring accessible to the public.</li> <li>• Trailing cables are to be pinned back or appropriately covered.</li> <li>• All packs and charging points to be regularly checked by a senior member of staff for any points of electrical contact they may need repair or replacement.</li> <li>• Charging points and related cables regularly checked by a senior member of staff to ensure safe housing against the walls and that any cables are firmly affixed in place.</li> <li>• All plug sockets are firmly located in place and (blanked off) where not in use.</li> <li>• Any items that have not been safety checked (PAT tested) will be removed from site until such a time they are approved for use.</li> <li>• Any battery-operated items are suitably closed / sealed to avoid tamper. All batteries for related items are stored correctly.</li> <li>• Battery chargers / battery docking stations are periodically checked for damage and misuse with any faulty items removed (isolated) from use.</li> <li>• Wall mounted electronics (lights, cameras, signs etc) are periodically checked for security (mounting) and all relevant cables are not bunched (fire hazard) together and firmly affixed in place.</li> <li>• If secondary power extension is required, the relevant extension cable will be PAT tested and certified for its assigned use. Extension leads that are used will not exceed ONE additional socket (unless specified use if for an office area) to reduce the risk of overloading and concealed fire.</li> <li>• All low Trailing cables that are affixed to walls are periodically checked for scuffs and or cuts due to contact to footfall. Any cable(s) that appears to be damaged are isolated from use where possible or "made safe" by a qualified individual.</li> <li>• <b>First aid kit to be located at reception.</b></li> </ul> | 1 | 4 | 4 |

|  |   |   |    |  |   |   |   |
|--|---|---|----|--|---|---|---|
| Appropriate Conduct both acted out and received. | 5 | 1 | 5  | <ul style="list-style-type: none"> <li>All staff are trained on the company code of conduct policy as part of the staff induction procedure.</li> <li>Any individuals who exhibit inappropriate behaviour will not be permitted access to site or be asked to leave.</li> <li>Any individuals who are clearly under the influence or intoxicated beyond a level where the Managers feel they are safe, will not be permitted to partake in any activities.</li> <li>All areas of the site are adequately supervised by members of staff and CCTV at all times as far as is reasonably practicable.</li> <li>All games / events / activities are monitored by a relevant Marshal or supervisor.</li> <li>School groups &amp; clubs etc must additionally assist with game supervision.</li> <li>Parents / guardians are accountable for the overall behaviour of their children and accept that Marshals may have to “step in” where appropriate to enforce the rules.</li> <li>Staff to follow internal training ref conflict avoidance and emergency reporting procedures.</li> <li>Staff to be trained in or made aware of the different variations of clients and must be accommodating towards elderly, young and disabled customers needs.</li> </ul> | 5 | 1 | 5 |
| COSHH (records and potential injury or harm)     | 5 | 5 | 25 | <ul style="list-style-type: none"> <li>All chemicals involved in the business are either stored in a locked cupboard or secured in place with lock and key.</li> <li>No unregistered chemicals to be used.</li> <li>A full COSHH data book is to be kept on site identifying all chemicals on site and the hazards or risk involved with their usage.</li> <li>Staff are adequately trained in the use of all required chemicals.</li> <li>Any cleaning materials are identified, marked and logged in the data folder and stored in the appropriate locked store.</li> <li>Appropriate PPE is on site for use by the relevant trained individuals as per the relevant COSHH data sheet.</li> <li>Contamination is being controlled by colour coded cleaning apparatus.</li> <li><b>First aid arrangements to be met as per the chemical data sheet relating to the chemicals in question.</b></li> </ul>  | 1 | 5 | 5 |
| First aid requirements                           | 1 | 1 | 1  | <ul style="list-style-type: none"> <li>All employees trained in basic first aid.</li> <li>Managers and supervisors to be trained to a minimum of EFAAW (emergency first aid at work)</li> <li>First aid kits to be readily available at each reception station as per each activity.</li> <li>Regular training to fall alongside fire safety training regarding the procedure of dealing with a major incident.</li> </ul>   | 1 | 1 | 1 |

|  |   |   |    |  |   |   |   |
|--|---|---|----|--|---|---|---|
|  |   |   |    | <ul style="list-style-type: none"> <li>• Training and awareness of the need to “raise the alarm” to the emergency services asap when required.</li> <li>• First aid kits to be checked Annually for the expiry date.</li> <li>• Stock within first aid kits replenished upon use or at an assigned regular interval.</li> <li>• First aid locations to be clearly signposted.</li> </ul>   |   |   |   |
| Accident or injury occurring from the Serving of licensed alcoholic beverages. | 4 | 4 | 16 | <ul style="list-style-type: none"> <li>• Staff to adhere to legal requirement not to serve alcohol to intoxicated customers.</li> <li>• All staff are trained on the company code of conduct policy as part of the staff induction procedure.</li> <li>• Any individuals who exhibit inappropriate behaviour will not be permitted access to site or be asked to leave.</li> <li>• Any individuals who are clearly under the influence or intoxicated beyond a level where the Managers feel they are safe, will not be permitted to partake in any activities.</li> <li>• All areas of the site are adequately supervised by members of staff and CCTV at all times as far as is reasonably practicable.</li> <li>• All games / events / activities are monitored by a relevant Marshal or supervisor, anyone thought to be “under the influence” will be asked to stop play and leave the games.</li> <li>• Staff to follow internal training ref conflict avoidance and emergency reporting procedures.</li> <li>• Staff to be trained in or made aware of the different variations of clients and must be accommodating towards elderly, young and disabled customer’s needs.</li> <li>• Incident log to be kept and filled out as soon as possible after any incident.</li> <li>• Staff to be trained in manual handling, all kegs and crates of heavy stock to be moved preferably by a wheeled carrying device.</li> <li>• Empty glassware to be removed from tables and sides asap.</li> <li>• Following guidance from slips &amp; trips section.</li> </ul> | 2 | 4 | 8 |
| Good housekeeping for pottery areas  | 1 | 2 | 2  | <ul style="list-style-type: none"> <li>• Provide a neat and tidy work area where everything has a place.</li> <li>• Provide well-located power sockets to prevent the need for extension cables that could create trip hazards.</li> <li>• Ensure adequate lighting for all areas in regular use.</li> <li>• Ensure that your work and storage areas are kept neat.</li> <li>• Clay should be kept tucked away in the designated area.</li> <li>• Do not leave objects anywhere else but the designated area.</li> </ul>   | 1 | 1 | 1 |
| Potential for risk or harm due to heat from Kiln                               | 3 | 3 | 9  | <ul style="list-style-type: none"> <li>• Hot materials handled with tongs or other suitable tools.</li> <li>• Safety Gloves to be worn when removing items whilst kiln still warm</li> <li>• Kilns situated in working areas should be caged/isolated</li> </ul>   | 2 | 3 | 6 |
| Potential for risk and harm due to Kiln electrics                              | 2 | 3 | 6  | <ul style="list-style-type: none"> <li>• No access to live heating elements - interlocking device where the kiln door cannot be opened before the mains supply is switched off.</li> <li>• Installed by a competent electrician.</li> </ul>  | 1 | 3 | 3 |

|   |   |   |   |  |   |   |   |
|---|---|---|---|--|---|---|---|
|   |   |   |   | <ul style="list-style-type: none"> <li>• Accessible and labelled isolation point.</li> <li>• Extension leads / multiway plugs not to be used to connect kiln.</li> <li>• Visual inspection conducted pre-use.</li> <li>• Kiln must be regularly inspected by a competent person.</li> </ul>  |   |   |   |
| Potential for risk or harm from contamination   | 2 | 3 | 6 | <ul style="list-style-type: none"> <li>• Less hazardous chemicals to be used wherever possible.</li> <li>• No food or drink to be prepared or consumed in any area used for pottery.</li> <li>• Effective hand washing after using ceramics materials, clays &amp; chemicals.</li> <li>• All materials are properly labelled and stored, and appropriate warnings are included in the labelling.</li> <li>• Material Safety Data Sheet for substances obtained from supplier and guidance followed.</li> <li>• COSHH Assessment completed for all hazardous chemicals and control measures implemented.</li> <li>• Immediate cleaning up of any spillage</li> </ul>  | 1 | 3 | 3 |
| Atmospheric risks <ul style="list-style-type: none"> <li>• Inhalation of dust &amp; fumes.</li> </ul> | 3 | 3 | 9 | <ul style="list-style-type: none"> <li>• Special cleaning routines used limit the generation of dusts. D</li> <li>• Dry materials stored in sealed containers,</li> <li>• spillages cleaned up immediately.</li> <li>• Area regularly cleaned to prevent build-up of clay dust.</li> <li>• Floors wet moped daily.</li> <li>• Tables and surfaces to be cleaned whilst clay is damp.</li> <li>• Aprons regularly laundered</li> <li>• Good natural ventilation e.g. through doors /windows or extraction fan</li> <li>• Spray glazes should only be used in properly designed spray booth or in outside areas.</li> </ul>  | 2 | 3 | 6 |
| PPE Requirements  |   |   |   | <ul style="list-style-type: none"> <li>• Gloves must be worn at all times whilst using the Bisque clay.</li> <li>• Gloves must be worn at all times while painting.</li> <li>• Thermal gloves must be worn by kiln operators.</li> <li>• Apron.</li> <li>• Eye protection must be worn whilst using glazes and sprays.</li> <li>• Face masks must be worn when using spray glazes</li> <li>• Face masks be worn during the cleaning operations.</li> </ul>   |   |   |   |
| GENERAL INFORMATION AND WARNINGS AROUND THE USE OF AND FIRING BISQUE.                                 | 0 | 0 | 0 | <ul style="list-style-type: none"> <li>• Hazards. Chlorine, fluorine, sulphur dioxide, nitrogen dioxide, and ozone are <b>highly toxic by inhalation</b>. Bisque firings of high-sulphur clay have caused the production of great amounts of choking sulphur dioxide. Other large acute exposures to gases are not common.</li> <li>• Silica dust from dry clay and glazes. Asbestos in clay slip. Glazes, stains, and clay containing toxic metals such as antimony, barium, cadmium, chromium, cobalt, copper, lead, manganese, selenium and vanadium.</li> <li>• Sulphur dioxide may be generated from bisque firings of high-sulphur clay. Inhalation of these gases may cause severe acute or chronic lung problems. Long-term inhalation effects include chronic bronchitis and emphysema. Fluorine gas may also result in bone and teeth problems.</li> </ul> | 0 | 0 | 0 |

**Assessors Statement:**

Having reviewed the hazards and risks, the level of risk and the key risks, I believe that if the control measures identified are applied then The Activity Dome Weston will, so far as is reasonably practicable, have met the requirements of this assessment.

**Date Completed (DD/MM/YYYY)** 20<sup>th</sup> September 2024

Print: Michael Tedd (IOSH)  
 Role: Authorised on behalf of The Activity Dome Weston, Acting Risk consultancy agent (IOSH) RAM Consult risk management.

Signature: 

**Assessment review due (DD/MM/YYYY)** 20<sup>th</sup> September 2025 (Solus agreement, any change and or amendment required will result in further agreed costs).

**Risk matrix**



| Potential Severity | Risk Evaluation |     |        |      |                | Likelihood of Occurrence   |
|--------------------|-----------------|-----|--------|------|----------------|--|
|                    | 5               | 10  | 15     | 20   | 25             |  |
| Fatality           | 5               | 10  | 15     | 20   | 25             | Fatality<br>Low<br>Improbable 1/1,000,000                            |
| Very Serious       | 4               | 8   | 12     | 16   | 20             | Permanent disability<br>Medium<br>Low 1/10,000                       |
| Serious            | 3               | 6   | 9      | 12   | 15             | Temporary disability, fractures, etc.<br>Medium<br>Medium 1/1,000    |
| Moderate           | 2               | 4   | 6      | 8    | 10             | Injuries such as lacerations, strains, sprains<br>High<br>High 1/100 |
| Minor              | 1               | 2   | 3      | 4    | 5              | Injuries such as cuts, bruising, etc.<br>High<br>Near Certainty 1/10 |
|                    | Improbable      | Low | Medium | High | Near Certainty |  |





# Risk assessment / SSOW /plan/ method statement - Sign off sheet

|                         |                          |                                |   |                       |        |
|-------------------------|--------------------------|--------------------------------|---|-----------------------|--------|
| <b>Task</b>             | Pottery & Clays          | <b>Issued (DD/MM/YYYY)</b>     | 20 <sup>th</sup> September 2024   | <b>Assessment No.</b> | ADW010 |
| <b>Client/ contract</b> | The Activity Dome Weston | <b>Site address / location</b> | The Activity Dome Weston, Ground Floor, 17 North St, Weston-Super-Mare BS22 1QF |                       |        |

| Assessment completed  | Annual Review   | Annual Review   |
|---|---|---|
| Location Manager Signature: <br>Assessor's Signature: <br>Date: 20 <sup>th</sup> September 2024 | Location Manager Signature:<br>Assessor's Signature:<br>Date: | Location Manager Signature:<br>Assessor's Signature:<br>Date: |

Review of the task and associated hazards is to be carried out annually.

All employees must receive initial, on the job and task specific training, this training shall be identified and recorded in the company's office / employee training log / Programme.

### Declaration by employee involved in the activity detailed above

I fully understand the activity outlined above and the risk control measures, including any PPE that I must use.

I have received sufficient information, instruction and training to enable me to conduct this activity with the minimum of risk to myself, or others.

| Employee Name: | Signature: | Managers Name: | Date: | Employee Name: | Signature: | Managers Name: | Date: |
|----------------|------------|----------------|-------|----------------|------------|----------------|-------|
|                |            |                |       |                |            |                |       |
|                |            |                |       |                |            |                |       |
|                |            |                |       |                |            |                |       |
|                |            |                |       |                |            |                |       |
|                |            |                |       |                |            |                |       |
|                |            |                |       |                |            |                |       |

