

BOOKING SPACE

Workshop sessions & machinery are booked online in advance by the workshop user, with payment required at time of booking. Additional payments should be made by end of day at Reception.

EXCEPTIONS

Metal casting and mould making – arrange to meet with Stephen Murray in the first instance to discuss your project and check availability.

Kiln bookings – contact Uist Corrigan / Tech Team.

WOOD AND METAL WORKSHOP INDUCTIONS – NAMED USER EQUIPMENT

Induction in each piece of Named User Equipment in the Wood and Metal Workshops is required before use. Refresher required if more than 6 months since last use. Inductions are booked with Reception.

Planer use operates under a buddy system and must be supervised by a member of the Tech Team.

HEALTH & SAFETY

Steel toe capped boots and appropriate PPE must be worn when working in the Workshops.

All accidents must be recorded in the First Aid Book (in the First Aid Box, central workshops corridor), and given to the Duty Technician.

Workshop Users should be aware of Health & Safety Regulations – see notice board in central workshops corridor.

No dogs or pets in the workshop areas. No food or drink (except water from bottles) in the workshop areas.

WORKSHOPS USAGE

Workshops must be cleared at the end of each session.

Waste and recycling should be cleared and disposed of in correct waste or recycling bins – ask a member of the Tech Team if unsure.

TOOLS AND EQUIPMENT

ESW tools can only be issued for use at ESW, to be returned at the end of each day.

Let the Tech Team know about any issues, faults, or replacement parts required.

HAZARDOUS MATERIALS: RESTRICTED USE

Must be discussed and sanctioned, and safe use agreed with Tech Team in advance:

Fibre Glass

Resin

Sulphur

Elm logs

Reclaimed / re-used timber

Stone with a high silica content, eg. Sandstone, slate

Storage of hazardous materials or chemicals.

Workshop users should discuss materials with the Technical Team and bring data sheets when required / requested.

MATERIALS EXCLUDED FOR ETHICAL REASONS:

Ivory and Helium

HEAVY MOVING

Seek advice before moving heavy objects. Plan the process in advance.

Always use correct PPE. Use mechanical aids when lifting and moving.

Technicians can assist with sufficient notice.

DELIVERIES

Let Technicians know in advance about deliveries. Advise if forklift assistance required.

SCAFFOLDING

Only trained ESW staff and assistants may assemble and disassemble access scaffolding.

STORAGE

Limited Pallet hire in the South Bays is only available to Studio and Project Space holders – and must be agreed with Technicians. Charges apply.

ESW will dispose of or re-allocate use of materials or work left without arrangement.