

Es D Jewellery

85 St Albans Road
St Albans
Hertfordshire
AL4 9LH



THE WORKSHOP

My workshop is located in a large garage at the end of our garden. This is a dedicated workspace where I make all of my jewellery. In addition to visitors who come for a design consultation, or to buy my jewellery; the workshop is a place when students can learn jewellery making skills. If you are visiting to use the workshop please read and adhere to the following information.

WORKSHOP SAFETY POLICY

The workshop must always be regarded as a place of relatively high risk. The workshop houses fixed machinery and portable power tools that can cause injury.

WORKSHOP ATTENDEES

All workshop attendees (students) have a duty to ensure that safety procedures are carried out by themselves and by those around them. Even persons of minimum skill and experience have a duty to themselves and to others to work in a safe manner at all times. It is particularly important that you should seek advice on safe methods of working if you are unsure. Please ask, and do not attempt anything you are unsure of. Students are here to learn and improve their skills by observation, practice and experience. This must never be gained by being exposed to risk.

When in the workshop, you must follow the Workshop Safety Policy at all times.

PREPARATION

Please come prepared.

- **Hair** - Please keep long hair securely tied up and out of the way.
- **Jewellery** - Please remove all hanging jewellery, such as long earrings and necklaces. These could easily get tangled if you lean too far forward to focus on your work.
- **Clothing** - An apron will be provided but please wear appropriate clothing which you don't mind getting dirty.
 - Legs must be covered.
 - It's advisable not to wear too loose fitting or flowing clothing. Sleeves should be rolled up if required.
 - Please wear appropriate shoes (no open toed shoes or sandals). Hard shoes / boots are advisable to protect your feet should a hot or heavy item be dropped.
 - During the colder months, please wear additional warm clothing, including thick socks and a thermal base layer. The Workshop is not heated and should be treated as a cold environment. A close fitting (beanie) hat may also help keep you warm.

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Email: esdsilversmith@gmail.com

PPE

Where indicated safety glasses, dust mask*, gloves etc. must be worn. These will be provided.

- **Eyes** - When you are working on an item be aware of dust and tiny metal particles. Loose fragments, polishes and fibres can make their way into your eyes and cause irritation or damage.
- **Mouth** – as above, dust and particles can easily be ingested causing irritation and health issues. Masks must be worn when using chemicals, including polishing compounds.
- **Hands** – Your hands will get dirty, and you may wish to wear gloves of finger protection for certain tasks. Metal can get hot when working with power tools, and polishing mops. Instruction and guidance will be provided. Remember: If it's getting hot in your hands, put it down and let it cool!

* Due to current Covid-19 restrictions, please bring your own washable face covering (mask).

TOOLS

Machinery:

- Respect the tools and machinery you are using, they can cause serious injury
- Please do not turn on or operate any machinery without:
 - specific instruction to do so;
 - appropriate protective clothing, eye and face protection;
 - supervision.
- Do not talk to or distract someone that is operating machinery. Wait until they have finished and the machine is stopped or powered down.
- Never leave powered machinery running unattended.

Hand Tools:

- Please do not pick-up, inspect or move tools without instruction. The workshop is full of hazards which may not always be obvious.
- Please return tools to their place if possible when finished; or leave them to one side on the jewellers' bench.

Chemicals:

- Due care must be taken when coming into contact with minerals and chemicals such as cleaning fluids, solvents, acids/alkalis, etc. Contact with skin should be kept to a minimum by using provided tongs / gloves and eye wear. Any contact should be washed immediately, and contaminated clothing removed and cleaned as soon as is appropriate.
- We will use Propane and / or Butane in the workshop. These are flammable gases that should be used with extreme due care and attention.
- Full supervision will be provided when turning on and off all gas canisters, operating torches and securing torches after use.
 - Do not turn on gas canisters or ignite torches without supervision.

- Do not leave an open flame unattended.
- Do not let yourself be distracted when operating a lit torch.
- All canisters must be checked to an OFF position following use.

WORK AREAS

- All work area and passageway floors should be kept clear and free from trip and slip hazards.
- Please leave personal belongings in the dry area.
- Please replace tools after use, leaving the workbench clear.
- If you don't know where to put something, just ask.

FIRST AID

The workshop has a first aid box which is situated on the Dry Desk area. All accidents must be reported, and applicable first aid applied. All accidents will be noted in the accident report record. All spills must be cleared up immediately, and notice given to other workshop users of any additional risk following an incident.

FIRE

Should a fire occur, visitors should evacuate the workshop immediately. Please do not attempt to put out a fire.

NB. For information only: For general fires, the workshop has a fire blanket which is situated above the soldering station area. For gas or chemical fires, a foam extinguisher is located under the soldering station.

OTHER INFORMATION

WEATHER

Depending on when you are attending the Workshop, you may need to come prepared for warm or cold conditions. The Workshop is not heated, and therefore can become cold in the winter months. Please come prepared with appropriate clothing.

BATHROOM

The bathroom / washroom is in the main house. Access will be provided – just ask if you need to go! Handwashing is available in the workshop, though it may be cold!

FOOD AND DRINK

As a general rule food and drink should not be brought into the Workshop. However, we may have a hot or cold drink (weather dependent) and a snack at agreed break points. These should be placed on the dry table are only. Please do not place liquids on the workbenches.

If you are attending a workshop where lunch is provided this will be served in the house or garden (weather dependent).

Thank you for reading and I look forward to having fun teaching you new skills and making beautiful things x