



Method statement: MS0_01 Pottery Kiln Service

All sites

Highlights: NO LIVE TESTING Anticipated Maximum Time Consumption 3 Hours

Method Statement:

- 1) Agree equipment to be serviced and delineate no access area. Should classroom be occupied ensure that Teacher / Site Staff co-operate in enforcing the no access area.
- 2) Ensure access / egress is adequate or arrange for school / site to rectify.
- 3) Ensure equipment is fully isolated both locally and if applicable remotely before working on equipment in accordance with IEE18th edition regulations. **NO LIVE TESTING.**
- 4) Wear correct PPE for task being undertaken as identified in the appropriate Risk Assessment. Namely, a minimum of Safety Footwear, and Suitable Overalls.
- 5) Remove access covers using correct tools as required and store safely within delineated area.
- 6) Undertake service in accordance with manufacturer's instructions and contractual scope of supply.
- 7) Carry out electrical testing on Earth Continuity, Insulation Resistance and supplementary bonding as per IEE18th Edition and record results. **NO LIVE TESTING.**
- 8) Measure resistance of element(s) banks and manually calculate current drawn.
- 9) Replace access covers using correct tools and ensure integrity of kiln is secure.
- 10) Reconnect power to kiln.
- 11) Check kiln for correct operation and complete paperwork.
- 12) Restore work area as found
- 13) Notify staff of findings and recommendations.
- 14) Advise Teacher / Site Staff area is safe and returned to their control.