

SAFETY BRIEFING CHECKLIST

When: Half an hour before the start of your Repair Cafe

Points to cover:

- Welcome
 - Friendly, learning environment, everyone is a safety advocate, please give (and accept) constructive feedback
- Introductions
 - Introduce organisers
 - Point out where to get name labels
 - Introduce new repairers and experienced repairers that are mentoring
 - Explain that the Repair Cafe is part of the Cambridgeshire Repair Cafe Network (If the Repair Cafe is insured under the Cambridge Carbon Footprint policy make sure there is a sign on display saying "[This Repair Cafe is organised in partnership with Cambridge Carbon Footprint](#)")
- Comfort arrangements:
 - Toilets
 - Tea/coffee/cake arrangements (usually free for repairers)
 - Up to repairers whether to allow hot drinks at the repair table (depends on the type of repair)
- Risk assessment should be read by all repairers, a printed copy is available on reception. Key points to check:
 - RCDs in place
 - Location of breaker box in case fuse trips
 - Fire extinguishers (type and location) and procedures including emergency exit and fire assembly. There is a fire blanket in the toolkit which should be used for lithium battery fires (to avoid inhaling fumes)
 - First aid box location, introduce first aider (if there is one), nearest defibrillator (AED) (if known)
 - Ensure visitors are aware of potential hazards and asked to keep away from for example, hot soldering irons and rotating blades on lawn mowers.
- PAT testing:
 - If an item has a plug it needs to be PAT tested before it is taken away.
 - This is the case even if the item with a plug only needs a mechanical repair

- Before the repair:
 - Visual check. Fix faults before tackling repair.
 - PAT if not sure about safety.
 - Do not repair if you consider the item unsafe.
- After the repair:
 - Direct visitor to PAT table
 - Item is PAT tested, [logged](#) and appropriate sticker is attached

FAILURE TO DO THIS WILL INVALIDATE OUR INSURANCE

- Recording repairs:
 - Point to key at the bottom of the [Repairer Recording Sheet](#). Ask repairers to put the number corresponding to the repair outcome in the relevant box.
 - Explain that repair data will be added to the Restart Fixometer to estimate the environmental impact of the Repair Cafe and lobby for the Right to Repair.
 - Photos: The [Repair Agreement](#) that visitors sign, asks for people to **opt out** of photo permissions. In addition to this, please always ask for permission to take and share photos.
- Toolkit maintenance:
 - Note the colour system on the toolkit and ensure tools are returned to the appropriate spot ASAP after they are used
 - If anything is missing, repairers please record it on the [Repairer Recording Sheet](#) and organisers please include these details in the [Feedback Form](#).
- Engaging visitors:
 - Share your repair skills - explain your thought process and what you're doing to carry out the repair.
 - The [Repair Agreement](#) sets out expectations including that requests to repair additional items should be booked in.
 - If there are any issues, please let the organiser know and fill in the online [incident form](#) on the Repair Cafe Organisers Hub: cambridgecarbonfootprint.org/repair-cafe-organisers-hub
 - 500t of e-waste is put into black bins in Cambridge City and South Cambs each year - signpost the e-waste bin at the Repair Cafe (if there is one) or your local e-waste recycling points - check: www.recycleyourelectricals.org.uk/.
 - Signpost [upcoming Repair Cafes](#) if further help is needed.
- Any questions?