**Health & safety policy and risk assessment**

This health & safety policy and risk assessment is for: **<Repair Cafe Name & date>**

**<Name of lead organiser>** has overall and final responsibility for health and safety at the Repair Cafe.

All repairers and volunteers have responsibility for ensuring practice of this policy at the Repair Cafe.

**Name(s) of designated competent PAT tester(s):** **<Name of PAT Tester>**

**This Health and Safety policy is displayed at:** **<Location e.g. Repair Cafe Reception Table>** **First aid box is located at:** **<Location>**

**Accident log is located at: <Location>**

**Fuse and breaker box is located at:** **<Location>**

**Nearest fire extinguishers are located at: <Location & fire extinguisher type. NB there is a fire blanket in the toolkit>** **Fire assembly point is:<Location>**

**Signed:** **<Lead organiser>** **Date:<Date>**

Resources highlighted in **bold** are available to download from [cambridgecarbonfootprint.org/repair-cafe-organisers-hub/](http://cambridgecarbonfootprint.org/repair-cafe-organisers-hub/).

**Health & safety policy**

| **Statement of General Policy** | | | | | **Responsibility of** | | **Action/Arrangements** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Prevent accidents and cases of ill-health arising from Repair Cafe activities by managing the health and safety risks. | | | | | Repair Cafe organisers; Repairers; Volunteers | | * Repair Cafe organisers to circulate **Health & Safety policy and Risk Assessment** to all repairers and volunteers ahead of the Repair Cafe. * Repairers and volunteers to read and adhere to **Health & Safety policy and Risk Assessment**. | | | | | |
| Provide clear instructions and information, and adequate training, to ensure repairers act in a safe manner. | | | | | Repair Cafe organisers; Repairers | | * Repairers to self-report their capabilities to the Repair Cafe organiser. Organisers to allocate repair jobs to repairers according to their self-reported capabilities. * All repairers and volunteers encouraged to ask for help and know when to stop with a repair. * New repairers to be mentored by established repairers for their first Repair Cafe. * All electrical items to be tested by a competent PAT tester before leaving the Repair Cafe in line with the **PAT Test Policy**. | | | | | |
| Engage and consult with repairers and volunteers on health and safety conditions. | | | | | Repair Cafe organisers | | * Safety briefing to be given to new repairers: location and types of fire extinguisher available; location of fire blanket in case of lithium fire (there is one in the toolkit); location of fire exits and assembly point; location of nearest AED; **PAT Test Policy**; and, **Risk Assessment**. * All repairers encouraged to act as safety advocates and intervene/alert the Repair Cafe organiser or lead repairer if they see any unsafe practices or have concerns. | | | | | |
| Implement and display clear details of emergency procedures – evacuation in case of fire or other significant incidents. | | | | | Repair Cafe organisers | | Emergency signs and procedures in the venue to be pointed out to new volunteers/at new venues | | | | | |
| Provide and maintain Personal Protective Equipment and ensure it is used where appropriate. | | | | | Repair Cafe organisers; Repairers | | Repair Cafe organisers to remind repairers to bring PPE and to provide PPE (if repairers do not have sufficient protection) to make sure that they can safely carry out the types of repairs they have offered to do. | | | | | |
| Maintain safe and healthy conditions, maintain equipment and machinery, and ensure safe storage. | | | | | Repair Cafe organisers; Repairers | | Any issues with the toolkit, e.g. broken or missing items, to be reported to the Repair Cafe organiser | | | | | |

**Risk assessment**

Please assign each action by adding the initials of the responsible individual(s) and the planned completion date.

| **What is the risk?** | **How is the risk being mitigated?** | **What further action is required?** | **Action Owner** | **Planned completion** |
| --- | --- | --- | --- | --- |
| Slips and trips: Injuries including bruises and fractures if volunteers or visitors fall e.g. due to trailing wires or spillage | * Extension cords to be routed around wall and table edges where possible, and taped to the floor where they present a trip hazard. * Location of first aid kit to be included in safety briefing at the start of the Repair Cafe. * Spillages/dust to be cleared up straight away. | * Organisers to check the location of the first aid kit at the venue. * Organisers to check suitable tape is included in the toolkit (if not let toolkit host know) and supply own. | **<Initials>** | **<Date>** |
| Electrical: Shocks, burns or fire from faulty electrical equipment | * RCDs to be used when repairing electrical appliances. Isolating variac also available where needed. * High voltage items & items that hold a charge, e.g. microwaves, not to be accepted for repair. * Designated lead repairer to check room set-up before the start of the Repair Cafe and be first point of call for safety questions during the Repair Cafe. All repairers to act as safety advocates and intervene if they see any unsafe practices. * **Portable Appliance Test (PAT) policy** to be outlined in the safety briefing at the start of the Repair Cafe and carried out on all electrical items. PAT tested items to be logged in the PAT Recording Sheet. PAT testing posters to be displayed. * Electrical repairs only to be undertaken by repairers who have declared that they have the skill, knowledge and experience to carry out the work safely. * Repairers encouraged to PAT test their own tools or use at own risk. | * Repairers to agree to honestly report their competency to the Cambridgeshire Repair Cafe Network (via the Repairers Register) and/or directly to Repair Cafe organisers. * Organisers to designate lead repairer and allocate PAT testing responsibilities in line with the PAT Test Policy. * Organisers to check that 5 RCDs are included in the toolkit (inform toolkit hosts if not) and advise repairers to bring additional RCDs if more than 5 needed. * Lead repairer/designated PAT tester to check PAT equipment is in good working order before the start of the Repair Cafe (inform toolkit hosts if not). * Organisers to print **PAT Recording Sheet** and keep records for 1 year following the Repair Cafe. | **<Initials>** | **<Date>** |
| Fire: Fatal injuries from smoke or burns. | * Organisers to include location and type of fire extinguishers, fire blanket, evacuation procedure and assembly point in the safety briefing before the Repair Cafe. * Fire exits to be kept unobstructed and unlocked during the Repair Cafe. * Repairers of items with lithium batteries to take particular care and check suitability of fire extinguishers. Use of fire blanket (included in the toolkit) is recommended to avoid inhalation of toxic vapour and smoke. Working on these items near window/door is preferable. | * Organisers to check fire blanket is with toolkit (inform toolkit host if not). * Organisers to check location and type of fire extinguishers at the venue, evacuation procedure and assembly point. | **<Initials>** | **<Date>** |
| Exposure to dust and metal particles: Respiratory diseases such as asthma and cancer from inhalation. | * Dusty activities (e.g. cleaning vacuum cleaner or sawing) to be undertaken with care and outdoors if possible. * Members of the public to be advised to empty vacuum cleaners fully and wipe inside and out with a damp cloth before bringing them to Repair Cafes. | * Organisers to check location of cleaning equipment before the Repair Cafe. * Organisers to advise visitors to empty/clean items as appropriate. | **<Initials>** | **<Date>** |
| Scalding/burns: Injuries from hot tools/ hot drinks | * Safety Notices to be displayed: "Work area take care" * Sensible precautions to be taken when soldering. Soldering irons must be in a proper holder when not being handled, kept away from flammable materials and switched off when not in use. * Hot drinks to be served carefully. Repairers to use common sense to decide whether to allow hot drinks at their repair bench depending on space available and type of repair being undertaken. * Only designated volunteers to be allowed in the kitchen area. | * Organisers to check **safety notice**s are included in the toolkit, if not, print own (cambridgecarbonfootprint.org/repair-cafe-organisers-hub/) and inform toolkit hosts. | **<Initials>** | **<Date>** |
| Injury related to the use of hand tools and machinery: cuts; bruises; lacerations; splinters; crushing injuries; eye injuries. | * Sensible precautions to be taken when using tools e.g. tying back hair. * Repairers to bring and use suitable PPE for the repairs that they carry out e.g. safety glasses, rubber gloves, strong gloves. * Repairers to ensure that sharp tools are supervised at all times and stored safely when not in use. * Machinery, e.g. sewing machines and drills, to be switched off when not in use. | * Organisers to advise repairers to bring suitable PPE to conduct the types of repairs they have offered to do. | **<Initials>** | **<Date>** |
| Injuries related to lifting: back injuries; hernias; injuries due to items being dropped. | * Safe lifting techniques to be used. Heavy items to be lifted together. | * Organisers to ensure that the volunteer who collects and returns the toolkit is able to lift items and request help from toolkit hosts. The largest toolkit should be lifted by two people. | **<Initials>** | **<Date>** |
| Lighting: Damage to eyes, seizures and high risk of accidents from poor lighting | * Lighting checked when choosing venue. If lighting is poor, organisers to recommend to repairers to bring additional lighting for detailed work e.g. head torches. * Any faulty/flickering lights to be switched off to avoid seizures. | * Organisers to advise repairers if lighting in venue is poor so that they can bring additional lighting e.g. head torches if needed. | **<Initials>** | **<Date>** |
| Safeguarding: Abuse or neglect to child or adult at risk, or allegation by child or adult at risk. | * All repairs to take place in communal space. No adult at risk or child under the age of 18 to be alone with a repairer or volunteer at any time. * If a child is lost, at least two adults to stay with child. * All visitors to sign Repair Agreement including that children will be suitably supervised. * Repairers will decide whether or not they are willing to supervise a child to participate in a repair. |  | **<Initials>** | **<Date>** |
| Allergic reactions: to food/drink | * Allergens to be listed on all items for sale in the cafe. * Volunteers/repairers and visitors to choose their own refreshments. | * Organisers to ensure that allergen labels are prepared for all food items at the Repair Cafe | **<Initials>** | **<Date>** |
| Weather: too hot; too cold; sun/wind/rain exposure | * Organiser to check venue is suitable for hosting a Repair Cafe including suitable protection from the elements and suitable ventilation, cooling and heating. * Water to be available to repairers, volunteers and visitors alongside other refreshments. * Repair Cafe to be cancelled if conditions are unsafe in extreme heat/cold. | * Organiser to check venue is suitable for hosting a Repair Cafe | **<Initials>** | **<Date>** |
| Infectious diseases: Covid 19; flu; other | * “If you have symptoms of Covid 19, a cold or flu please avoid coming to the Repair Cafe” - to be included in final briefing email to repairers/volunteers and also in booking confirmation email to visitors. * Windows to be opened to ensure good ventilation. | * Organisers to revise mitigation measures for infectious diseases in line with public health guidance. | **<Initials>** | **<Date>** |
| Other venue specific risks | Repair cafes not to take place in venues excluded by the insurer:  (a) aerodromes aprons runways airside helipads or landing strips  (b) aircraft or other aerial devices mechanically propelled or otherwise  (c) jetties or piers  (d) hovercraft or air cushioned vehicles  (e) ships or watercrafts in any capacity  (f) installation maintenance &/or repair of railway track and signalling equipment  (g) dams aqueducts or bridges  (h) mines or quarries  (i) nuclear power stations or any designated nuclear sites  (j) chemical plants oil refineries petrochemical installations or storage sites relating to such  (k) petrol tanks fuel tanks or storage vessels for such  (l) tunnels | * Organisers to add additional risk mitigation measures to risk assessment if the Repair Cafe is taking place in an unusual venue and inform [repairnetwork@cambridgecarbonfootprint.org](mailto:repairnetwork@cambridgecarbonfootprint.org) of these changes | **<Initials>** | **<Date>** |
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