

Repair Cafe Organiser Handbook



A guide to running a Repair Cafe with the support of the
Cambridgeshire Repair Cafe Network

About us

The Cambridgeshire Repair Cafe Network is administered by Cambridge Carbon Footprint (registered charity number 1127376) and was established in collaboration with Transition Cambridge. We have been supporting a growing network of Repair Cafes in Cambridgeshire since 2014. We hold regular training sessions for people who want to start a Repair Cafe in their community, help to link organisers with experienced repairers, lend out tools, facilitate skillshares, offer a master insurance and share admin resources. To find out more visit:
cambridgecarbonfootprint.org/repair-cafes/

Contact: repairnetwork@cambridgecarbonfootprint.org.

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1. Introduction

Running a Repair Cafe is a hugely rewarding thing to do - Repair Cafes bring communities together to share skills, prevent waste, avoid greenhouse gas emissions and save money. This handbook will guide you through the organising process and includes details of the support that's available from the Cambridgeshire Repair Cafe Network. There are many ways to run Repair Cafes, and that's part of what makes them special. You can use this Handbook as a starting point to build an approach that suits the needs of your community.

All the resources mentioned **in bold** are publically available on our Repair Cafe Organisers' Hub: cambridgecarbonfootprint.org/repair-cafe-organisers-hub/ and are linked individually in the [Appendix](#) at the end of this document. We regularly update the support we offer, so please check the Repair Cafe Organisers' Hub each time you run a Repair Cafe. If you would like our full support - including requesting repairers from our network and coming under our master insurance - please be aware there are certain requirements you will need to meet. These requirements are **highlighted** throughout the handbook.

If you have any questions in the run up to your Repair Cafe, please email repairnetwork@cambridgecarbonfootprint.org - we're here to help!

2. Why repair?

The stuff that we use everyday carries a high environmental burden due to resource extraction, processing, product manufacture and transport. For example [pre-use emissions](#) account for 84% of the lifecycle emissions of a blender, 79% of the lifecycle emissions of a mobile phone and 73% of lifecycle emissions of our clothes. We have become used to a high churn of household items to support our lifestyles, because our stuff fails quickly, because we find it hard to get things fixed and because our preferences change over time. So much so, that in the UK [we generate the second highest amount of e-waste per person](#) globally. But there are fruitful opportunities for change at the community and individual level: [70% of items that are brought to our Repair Cafes are fixed then-and-there](#) in a 45 min slot, and there is plenty more potential for repair and reuse - it's shocking that [almost half](#) of the electricals sent for recycling either fully usable or economical to repair.

3. Building a team

Running a Repair Cafe is very rewarding but is also quite an undertaking so it's a good idea to form a team to take it on. The **Flow Diagram and Repair Cafe Planner** will give you an overview of what's involved so that you can build a local team and assign tasks. A great way to grow your team is to ask volunteers to bring along a friend. To give you an idea of scale, a medium-sized Repair Cafe, expecting 20-40 attendees might involve:

- 2-3 volunteers in the core organising team to take on admin tasks, recruiting volunteers, publicity, managing bookings
- 5-10 volunteers on the day covering core jobs - welcome desk (2 people), Cafe (2 people), runner (1 person); and, optional "nice to have" roles - collecting donations (1 person), photos and social media (1 person), eco-outreach (1 person).
- About 5-10 repairers including a lead repairer and competent PAT tester. We can support you with recruiting repairers.
- 1 volunteer after the event to record your repair data on the Restarters Fixometer tool so that you can estimate your impact and share your success.

Once you have a team, we recommend that you set up a Repair Cafe email address that the relevant people in your group have access to. If you choose to set up a Gmail address, this will also give you access to the Google environment (Drive, Sheets, Docs) for free.

4. A typical Repair Cafe

Repair Cafes can range from one or two repairers accepting walk-in repairs to our [world record breaking Repair Cafe](#) that fixed 232 items on a single day in 2017. Table 1 gives you an idea of the scale of a typical Repair Cafe.

Length	Open 3 hours to the public + 1 hour set up + 1 hour clear up
Slot length	45mins i.e. 4 slots per repairer, per Repair Cafe
Items seen	20-60
Number of repairers	5-15
Share of items fixed	70%

Table 1: A typical Repair Cafe

The cost of running a Repair Cafe varies greatly and depends largely on whether groups are able to secure a free venue. Table 2 gives a breakdown of costs.

COSTS	
Venue hire	£0-£200
Insurance	£30 per event (CCF master insurance)
Toolkit loan	£20
Printing	£10-£20
Cakes/drinks	£0-£30
Total costs	£60-£300
INCOME	
Donations	£50-£350 (£150 typical)

Table 2: Repair Cafe budget

5. Finding a venue

Repair Cafes have been run in all sorts of places across Cambridgeshire: village halls, community centres, cinemas; schools, places of worship, marquees and music festivals. You can use our **Venue Checklist** to check the suitability of your venue. We suggest that you take notes on the checklist when you first visit the venue - this will save you time when you come to put together your risk assessment.

If you plan to run a Repair Cafe in an unconventional venue, be sure to consider what additional risks this may present and remember to ensure that volunteer repairers are comfortable and have access to power, lighting and a suitable workspace so that they can carry out repairs. Please contact us if your venue choice presents additional risks and you would like to come under the Cambridge Carbon Footprint master insurance. We will contact our insurer and check whether we can cover your event.

Please note that the following venues are excluded from our insurance coverage (thankfully this doesn't narrow it down too much!):

(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

6. Booking a toolkit

We ask that you book a toolkit if you would like to come under the Cambridge Carbon Footprint master insurance and request repairers from our register. This is because there are items in the toolkit - PAT testing machine, signs, RCDs, fire blanket - that are needed to comply with the risk assessment.

The Cambridgeshire Repair Cafe Network has 3 toolkits that are lent to local groups. They are kept by volunteer toolkit hosts in the following locations:

- Toolkit 1: Trumpington
- Toolkit 2: Soham
- Toolkit 3: Sawston

The toolkits include signs and safety equipment as well as tools and consumables that are needed for common fixes. You can see what's included in each toolkit by checking the **toolkit inventory**. Please note that the toolkit is mainly for electrical/mechanical repairs. We ask that sewers bring their own equipment and supplies. There is a zip kit in all three toolkits which includes replacement zippers, pliers, lubricant and a universal sewing machine zipper foot.

When you've found a venue and are ready to set a date, go to cambridgecarbonfootprint.org/book-a-repair-cafe-toolkit/. You will be asked for a training code to demonstrate that you have attended our training. If you don't know the training code - email repairnetwork@cambridgecarbonfootprint.org. We charge £20 for booking the toolkit to contribute towards the cost of maintaining the toolkit and running the network. If this cost prohibits you from running a Repair Cafe or if you have suitable tools and safety kit available from an alternative source, please contact us so that we can arrange a waiver

7. Listing your group & event

We encourage groups in Cambridgeshire to use the [Restarters](#) platform to list their Repair Cafes and collect information on their impact. Listing your event on Restarters will:

- Put your group on the local [Cambridge Carbon Footprint](#) and national [Community Repair Network map](#) of Repair Cafes
- list your event on the Cambridge Carbon Footprint [event listings](#)
- calculate the CO2 emissions and waste prevented by your Repair Cafe so that you can celebrate your success with your volunteers and report your impact to funders
- see the combined impact of the Repair Cafes that your group runs over time, and allow us to aggregate the impact of the Cambridgeshire Repair Cafe Network as a whole
- support the [Open Repair Alliance](#)'s work to further the right to repair

Follow the **Listing Guidance** to list your group and event on Restarters. **This is a requirement so we can list your event on the Cambridgeshire Repair Cafe Network website**. Once we've approved your listing, your event details will automatically appear on the CCF website the next day. We're happy to help if you need a hand.

8. Insurance

Each Repair Cafe organising group is responsible for taking out insurance for their Repair Cafes. If you would like to: request repairs through the Cambridgeshire Repair Cafe Network, borrow our toolkit, and/or list your Repair Cafe on the Cambridge Carbon Footprint website **you must have the recommended level of cover in place, outlined in our Insurance Guidance**. This is to protect repairers, organisers, volunteers and visitors at Repair Cafes.

Cambridge Carbon Footprint has a master insurance policy set out in the **Insurance Guidance**. Groups in the network can request to come under the policy at a cost of £30/event. Please email repairnetwork@cambridgecarbonfootprint.org with the following information if you would like to come under the policy:

1. confirmation that you will be PAT testing mains powered items in line with the **PAT testing policy**.
2. your completed **Health & Safety and Risk Assessment** using the template on the Repair Cafe Organisers' Hub.



3. confirmation that you agree to indicate that your Repair Cafe is organised in partnership with CCF (there are banners included in the toolkits).

9. Recruiting & mentoring repairers

The best way to ensure the long term sustainability of your Repair Cafe is to recruit repairers locally, but you can also ask for support from our centralised register. You can direct anyone who is interested in becoming a repairer to our 'Repair with us' page (cambridgecarbonfootprint.org/repair-with-us/) where they can find details of how to get involved. Asking volunteer repairers to bring a friend/colleague is a great way to grow your repair base. There are some **Repairer Recruitment Resources** available on the Repair Cafe Organisers' Hub that you are welcome to use and customise.

We send a monthly newsletter on the first Thursday of the month to our register of over 150 experienced volunteer repairers in Cambridgeshire.

The newsletter includes a list of upcoming Repair Cafes that are seeking repairers and a form where repairers can sign up to offer their support. If you need to find repairers, we recommend that you include a request 3 months ahead of your Repair Cafe. You can ask for repairers with all types of skills or you can put in specific requests e.g. for a PAT tester or sewer. We ask experienced repairers to prioritise first time Repair Cafes so your first Repair Cafe is a great chance for any first time local repairers to be mentored by experienced.

We have a duty of care to our volunteers so will only recruit repairers for organising groups who have completed our "How to run a Repair Cafe in your community" training and have insurance in line with the recommendations in our **Insurance Guidance**.

The week after the newsletter goes out, we will send you a Google sheet with information about the repairers who have offered to support your Repair Cafe. In addition names and contact details, this spreadsheet will include their repair skills and preferences (see Table 2). The spreadsheet will automatically update if there are any further offers to repair later in the month. Please check the spreadsheet regularly up to the date of your Repair Cafe so you don't miss any offers of help,

NB: The spreadsheet contains repairers' personal information. Do not share this information with anyone else: make sure you BCC emails and remove contact details from any shared spreadsheets. Phone numbers are provided so that you can call/message repairers as needed, but please do not add them to WhatsApp groups etc without asking permission. We



ask that you get back to everyone ASAP to let them know whether their help will be needed. If it's too early for you to make the call on how many repairers you need, you can send a holding message, letting repairers know when you will decide. Please ask one experienced repairer to act as your lead repairer and ask those who can PAT test to do this for you (ideally set up a rota so they also have a chance to repair too).

Our list of volunteer repairers is constantly growing. Please check whether repairers have repaired with us before (see penultimate column in the spreadsheet) and contact any first-time repairers to see whether they would like to repair alongside another repairer or whether they are happy to take on their own repairs (and be mentored by your lead repairer). Please then ask experienced repairers to mentor new repairers accordingly.

Table 2: Information in Repairers Register

Simple electrical repairs (e.g. plug replacement, No Signs Of Life, cut cable)	I'd enjoy this	I'd give it a try	Not for me
More complex electrical repairs (e.g. intermittent faults, currently working with reduced function)			
Simple electronic repairs (e.g. internal battery replacement)			
More complex electronic repairs (e.g. replacement phone screen, laptop component replacement)			
Bikes			
Other mechanical items (e.g. tools, clocks)			
Sharpening (e.g. hand/kitchen/garden tools)			
Gluing (e.g. broken ceramics, books or wood)			
Simple sewing & darning (e.g. patching a hole, taking up a hem)			
More complex sewing & darning (e.g. putting in a zip, taking in trousers)			
Jewellery repairs			
Woodwork			
Upholstery			
Book binding			
Repair experience	Text box		
Have you repaired at a Repair Cafe before?	• Yes, in the Cambridgeshire Network • Yes, in the Cambridgeshire Network and I've mentored • Yes, but not in the Cambridgeshire Network • No, but I'd like to		

10. Managing bookings

Some Repair Cafe organising groups take bookings, others choose to have walk-in slots only. Taking bookings tends to be favoured by repairers as it means that they have a heads-up on the items that are booked in and can prepare accordingly.

There are many different ways to take bookings. Some groups simply provide an email address for people to contact with requests. We have two Google Form Template Booking Forms that we can share with you - one basic version and one that collects more details about the broken item. Please email repairnetwork@cambridgecarbonfootprint.org if you would like us to share the template forms with you. We also have some **Example Emails** that you may find helpful for contacting bookers.

We typically recommend booking in 75% of the slots and leaving 25% for walk-ins. This means that, for a 3 hour Repair Cafe that is split into four 45 min slots, each repairer gets 1 walk-in slot. You can use the **Example Job Sheet** as a template to allocate repairs to repairers.

We cannot accept the following items on the Cambridge Carbon Footprint Master Insurance: microwaves; air fryers; white goods; items that require welding. We recommend that you ask your repairers to help you to triage items and choose which to accept. Some Repair Cafe organisers choose not to accept items such as mobile phones for which there are commercial repair options available.

11. Promoting your Repair Cafe

It is important to get the word out to promote your Repair Cafe. On the Repair Cafe Organisers' Hub you will find an **Example Press Release** and **Example Poster** to help you with this. It's a good idea to promote your Repair Cafe in the local press, in local newsletters, at your venue, at local shops and anywhere else you can think of! Feel free to email us to send you some more Repair Cafe photos to help you to promote your event.

12. On the day logistics

We have a set of forms that we use to ensure that there is a paper trail tracking items through the Repair Cafe. This means that, at the end of the Repair Cafe, there is a signed **Repair Agreement** for each item, a record of which repairer worked on the item & the repair outcome (on the **Repairer's Recording Sheet**), and a record of whether the item was PAT tested & the PAT test outcome (on the **PAT test log**). Figure 1 shows how visitors flow through the Repair Cafe and which resources are intended for each stage.

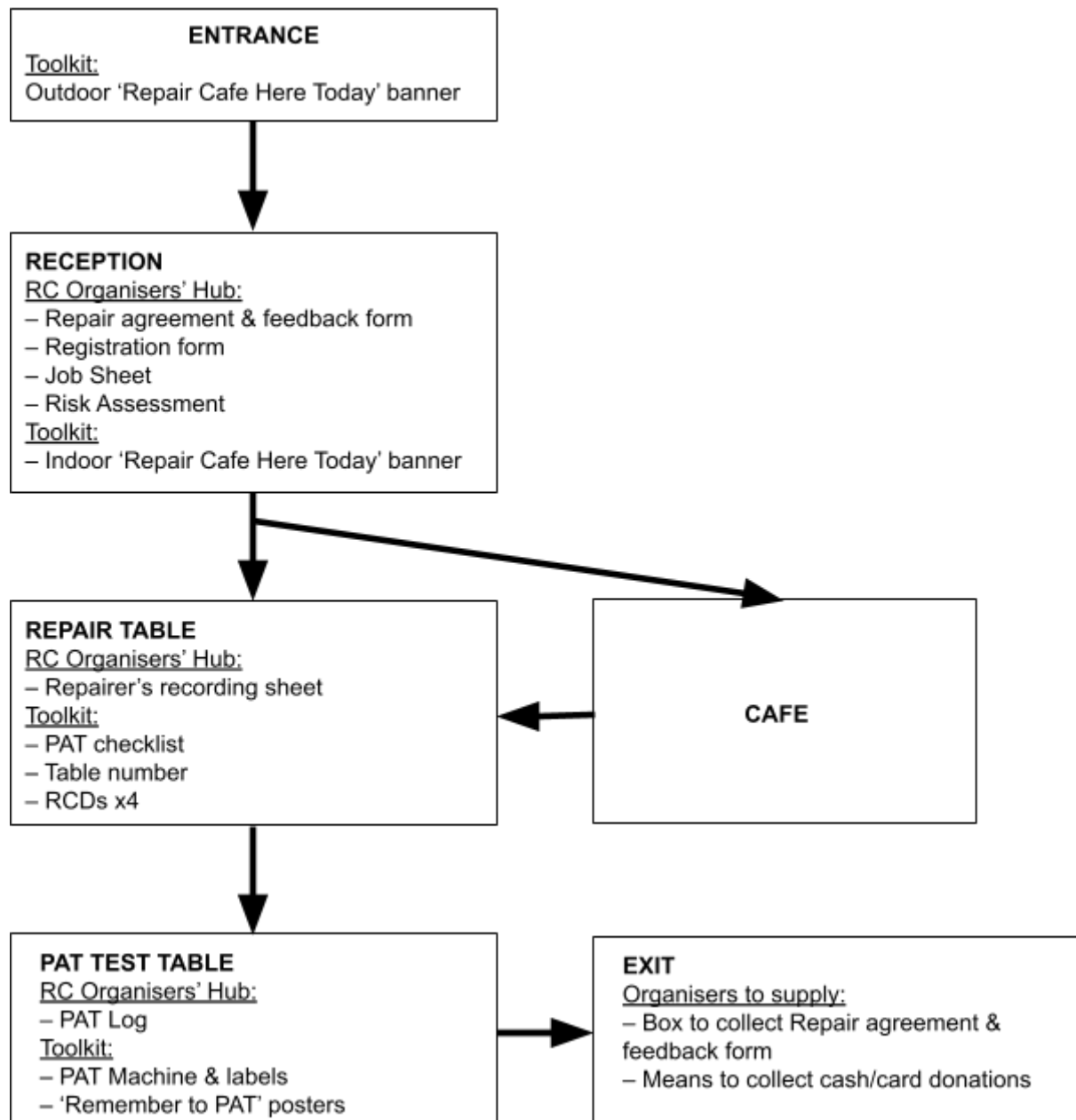


Figure 1: Repair Cafe room set-up using Cambridgeshire Repair Cafe Network resources



Preparation:

1. We recommend that you print the following forms and documents ahead of your Repair Cafe
 - **Registration form** – print 1
 - **Repair Agreement** – print 1 per visitor (e.g. 50-100 depending on size of RC)
 - **Repairer's recording sheet** – print 1 per repairer
 - **PAT recording sheet** – print 1
 - **Risk Assessment** - print 1
 - **PAT test policy** - print 1
 - **Job sheet** - print 1 per reception volunteer
 - **Safety briefing checklist** - print 1
2. Check the toolkit has the equipment needed to comply with your **Risk Assessment**
3. Ensure that that lead organisers and lead repairer have the information that they need about the venue to deliver the Safety Briefing half an hour before the start of the Repair Cafe

Stage-by-stage recommendations:

Outside:

- Ensure that the Repair Cafe is well signposted - this is the best way to attract passing interest and reach more people especially any who are digitally excluded. There is one outdoor banner included in the toolkit which can be attached to railings. We recommend that you print additional posters to signpost your Repair Cafe as needed.
- Ensure that your entrance is closed (or have a volunteer on the door asking visitors to wait) until the Repair Cafe start time. It can be disruptive when early visitors arrive during the safety briefing!

Reception:

- Have a narrow point of entry and exit to ensure that visitors (and people who just want to have a look) don't swarm into the Repair Cafe. It's great to let people see what's involved, but a Repair Cafe is a potentially dangerous environment and it's important to be able to limit the flow of people to keep everyone safe.
- On the Reception desk we recommend that you have the following:
 - A copy of your filled in **Job Sheet** showing the schedule for the day with booked in items allocated to relevant repairers
 - One copy of the **Registration form**: this is used to log all items that are brought in including pre-booked items and walk-ins. ID numbers are allocated to items consecutively on the Registration form. This ID number is used to track items

through the Repair Cafe. We recommend having only one copy of the Registration Form that is shared between volunteers who are on reception to ensure that each ID number is only allocated once.

- **Repair agreement & feedback forms** - one per visitor (including walk-ins), printed double-sided so that the Repair Agreement is on one side and the Feedback form is on the other
- A hard copy of your **Risk assessment** and **PAT test policy** so that repairers, volunteers and visitors can refer to it as needed
- The pop-up indoor 'Repair Cafe here today' banner - this is important not just for showing visitors where your Repair Cafe is, but also because **you need to have a sign showing that your Repair Cafe is run in partnership with Cambridge Carbon Footprint if you are under our master insurance**
- When a visitor arrives either for a pre-booked appointment or for a walk-in log their item on the Registration form. This assigns the item an item number (the first item to arrive is item 1, the second item 2...)
- Write the item number in the box on the Repair Agreement and tick the relevant PAT testing box. **If an item has a plug it needs to be PAT tested**. Ask the visitor to sign the Repair Agreement to agree to our terms and conditions. The visitor should then keep the form with them, fill in the feedback form and hand it in on their way out.
- Direct the visitor to the relevant repairer (there are table numbers in the toolkit to help with this) or to the your cafe to wait until you are able to assign a repairer.
- Don't worry if a bit of a queue builds up at the beginning of each time slot - this is normal! It can be helpful to ask a volunteer to split the queue into people with pre-booked appointments and people wanting a walk-in slot

Repair table:

- Each repair table should have power as needed protected by an RCD in line with your **Risk Assessment**. You can ask repairers to bring extension cords and extra RCDs if you don't have enough. There are 4 RCDs in the toolkit. Ask your lead repairer to check the set-up.
- Each repair table should have a number (laminated numbers are included in the toolkit), a copy of a **Repairer's Recording Sheet**, a copy of the **PAT checklist** for each electrical repairer (there are laminated copies in the toolkit) and a pen so that repairers can log the repairs that they attempt and the repair outcome.
- In line with the **PAT test Policy**, before repairing an electrical item, repairers use the **PAT checklist** to assess whether it should be PAT tested before the repair.
- Repairers record the item number on the Repairer's Recording Sheet (by asking to see the **Repair Agreement** that the visitor has with them) as well as information about



the item and the repair. This means that there is a record of which repairer saw which item and what the repair outcome was.

Cafe:

- Your repairers will be grateful if you have nice cakes and hot drinks with at least one non-dairy milk option, at least one non caffeinated hot drink option and at least one gluten free/vegan cake option. It can be nice to bring a table cloth/jam jar flowers to make it welcoming.
- Ensure that you have ingredient labels for all items and ensure that volunteers choose their own cakes and refreshments in case of allergies.
- We give repairers and volunteers cake for free, but most Repair Cafes ask visitors to pay for refreshments - this is a great way to raise some additional funds to cover your costs. To charge people you will need a price list and method for taking payment (e.g. cash float or online system).

PAT test table:

- This table should have a "PAT test table" sign and the PAT test machine from the toolkit. You should also print a copy of the PAT log for your designated PAT tester to fill in.
- All items with a plug will need to be PAT tested. It is helpful to place the PAT testing table close to the exit as a reminder. **Failure to PAT test invalidates the insurance.**
- Although it's tempting to do so, we recommend that you don't allocate repairs to your designated PAT tester as this causes back logs.

Exit:

- At the exit you need to collect the feedback forms (which are printed on the back of the Repair Agreement), remind people to PAT test and ask for donations
- A narrow exit point helps with all of the above!

13. Feeding back & celebrating your impact

Running a Repair Cafe is hugely rewarding! Once you've had a chance to put your feet up and absorb the buzz, there are a couple of things that we ask you to do to celebrate your impact and help us maintain the shared resources that we use to support groups:



- Log your Repair Cafe item data on the Restarters Fixometer tool by following the **Restarters Guidance**: this will allow you to estimate the emissions savings and waste avoided by your Repair Cafe
- Fill in the **Feedback questionnaire**: this is how you feedback to the network on the toolkit, newly mentored repairers and more
- Share the link to our **Repairers Register**: Please share this link with any of your local repairers who are interested in repairing at other Repair Cafes in Cambridgeshire. They are welcome to contact us if they have any questions before signing up.
- Send us (repairnetwork@cambridgecarbonfootprint.org) any photos that you have permission to share so that we can include them in our newsletter and other publicity for the network.

If your Repair Cafe raised surplus funds, please consider making a donation to Cambridge Carbon Footprint so that we can help others like you and continue in our work supporting thriving zero carbon communities. Our bank details are:

Name: Cambridge Carbon Footprint

Sort code: 08-92-99

Account number: 65216648

Reference: [Name of your Repair Cafe]

Thank you for your support and for all that you do to help people in your community to tread more lightly on this good earth!

How to organise a Repair Cafe in your community

Early preparation (6 months ahead)

Visit a Repair Cafe

Attend [CCF Repair Cafe](#) training

Familiarise yourself with the [Repair Cafe Organisers' Hub](#)

Form local group, set up an email address & sign up to our [Repair Cafe Organisers' Register](#)

Find a suitable venue (see [venue checklist](#))

Book a date:

- Check RC [event listings](#)
- Check venue availability
- [Book a toolkit](#)
- Confirm venue booking

[Set up group on Restarters](#) and list your event. It will appear on the [CCF website](#) once approved.

Recruit repairers & volunteers locally (see [Repair with us](#))

Once date agreed (3 months ahead)

Decide on insurance ([see guidance](#) incl. £30/event via CCF) & email us

Request repairers & PAT testers from the network (requests sent to repairers 1st Thurs of month)

Decide on booking system (we can send template google form)

Respond to offers from repairers

Conduct risk assessment using [template](#) & send it to us

Plan & roll out comms

The run up (1 month ahead)

[Add booking details to Restarters event](#)

Arrange toolkit logistics with host

Pair new repairers with experienced repairers

Match bookings to skills & fill in [job sheet](#) (ask repairers' advice)

Manage bookings: [example emails](#)

Close bookings (≈ 25% walk ins)

Plan cafe (list ingredients)

Email repairers (remember GDPR): arrival time; final job sheet; risk assessment; transport/parking

Print forms (see [Organisers' Hub](#)):

- Registration form x1
- PAT form x1
- Repair agreement x #visitors
- Repair log x #repairers
- Risk Assessment & job sheet

On/after the day

Collect & return toolkit as arranged with host

[Set up room](#) in line with Risk Assessment

[Safety briefing](#) (1/2hr before RC start)

Run Repair Cafe (plenty of cake for volunteers)

Take photos & share the event via social media

Log repair data on the Restarters Fixometer ([see guidance](#))

Feedback [network](#)

Pay insurance invoice (due 1 week after) & make donation 😊

Thank all, debrief & start planning your next!

Contact us: repairnetwork@cambridgecarbonfootprint.org

Our resources: cambridgecarbonfootprint.org/repair-cafe-organisers-hub



Appendix

The resources listed below are on the [Repair Cafe Organiser's Hub](#)

Overview	
How to organise a Repair Cafe in your Community - Flow Diagram	Flow diagram that gives an overview of the process
Repair Cafe Planner - Google Sheets or Excel	A step-by-step checklist for running a Repair Cafe
Finding a venue - link back to section	
Venue checklist	A checklist to note the details of your venue and make sure that it's suitable
Booking a toolkit - link back to section	
Toolkit booking system	Online system that you can use to book the toolkit. The system requires a training code - if you do not know this, please email repairnetwork@cambridgecarbonfootprint.org and let us know when you (or someone from your team) attended the training
Toolkit inventory	A list of tools included in all three toolkits
List your group and event - link back to section	
Listing guidance	Information on how you can list your group and event on Restarters
Insurance - link back to section	
Insurance guidance	Details of the insurance requirement for organising groups that would like to access our Repairers Register as well as information about the Cambridge Carbon Footprint (CCF) Master Insurance Policy
PAT testing policy	PAT testing policy which must be adopted by groups insured under the CCF Master Insurance
Risk Assessment	Risk Assessment template which must be completed by groups insured under the CCF Master Insurance

Recruiting & mentoring repairers - link back to section	
Repairer recruitment resources	Some social media assets that you are welcome to use and adapt to recruit repairers locally
Managing bookings - link back to section	
Template google form booking forms (simple or more detailed)	We have two template google form Repair Cafe booking forms - one simple one and one that asks for more information. Please email repairnetwork@cambridgecarbonfootprint.org if you would
Example Job Sheet	Template that can be used to allocate repairs to repairers according to their skills
Example emails	Example booking emails that you're welcome to copy and amend
Promoting your Repair Cafe - link back to section	
Poster template	A poster template that you can edit to promote your Repair Cafe
Example press release	A press release that you can adapt to promote your Repair Cafe
On the day logistics - link back to section	
Safety briefing checklist	Points to cover in the safety briefing which takes place half an hour before the start of the Repair cafe
PAT test policy	Policy agreed with Wessex insurance to ensure that insurance that items are PAT tested in line with insurance requirements.
Repair Agreement & Feedback Form - word or pdf	Form to be signed by visitors that sets out expectations and explains limitations of Repair Cafes.
Registration form	Used to log all items that are brought to the Repair Cafe. This form assigns each item an item ID which is added to the Repair Agreement, Repairer's Recording Sheet and PAT test log so that items can be tracked through the Repair Cafe
Repairer's recording sheet	Used by repairers to log the repair outcome
PAT test checklist	Used to remind repairers of PAT test policy -

	there are laminated copies in the toolkit
PAT log	Used by the designated PAT tester to log the PAT test outcome
Feeding back and celebrating your impact	
Restarters guidance	Information on how you can log information on items repaired at your Repair Cafe (from the Repairer's Recording Sheet) on Restarters to estimate the waste avoided and emissions savings of your Repair Cafe and celebrate your impact.
Feedback questionnaire	Post-Repair Cafe feedback form to help us to maintain the resources that we use to support Repair Cafe organising groups in Cambridgeshire. We ask that Repair Cafe organisers fill in this form after their Repair Cafes.
Repairers Register sign up link	Link to sign up to the Cambridgeshire Repair Cafe Network Repairer's Register. Please share this with your local repairers if they are interested in volunteering at other Repair Cafes in the County. There is more information on our Repair with us page and they can email repairnetwork@cambridgecarbonfootprint.org if they have any more questions.