



Volunteer briefing notes

Cambridge Science Festival

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This briefing includes the health and safety information you will need to brief your volunteer stewards. Some of the information will need to be tailored specifically to your Department and the activities you are undertaking. Once everyone taking part is fully informed of the following information we recommend you ask them to sign an attendance sheet as proof they have received information on these procedures.

Failure to do this may negate the University of Cambridge insurance cover.

- All volunteers must attend a health and safety briefing.
- Ensure all volunteers sign the briefing attendance sheet.
- Circulate a copy of the overall risk assessment for the Cambridge Science Festival. This document outlines what to do in the event of an emergency. This is available on the event coordinators page of the Science Festival website (www.sciencefestival.cam.ac.uk).
- Circulate copies of the risk assessment associated with the activity your volunteers are involved with and make sure they understand their roles and responsibilities.
- Ensure your stewards wear their Festival t-shirt or other visible means of identification at all times so they are easily identifiable by the public.

1. Fire safety

In the event of a fire, activate alarms, ring 999 and evacuate following your Departmental procedure. Then inform University Fire Safety Office (337822), Security (101 or 767444) and Science Festival staff.

Lifts should not be used in the case of fire.

- ensure you know your Departmental evacuation procedure and the person responsible for evacuating your building in case of emergency
- note the fire limit of the room in which you are working and ensure that numbers of people in the room do not exceed that amount, start a queue if necessary
- make sure fire escapes are kept clear at all times
- ensure people do not block fire escapes (no queuing/sitting on stairs outside or in lecture rooms)
- ensure fire exit routes are mentioned in the talk introductions
- inform volunteers of the locations of alarms, extinguishers and fire exits (and where they lead)
- make sure everyone knows the designated evacuation point to go to in the event of an emergency
- as an event coordinator, work with your building Custodians to manage evacuation of your building following your Departmental evacuation procedure
- evacuation points for centrally organised events are:

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| New Museums Site | Free School Lane |
| Downing Site | see Departmental evacuation procedures |
| University Centre | Laundress Green, far side of the Mill Pond |
| Mill Lane Lecture Theatres | Laundress Green, far side of the Mill Pond |
| Guildhall | outside Great St. Mary's Church |
| West Cambridge | see Departmental evacuation procedures |
| Cambridge Biomedical Campus | see each buildings evacuation plans |

2. First aid

In the event of a serious medical emergency, ring 999.

For events outside the main weekends, ensure a qualified First Aider is at your event. Let everyone involved know who this person is and where they will be during the event.

St John's Ambulance will be on duty over the two weekends of the Festival. In the event of a medical emergency during this time, ring 999 if necessary, then St John's Ambulance using the numbers below, then Festival staff.

- **Weekend 1: Sat 17 and Sun 18 March – phone number 07010 035551**
- **Weekend 2: Sat 24 and Sun 25 March – phone number 07833 106245 or 07010 035551**

First aiders will be located:

- Sat 17 March: first aid base in the Guildhall and on the Downing Site in the Physiology Building, mobile unit around the city
- Sun 18 March: first aid base in the Guildhall
- Sat 24 March: first aid base in the Hauser Forum on the West Cambridge Site during the day and at the Institute of Astronomy in the evening, mobile unit around the site, including Maths and Astronomy
- Sunday 25 March: first aid base in Cambridge Academy for Science and Technology, Robinson Way on Cambridge Biomedical Campus.

3. Health and Safety

Ensure those responsible for security in your department are aware of your event.

- ensure staff and volunteers have read and understand the risk assessment associated with the activity you are running and the risk assessment for the Science Festival
- minimise **health and safety risks** including over crowding, trailing wires and broken equipment
- lock areas within your department that are not in use during the Festival to prevent security breaches in unstaffed areas
- ensure all hazardous materials are out of reach and all machinery and equipment used for your event is supervised by a trained member of staff
- if things are quiet, please make sure your location is safe: make sure fire exits are clear, tidy rubbish and check the toilets are in an acceptable condition
- if you find a non-emergency situation which needs reporting to Security, please ring on (3)31818
- ask volunteers not to bring any **valuables** which they can't keep on their person during the day, the Science Festival team cannot provide lockable storage for volunteers' belongings
- ensure all rubbish is cleared up during the day to prevent fire/safety hazards

4. Children

Children should be accompanied by their parents/guardians at all times.

Ensure you have read and follow the child protection policy for your Department

- do not allow a child under 16 years old to attend your event without a responsible adult
- under no circumstances should you or your volunteers put yourself in a situation where you/they are alone with a child
- if you find a lost child, notify and report to the designated responsible person in your department and notify the Science Festival team
- lost children should be kept under adult supervision until they are collected, check very carefully the identity of the collecting adult
- during the weekends, any lost child should be brought to the Science Festival information point by at least two adults; lost child points will be at:
 - first weekend, the Guildhall, Market Square
 - second Saturday, Hauser Forum, West Cambridge Site
 - second Sunday, Cambridge Academy for Science and Technology, Robinson Way, Cambridge Biomedical Campus
- further details of our child protection can be found in the overall Festival Risk Assessment. Please familiarise yourself with this

5. Signage including disabled access

Provide good signage for the visiting public both inside and outside your building and include signs for level access to your building and to suitable toilets. Please see our hand-out for further information regarding accessibility.

6. Unhappy visitors

Due to its popularity, the Festival sometimes encounters disgruntled visitors who may have issues with queuing or not being able to get in to events they want to see. Please ask your volunteers to direct these people to you as the event coordinator and/or to a member of Cambridge Science Festival staff.

Thank you very much for your help, and have a great Festival!

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| <p>Main Festival telephone number: 01223 766766 St John's Ambulance First Aid: 07010 035551 or 07833 106245 University Security: 101 or 01223 767444 (emergency) or 01223 331818 (non-emergency)</p> |
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