

CSF at Trumpinton Street Volunteer Briefing

What: Various events open to the public

Where: Department of Engineering, Trumpington Street

When: Saturday 14th March 2020 1000 to 1600

Who: General Public

Presentation

Today, you are the face of Engineering – smile! And say hello.

General safety matters

Fire exits: Out by the route that the public enter the building. Do not use the lifts.

Fire Assembly Point: Coe Fen. The big iron gate will be unlocked while the public are in the building. Please watch children very closely when they use this gate, it has potential for very nasty trapped finger incidents.

First aider Maria Kettle, 0794 133 0607

Small first aid kits – plasters and antiseptic wipes are available in all rooms, together with spill mopping up kits and baby wipes.

Child safety

Problems are very unlikely at this event but if they occur please escalate the matter to me, Maria Kettle, or Dr Peter Long as soon as possible.

Do not touch anyone. If you have to hand out stickers (see photography), peel the sticker from the backing and offer it to the child to stick onto themselves.

Do not accompany any child to the loo. If they are not confident enough to take themselves, this is the job of their responsible adult.

Use respectful language.

See the notes on lost children at the end of this document.

Personal comfort and safety

Room temperatures will vary but can get hot. Wear layers.

There is no safe place for purses wallets and phones. Keep them on your person or leave them at home. All bags, coats etc are placed behind the kit issue canteen-style table and members of the public are asked not to go there.

Photography

Notices will be posted up telling people that we will be taking photos. If they don't want their photo taken, they are told to tell a volunteer. Please refer them to the activity leader who will give them a circular sticker in dayglo yellow. If you are taking photos, please don't if there is any risk of snapping sticker wearers. Talk to me, Maria Kettle, if you would like detail on why this is super-important.

Lost children

We are too far from the central rendezvous point for it to be useful. Refer to activity leaders instead. Ask the child's name and use it. Ask where they last saw their responsible adult (RA) and what they were doing. There is a high probability that the RA will appear during this conversation. Ask for phone numbers of family members and call them. They might give you Grannie's land line, grandparents will do a great job of relaying a message to the RA. If the child appears distressed, get down to their level and reassure them that they are safe and their team will be back for them soon. If all else fails, feed them with food from the stash behind the kit issue canteen in LR4.

Under -16s

Central Science Festival rules say all under 16s must be accompanied by a responsible adult. Use your discretion for people who might be 16. This is an important chance to influence A level choices!

Unhappy visitors

These are all mine! Direct them to me, Maria Kettle . Summon me by mobile, 0794 133 0607

Activity leader notes

- You are the fire warden for your area and, possibly, surrounding areas such as corridors, loos. This responsibility can be delegated to another appropriate person with the agreement of with all parties including me, Tomasz Awecki, Matt Greenhalgh and Rob Murdoch.
- All areas should have a small first aid kit available, suitable for the immediate treatment of paper cuts. Baby wipes and a spills kit (kitchen roll, bin bags) are also advised.
- Photography – see below. I have a supply of circular neon yellow stickers. Please ask for a sheet to indicate “No photographs” so the code is the same throughout the buildings.
- All event leaders must have a phone which is charged, switched on and audible throughout the day. Please log this emergency contact number on the event risk assessment for circulation to volunteers in a list of emergency numbers.
- The volunteer briefing notes for the whole event are given below, they should be supplemented by detailed information about your activity. It is an insurance requirement that all volunteers attend a briefing. You must collect signatures to provide an audit trail to prove that this has happened. A whole event briefing will be held in the foyer at 0930 on Saturday 16th March. This should be followed by dispersal of volunteers to each activity for an activity-specific supplementary briefing.
The briefing can happen before Saturday 16th March. Please include the content below and collect signatures.
- Children and Vulnerable Adults Safeguarding Policy sets out procedures to follow in the event of a safeguarding incident. Please check it through but pay particular attention to Appendix B on page 20. This lists the practical behaviour strategies appropriate for CSF events. <https://www.hr.admin.cam.ac.uk/policies-procedures/children-and-vulnerable-adults-safeguarding-policy>