First of all, thank you for participating in this event - we couldn’t do this without you, and we hope you have a great time enthusing the public about the power of plants!

**Catering**
Tea, coffee, juice, fruit and sandwiches are available in the Departmental Tea Room on the first floor. Please take a break if you need to refuel - it is hard to be enthusiastic when you are hot, thirsty or hungry. After tidy-up we will celebrate with pizzas for everyone in the Tea Room.

**Loos**
Toilets are also available in the Department of Plant Sciences. Members of the public asking about toilets should not be directed to these toilets but can be directed to either: Sedgwick Museum, Museum for Archaeology And Anthropology, Biochemistry or McDonald Institute (see last page of Science Festival guide for details).

**Security and valuables**
We suggest bringing as few valuables as possible and keeping them with you. If you find a situation which needs reporting to Security, please ring on (3)31818.

**Fire**
You will be briefed on the location of fire extinguishers inside the marquee. Do not use these unless the fire is small and you are confident in using the extinguishers. Alert the official steward (Elisabeth Burmeister). The evacuation point for all Departments on the Downing site is located on Tennis Court Road.

**First aid**
A first aid box will be available in the marquee (only to be used by staff!). In the event of a medical emergency, ring 999. On 14 March the Red Cross first aid base will be in the Cambridge Corn Exchange and on the Downing site.

**Children**
Children should be accompanied by their parents/guardians at all times. Under no circumstances should volunteers take a child to the toilet. Lost children should be taken to the Steward on Duty (in fluorescent yellow jacket) and should be kept under adult supervision until they are collected. Further details of child protection can be found in the overall Risk Assessment. Please familiarise yourself with our policy.

**Photo permissions**
Please ensure you have a photo permission form filled out if you take photographs of the public during this event. Photo permission forms are available from Dijana Maric.

**Risk assessment**
Please ensure you read and understand the risk assessments that will be given to you on arrival. We have a collective responsibility to keep ourselves and members of the public safe. Minimise trip hazards, clean up spills, ensure electrical equipment is working properly, etc. Alert Elizabeth, Mariana or Dijana to any hazards you think are not being addressed. The Steward has final say in how risks are addressed.

**Contact details during the day**
Mariana Fazenda 07966842902  
Elisabeth Burmeister (Steward) 07914820423  
Dijana Maric 07939529527

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