Thank you for your help – this Science Festival wouldn’t be possible without you!

- 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 Science Festival. This document outlines what to do in the event of an emergency.
- Circulate copies of the risk assessment associated with the activity your volunteers are involved with and make sure they understand their roles and responsibilities

1. **Fire safety**
   
   In the event of a fire, activate alarms, evacuate and ring 999. Lifts should not be used in the case of fire. Then inform university security and Science Festival staff.
   
   Note the fire limit of the room in which you are working.
   Ensure that numbers of people in the room do not exceed that amount and start a queue if necessary.
   Ensure any queues do not block fire escapes (e.g. no queuing on stairways)
   Make sure fire escapes are kept clear at all times
   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.

2. **First aid**
   
   In the event of a medical emergency, ring 999.
   
   For events outside the main weekends, please ensure there is a qualified First Aider at your event and you are aware of who this is and where they will be during your event.
   
   The Red Cross will be on duty over the two weekends of the Science Festival. In the event of a medical emergency during this time, ring 999 first, then the Red Cross and then inform Science Festival staff.
   
   - Saturday 15 March: First aid base in the Cambridge Corn Exchange and on the Downing site
   - Sunday 16 March: First aid base in the Cambridge Corn Exchange
   - Saturday 22 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.
   - Sunday 23 March: First aid base in the Clinical School on Cambridge Biomedical Campus.

3. Please minimise other **health and safety risks** including over crowding, trailing wires and broken equipment.

4. **Children** should be accompanied by their parents/guardians at all times. Please 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 themselves into a situation where they are alone with a child.
   
   Any lost child should be brought to the Cambridge Science Festival information point by at least two adults.
   
   - The lost child point for the first weekend (15-16 March) will be in the Corn Exchange.
   - The lost child point for the second Saturday (22 March) will be in the Hauser Building on JJ Thomson Avenue on the West Cambridge Site
   - The lost child point for the second Sunday (23 March) will be in the Clinical School on the Cambridge Biomedical Campus.
   
   Children will then 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. For events outside the main weekend, please refer to your departmental lost child policy.
5. **Level access** for wheelchair and pushchair users is marked in the programme on page 50.

6. 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.

7. 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 the Science Festival staff.

8. 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 situation there which needs reporting to Security, please ring on (3)31818.

9. If you are unsure of what you ought to be doing, please check in with staff member in your area

10. Please ensure all rubbish is cleared up during the day to prevent a fire/safety hazard.

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

**Main Festival telephone number: 01223 766766**  
**Red Cross First Aid: 07740 378401**  
**University Security: 01223 331818**

<table>
<thead>
<tr>
<th>Dr Lucinda Spokes</th>
<th>Shelley Bolderson</th>
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