Cambridge Science Festival 2015
Briefing notes

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 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](http://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
- Stewards are asked to wear their Science 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, 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
   - as an event coordinator, please work with your building Custodians to manage evacuation of your building

   evacuation points for centrally organised events are:
   
   - **New Museums Site** Free School Lane
   - **Downing Site** see Departmental evacuation procedures
   - **University Centre** the green opposite on Lammas Land
   - **Mill Lane Lectures** outside Careers Service (Stuart House)
   - **The Pitt Building** outside St Botolph’s Chuch opposite the building
   - **Guildhall** outside Great St. Mary’s Church
   - **Cambridge Corn Exchange** in Market Square

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 14 March**: first aid base in the Cambridge Corn Exchange and on the Downing site
   - **Sunday 15 March**: first aid base in the Cambridge Corn Exchange
   - **Saturday 21 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 22 March**: first aid base in the Clinical School 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 they have seen the risk assessments for the Science Festival and for lectures
- 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 situation there 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.

- 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 (14-15 March), the Guildhall, Market Square
  - second Saturday (21 March), Hauser Building on JJ Thomson Avenue on the West Cambridge Site
  - second Sunday (22 March), Clinical School on the Cambridge Biomedical Campus
- further details of child protection can be found in the overall Risk Assessment. Please familiarise yourself with our policy

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.

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 the Science Festival staff.

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

| Main Festival telephone number: 01223 766766 |
| Red Cross First Aid: to be confirmed |
| University Security: 01223 331818 |

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