Volunteers

Volunteers help your event run smoothly, safely and enjoyably. They can help run an activity, manage visitor queues, provide information to visitors, collect evaluation responses, etc. You can recruit people from your department, through the University and further afield.

Student volunteers

Student Community Action

Hundreds of students have registered to receive the Cambridge SCA email bulletin and, subject to certain conditions, they can email out your request to these student volunteers. If you are looking for students studying a particular subject include this in the information you send to SCA. Get in touch by telephone to: 01223 350365, email: mail@cambridgesca.org.uk or through their website: www.cambridgesca.org.uk

Cambridge Hub

Cambridge Hub http://www.cambridgehub.org/ is a student-run network that coordinates and raises the profile of charitable, ethical, campaigning and volunteering activities at the University of Cambridge. Contact: theweek@cambridgehub.org to request volunteers through their e-bulletin.

Graduate volunteers

If you are specifically looking to recruit graduate volunteers, get in touch with the Graduate Union. They send a weekly email to Colleges who send information on to their graduates. Email: bulletin@gradunion.cam.ac.uk

Staff volunteers

We can advertise in the University staff newsletter, however the lead time for the newsletter is long. Contact the Public Engagement team if you would like to advertise here.

PdOC: http://www.pdoc.cam.ac.uk/ is the network for post-doctoral research staff at Cambridge. Ask if they will include your volunteering opportunities in their e-bulletin.

Other volunteers

The Public Engagement team have a list of people who have volunteered to help at certain types of events. Contact us and we may be able to help with your request. Email: csf@admin.cam.ac.uk

Student societies

Where your event matches an area of interest of a student society, approach them for help: www.cam.ac.uk/societies
Working with volunteers

- Send all volunteers the risk identification assessment for your event in advance.
- If your event is part of a larger Festival make sure you see a copy of the overall risk assessment in advance. This document outlines what to do in an emergency.
- All volunteers must attend a health and safety briefing. Ask volunteers to sign an attendance sheet to show they have received this information.
- This briefing should include what to do in the case of fire, medical emergency or injury. 
  **In the event of a medical emergency, organisers or volunteers should ring 999.**
  **In the event of a fire, organisers or volunteers should activate alarms, evacuate and ring 999.**
- Ensure you have a qualified first aider at your event. If no one is first-aid trained, the University Safety Service: [http://www.admin.cam.ac.uk/offices/safety/](http://www.admin.cam.ac.uk/offices/safety/) may be able to find a University First Aider to assist.
- If you are planning a large-scale event or one that involves a hazardous activity get in touch and we will provide details for the Red Cross. You need to make arrangements at least six weeks before your event.
- Make sure your volunteers understand their roles and responsibilities on the day.
- Know the fire limits and room capacities and make sure your volunteers are informed of these.
- Do not exceed fire limits, start queues if necessary.
- Keep fire escapes clear at all times. Make sure no one queues on stairs or sits on stairs in lecture theatres.
- Make sure all volunteers know the location of fire alarms, extinguishers, fire exits and general and accessible toilets.
- Keep your location safe—make sure all electrical equipment used is PAT tested, that there are no trailing electrical cables or broken equipment, tidy rubbish, check toilets are in an acceptable condition.
- Ask volunteers not to bring valuables which they can’t keep on their person during the day.
- Do not allow a child under 16 years old to attend without an adult. Children should be accompanied by their parents/carers at all times.
- Under no circumstances should you or your volunteers put themselves into a situation where they are alone with a child.
- Ask your volunteers to direct any queries or complaints to you as the event organiser.
- Provide water and refreshments for your volunteers.

Cambridge Science Festival

Information specific to the Cambridge Science Festival will be distributed to all coordinators and volunteers in advance of the Festival.

Contact us
Email: engage@admin.cam.ac.uk
Telephone: 01223 76676

www.cam.ac.uk/public-engagement