**Repair Volunteer Health and Safety Guidelines**

**Please read and sign the back sheet**

* **Only repair equipment and PAT test if you are competent and confident to do so. If you have any doubt please refuse the item or refer it to a more experienced repairer. New volunteers should be supported by a more experienced repairer.**
* **Electrical safety**:
* All repaired items must be PAT tested before they are allowed to be passed back to their owner or plugged into the mains.
* Beware of stored high voltage in switched mode power supplies, even a very long time after it has been disconnected from the mains.
* If you smell burning immediately unplug at the power plug.
* If a device has been shorting out electrical circuits, connect the device only after being certain you have found and corrected the problem.
* Do visual checks to ensure that the items are not dangerous to repair and refuse any item that isn’t e.g. checking for live wires/cracked casing.
* **Working environment**: Be aware of your working environment and take responsibility to help ensure it is safe by checking your workspace is clear of hazards, cables are tapped down, there is enough light and room to move around and there is ventilation if you’re soldering.
* **Fire**: Make sure you’re familiar with fire procedures and extinguishers.
* **Using tools**: Be aware of those around you when using tools and repair equipment. Use best practice procedure for carrying and using tools e.g. putting away. Don’t leave them lying around where they could be broken

or tripped over. Wear protective equipment where needed such as gloves and goggles.

* **Working with chemicals**: Avoid using chemicals and substances such as glue that are classified as “hazardous to health”. Remove any batteries or items which have chemical fuels and dispose of them as advised by your local authority. Gloves should be worn.
* **Safeguarding**: Children must be accompanied at all times by their guardians and kept an appropriate distance from chemicals, soldering and dangerous tools. Ensure that you are never on left alone with a vulnerable adult and that you have at least another volunteer working with you.
* **Hygiene**: Practice hand washing and good food hygiene when handling and preparing food after doing repairs.
* **Housekeeping**: ensure that all drinks are labelled with names, stored safely on the catering table and at no point on the repair tables. Please ensure that all windows are closed before leaving the building.
* **Risk Assessment:** by signing this document, you confirm that you have read, understood and will follow our Risk Assessment (circulated by email 1 week and 1 day in advance of the event, and which is also available in print at the check-in desk)

Date:

Names and Signature(s):