How to run a Repair Café (updated Dec 2016)

Why run a Repair Café?
Seriously – why? Maybe it’s simply for the love of repairing, maybe because you hate seeing stuff going to landfill or want to use it as a way of engaging people in wider local sustainable initiatives and activities. Maybe all three? In Cambridgeshire we have the Cambridgeshire Repair Café Network (CRCN) that can support you to run your first Repair Café. For South Cambridgeshire contact siobhan.mellon@scambs.gov.uk and for the City and other areas contact nicole@cambridgecarbonfootprint.org or cambridgerepaircafe@gmail.com At the moment the City and S Cambs are the areas we can give most support to, but were very happy to do what we can throughout the region to help new Repair Cafes get off the ground.

Running a Repair Café
In theory, anyone can organise a Repair Café. As a minimum you’ll need:

- A suitable venue – a school, village hall, community centre etc. with power, tables and chairs and ideally Internet access. A basic kitchen from which you can manage a simple café serving tea and cakes is important.
- You’ll need a team of volunteers: for a medium sized event expecting around 30-40 attendees you’ll need approx. 2-3 to organise the event and then 5 to be there on the day to help with the reception desk, setting up, running the café etc. In addition to that, you’ll need your repairers.
- Access to maybe at least £100 to get going to pay for room hire and printing/publicity costs (you’ll likely make this back in donations).

If you’re thinking of starting a Repair Café, we strongly encourage you to affiliate to the non-profit International Repair Café Foundation, and purchase their starter kits for 49 Euros. By joining the International Foundation you not only get some generic resources and permission to use their logo but get to support their great work, have your Café added to their global map and help build a movement. Cafes wanting to get going in South Cambs with the Council’s support can temporarily use the branding for their initial Cafes.

Finding the right venue
Look for a venue with enough space to set out tables and seating for repairs and refreshments. Is there a kitchen area? Are there enough power points? An outdoor area is useful for bike repairs? Check that the manager is happy for electrical repairs to be carried out on the premises and that they and/ or the community group organising the event have public liability insurance. A little bit of parking space and a central location is handy. Check out the locations of the main switch on the fuse board/consumer unit, the first aid kit/ fire blanket/ fire doors, the emergency contact number?

Managing the bookings
Cottenham and Royston Repair Cafes use Eventbrite to book people in for their events. Cambridge Repair Café and others publicise an email address or google form to which people can send their contact and item details. They then match specific repair requests with available repairers and send attendees an email giving their time slot and sometimes the name of the repairer they’ll see. The advantage of this is that it’s possible to give repairees a guarantee that their item will be seen, and gives the repairers an idea of what to expect (and therefore which kit to bring). The disadvantages are that it’s very time consuming, people can turn up without booking anyway, people who have booked turn up early (not such a problem because they can have tea and cake), late or not at all. Most Cafes run for 3-4 hours and it’s probably best to book in 4 -5 items per repairer, allowing a 40 min max for each repair. It’s often easier not to assign the items slavishly to a particular repairer because some repairs take a lot longer and others are a lot shorter than expected.
Thinking about publicity

All Cambridgeshire Repair Cafes are listed on Cambridge Carbon Footprint’s ‘Circular Cambridge’ website and anyone searching for repaircafe.org is directed to this site. Email nicole@cambridgecarbonfootprint.org with your listing and check the site to ensure that your Café is not clashing with another or too close in the calendar and location. Other websites that are useful to list on include Transition Cambridge’s, Greeniversity and Streetlife. Contact the local press and radio. Lead in times for local quarterly/monthly newsletters and magazines can be very long, sometimes months in advance. New cafes in the S Cambs area can get comms support from the District Council. Start your publicity in earnest about 6 weeks in advance. Local posters are still effective, a template is available from the CRCN. Setting up a Facebook event page is very useful and allows people to share your event amongst themselves. Post on other groups Facebook page and use Twitter if you can. Make sure you include logos of participating organisations in your publicity and that you have permission to use photos featuring people.

Sample press release

**FAO:** The Editor/Newsdesk of the Cambridge Evening News  
**Re:** Event to tackle Cambridge’s waste  
**Details:** Event: Repair Cafe, Sat 30th Jan, St Andrews Hall, Chesterton, CB4 1DH  
**Booking details:** Booking preferred, free event  
**For publication:** Now  
**From:** Cambridge Carbon Footprint and Transition Cambridge  
**Contact:** Nicole Barton, Events and Volunteer Organiser T:01223 301842 nicole@cambridgecarbonfootprint.org

Dear Cambridge News,

Please could you publicise the below event scheduled for 30th Jan 2016. Cambridge Carbon Footprint and Transition Cambridge organise these events to help reduce the enormous amounts of waste that we create. A recent UN Report places Britain in the top 5 of nations creating electronic waste (mostly fridges, washing machines and other domestic appliances at the end of their life). Globally electronic waste hit a record high in 2014 with an astonishing 42 million tonnes dumped in one year, with the average Briton dumping 23.5kg. An inhabitant of Africa dumps an average of 1.7kg.

The Cambridge Repair Cafe is part of a world wide movement that encourages people to repair things and move away from a culture of throwing stuff away. On Sat 30th Jan, at St Andrew's Hall, Chesterton, a team of experienced volunteer repairers is offering to fix people’s tired and broken items at the latest Cambridge Repair Cafe event. The event runs from 1.30-4.30pm and is free, with donations to cover costs welcome. If you miss the Cambridge one, or live nearer to Royston, then you could attend the Royston Repair Cafe on Sun 7th Feb.

Engineers and fixers will do their best to fix small household appliances, gadgets, electronics, phones, computers, bicycles, clothes and general bits and bobs. Broken items can be booked in by emailing: cambridgeskillshare@gmail.com with a short description of the item and the fault. You can also turn up with an item on the day, up to 3.30pm.

For more details visit: www.transitioncambridge.org/repaircafe
CCF and Transition Cambridge are delighted to announce their next Repair Cafe. The idea is to match experienced repairers with people who need stuff fixed…and all for FREE! You can also pick up ideas on how to fix things yourself, if that interests you. We welcome:

- small household appliances
- electrical items
- computers
- mobile phones
- bicycles
- clothes
- general bits’n’bobs

There’ll be a cafe. You can turn up on the day, but it’s best to book your item in so the repairers have an idea of what’s coming and any small spares needed. Contact Kate here to book. The repairers are brilliant and can fix most things but there are no guarantees. For further details about the day click here. The Repair Cafe is global and growing all the time, see the latest countries to join the drive to reduce waste and emissions. Free event but donations gratefully received.

Cambridge Carbon Footprint shared their event.

Published by Lizzie Erwood · 13 January ·
CCF and Transition Cambridge are holding their next Repair Cafe on Sat 30th January 2016. People love this event, it's very popular. Not only is it sociable but you get your stuff fixed for free by experienced engineers and repairers.

Go to CCF's or Transition's website to book your item in.

![Image](image-url)

30JAN

Interested Repair Cafe
Sat 13:30 · St Andrews Hall Chesterton · Cambridge, United Kingdom
29 people interested · 9 people going

Other useful information

**Duration**

3-4 hours is a good duration for the event, with extra time for set up and clear up, a minimum of 30 mins on each side. 1 hour in for set-up is preferable, people often arrive early!

**Food**

Homemade cakes and biscuits do down well, and help cover venue costs. Charge for refreshments rather than asking for donations for them - people will think they have already donated to you when you ask them for a donation to cover costs as they leave.

**Donations**

Have a big bucket with a clear sign on the reception desk and politely ask people for donations as they leave.

**First Aid and Insurance**

It is good practice to have a qualified first aider at your event if possible. You should have public liability insurance and know what is covered. The venue may provide this.

**Tools**

Mackay’s and Drapers Tools have very kindly donated a huge array of tools to our Repair Cafes. There are currently three tool boxes held at Mackay’s in Cambridge. New Cafes wanting to use this for their events need to contact nicole@cambridgecarbonfootprint to arrange this. They are large and heavy. The kit includes a durable Repair Café banner and display about electrical waste.

**Paperwork**

Royston, Cottenham and Cambridge Repair Café organisers have all signed up and paid to use the Repair Café logos, house rules etc. Most Cafes fill in a risk assessment for each event (this may be a requirement of your venue). Repair Cafes will need a sign-in sheet to record arrivals, a disclaimer form, a log sheet for repairers and a feedback form (samples in below). Cottenham have a nice touch - sticky labels saying ‘I was fixed at Cottenham Repair Café’ which they attach to items as they go home.

On the day
## Suggested useful resource – an event planning template

### Repair Café Planner

St Andrews Hall, Chesterton. Booked from/to: 1pm - 5.30pm  Event running: 2-5pm

Contact at venue and on the day:  Organisers:

<table>
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<tr>
<th>What needs doing</th>
<th>Who is doing it</th>
<th>Dates</th>
<th>Cost</th>
<th>Notes</th>
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<td>1. Find and book venue</td>
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<td>2. Check venue has what we need tables/chair/stuff for cafe</td>
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<td>3. Create planner</td>
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<td>4. Schedule and organise organisers meetings in run up</td>
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<td>5. Recruit repairers</td>
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<td>6. Info and details to repairers</td>
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<td>7. Write some copy about the event that can be used for all publicity</td>
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<td>8. Design and print posters</td>
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<td>9. Distribute posters</td>
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<td>10. Design and create a webpage for the event that can take bookings</td>
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<td>11. Publicise on CCF and Transitions listings and on as many others as possible</td>
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<td>12. Write and distribute press release and send out with pic to radio and print and online pubs</td>
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<td>13. Send out publicity to email to warm/interest groups</td>
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<td>14. Post and keep lively on Facebook/Twitter</td>
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<td>15. Recruit general volunteers for the day. Create doodle poll for slots and think about roles needed</td>
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<td>16. Find photographer/somebody to take pics on the day</td>
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<td>17. Make sure all admin for the day up-to-date and printed (sign in sheets/disclaimers etc)</td>
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<td>18. Decide on and set up a booking system for public to book items in</td>
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<td>19. Keep an eye on bookings and share details with repairers</td>
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<td>20. Any pre-visit needed to venue for H&amp;S/risk assessment/venue induction/access to electrical</td>
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needed? Collect Toolkit.

21. Purchase/source all perishables needed for café (different milks/squash/t&c etc)

22. Set up and decorate room – posters/upcoming events/table with flyers/eco-library/donation tin/bunting

23. Signage for outside

24. Look after repairers and other volunteers on the day

25. Pack up room and clean

26. Lock up building/set alarm/return key

27. Thank repairers and other volunteers post event

28. Capture details of people that wanted to sign-up to newsletters etc

29. Evaluate and share results of feedback forms

30. Make sure all payments made

31. Share pics/any nice quotes/fb form the event

Securing and working with repairers

Contact someone at CRCN who maybe able to help you for your first one or two using their register of repairers. If you are in the City of Cambridge or S Cambs area people from the Network may be able to come along in person to help you run your first event. Try contacting an existing neighbouring Repair Café for recommendations.

- Repair Cafes should have one person looking after the overall event co-ordination and one person who has electrical experience to monitor risk and items coming in.
- Advertise for repairers on local social media like Facebook or the local paper. Approach repairers/engineers/technical hobby/interest group/professionals/retirees to see if there’s interest there. Potential repairers should fill in the Repairers Register at https://www.surveymonkey.co.uk/r/K3F9LFF and be mentored by an experienced repairer at least once (or until the experienced Repair Café repairer thinks they are ready). This is especially important for those working with electricals/electronics and fixing bikes
- Once the Repair Café is established you may find people approaching you at the events themselves. Record their names and send them the above link. Repairers themselves often have friends who are happy to join in.

Liaising with skilled repairers

Before you advertise your event you need to know which repair skills you have. You don’t need to know exactly how many repairers will come as some people inevitably drop out and some come along at the last minute, but it wouldn’t be sensible to offer laptop repairs, for example, if you weren’t reasonably confident that someone reliable was definitely going to be there.

Hi everyone

We hope you’ve had a great summer - it hardly seems possible that it’s November next week! We thought you’d like to know that we’re planning the next Cambridge Repair Café for the afternoon of 30 Jan 2016 at St Andrew’s Hall in Chesterton again. We’re sorry not to have organised one sooner, but 2015 has been a very full year for us, and somehow it’s nearly gone.
Chris has been keeping us updated with news from the Cottenham Repair Cafe, and we know that many of you have helped make this a successful regular event. People are always asking us when the next Repair Cafe is, so it’s clear that there’s a need for repair skills and that word is spreading.

We hope lots of you will be able and happy to come along on 30 January. We promise copious hot drinks and cakes :) Please let us know if you think you’ll be able to make it. We’ll then know which repair skills we can offer in our publicity for the event.

More details later,

Thanks,

Kate and Nicole
for Cambridge Skillshare and Repair

Nearer the date confirm attendance and send out the final arrangements and copies of the paperwork:

Hi everyone

Thanks once again for offering to repair at the Cambridge Repair Cafe on Sat 30 Jan. Here are some details about the afternoon’s running order. If you have any queries, please just get back to us.

Venue: St Andrews Hall, Chesterton, CB4 1DH
Open and set up: 1.00pm
Start: 1.30pm
Finish: 4.30 prompt
Clear up and out: by 5.00 as another group are coming straight in.
Parking: in the street more or less opposite the hall. Please avoid disabled spaces in front of the hall.
Safety: Please read the attached risk assessment which we’ve provided at the request of the hall’s management team. The insurance held by venues seems to be getting stricter, and there was some doubt that we’d be able to use this venue at all, so although we know we can run a safe event, we feel we need to demonstrate it too. We will bring some spare RCDs.

Paperwork: People sign up to house rules when they come in, also attached. Their item is given an ID when they register. As a repairer, please keep a note of these when you inspect the item, and the outcome. This helps us track each item through the repair cafe.

We’ll collect all paperwork at the end of the afternoon.
Tools: Please bring your own if you can, and remember to keep track of them!

Bike repair: We’ll have an area of the main hall for this - we’re not expecting anyone to do repairs outside at this time of year!

Booked in so far: About 15 items are booked in, there’s a fortnight to go, and we expect more on the day. We’ll give priority to people who have booked in by 23 Jan. I’ll send out a list on 24/25 Jan with times and possible repairers - not set in stone, but just to give you an idea of what to expect.

Last year we had 58 items brought in, and over two thirds were repaired partly or completely successfully.

Looking forward to it,

Thanks again

If you can, you might send repairers a list of the booked items they can expect in advance - as some repairers do like to know what to expect, but you might not think it worth the effort. Alternatively, you could just send the whole list of booked items to all repairers, just to give them a heads up on what they might meet on the day.

Make sure you thank the repairers very quickly after the event:

Dear everyone

Thank you very much from all of us at Transition Cambridge and Cambridge Carbon Footprint for your part in making yesterday’s Repair Cafe such a success. We’re sorry if you left before we had time to thank you all personally. We really appreciate you giving up your Saturday afternoon, especially if you were at the Cottenham Repair Cafe last week, and doing the Royston Repair cafe next week. We hope you’re having a day off today.
We’ve not yet had time to go through the paperwork, but we know that you’ve given a lot of stuff destined for landfill a new lease of life, restored many bikes to safe functionality and made many new converts to a repair culture. Exact repair figures to follow.

The verbal feedback we picked up was hugely positive, and we’ve had a couple of emails from thanking us for running the event - a first!

We found a small screwdriver at the end of the afternoon, photo attached. If it’s yours, please let us know and we’ll get it back to you. It’s a Phillips type.

The next Repair Cafe in the local calendar is Royston next Sunday, 7 Feb (check out their Facebook page for details).

We’re hoping to run another Cambridge Repair Cafe in the summer. 2 July is looking probable, but we have yet to confirm.

Send out the figures from the day once you have them:

Dear everyone,

I’ve been reading through the feedback forms from Saturday. I’ll have to find a way of sharing them with you (probably on the Transition Cambridge website when I master the editing) as they are all so positive. Basically, everyone was very grateful for your time, hard work and expert advice, even when their item wasn’t repaired.

It was our busiest Repair Cafe so far, with 16 repairers. Between you, you examined an amazing 78 items. That’s 16 more than last May.

Of those 78,
1 was found to be working
2 were found to be beyond repair
2 couldn’t be tested (missing charger, battery etc)
16 items weren’t repaired but had a fault identified and/or advice was given on spare part to buy/where to take
3 had a fault that couldn’t be pinned down

45 were fully repaired or repaired to the owner’s satisfaction
5 were partly repaired and sent home in a better state than when they arrived and there were 2 where I can’t find a record (am chasing).

If ever we needed to demonstrate that there’s life left in the things we used to throw away, and that they are rescuable (is this a real word?) with the right skills, I think you did so again on Saturday.

We’re hoping to upload some photos of the event - we’ll share them with you when that’s done.

Thanks again,

Preparing your repairers

The below doc is sent to repairers in advance and we carry spares at the event. Cover off the main points in the briefing – briefings should happen to the whole team on the day of the Café.

Notes for Repairers

Firstly, thank you for coming to help! We hope that as well as doing something good for the community and the environment, you will have a fun and rewarding day.

The Repair Café is an extension of the idea of helping a friend. If your next-door neighbour brought something to you asking your help, I’m sure you would do what you could. He/she would understand that, and would know that free advice and assistance from a neighbour is not and cannot be the same as taking something to a professional service organisation.

It is almost certain that during today, you will be faced with something you have not seen before (though you might have come across something a bit like it). Do not be afraid to admit this – unlike a commercial repair shop, you cannot possibly be an expert in absolutely everything – and the repairees bringing their things for repair understand that. If you are at all unsure, do go and seek a second opinion from another repairer – you may learn something new, and extend the repertoire of things you know how to fix. You the repairers are a team, working together to deliver great results, not doing battle to show who is the smartest.

If we can’t help

There will be some things that we can’t fix – perhaps for lack of expertise, but more likely for lack of reparability
built in at the design stage. If, between us, we really cannot crack the problem, or a special replacement tool or part that we haven’t got is required, don’t be afraid to say so – it shouldn’t be a surprise. However, do put the item back together again in the same state as you found it, and if you can, do suggest where they can obtain the spare part or find a specialist repairer. For example, go online and give an eSpares part number, and the date of the next Repair Café, to get it installed!

**Involve the repairee**

You should expect the repairee to watch what you do (and there may be other onlookers, eager to learn too). It would be an excellent outcome if the repairee sees how easy the fix is, and is then able to do the same for friends – but they do need to understand any safety issues – see below. For example, if they’re willing, have them put the screws in to put it back together.

Explain what you are doing as you go through the diagnostic process. If there is a chance that your diagnosis may be wrong, and the part you are about to replace might not fix it, say so. If the item is presented to you in an unsafe condition – and especially if you are going to make it less safe – discuss the issue with the repairee. If you are not confident that they understand the risks, you may have to say “You must not use this until you have taken it to a professional repair shop!”

**Safety devices**

Be extremely cautious about compromising safety devices – safety shields, electrical cut-off switches, thermal cut-outs, fuses, mains capacitors. Remember that although fuses may fail simply through ‘getting tired’, they often blow in response to some other component failing. In this case, shorting out the fuse to see what happens may make the situation much worse. Always replace a fuse with one of the same rating – even if this means that it blows again immediately. It may be legitimate to short a *thermal* fuse momentarily to confirm a diagnosis, but never leave the device in that state – we have a selection of replacement thermal fuses.

Be aware too that taping up something that could arc or overheat may create a fire risk – and we don’t want anyone’s house to burn down as a result of coming to a Repair Café!!

**Tools**

Repairers tend to be quite possessive of their tools, and have them organised in a particular way, and you are probably no different. I hope you have brought your own tools, but whether you have or haven’t, you will probably end up borrowing from other repairers. Please be very diligent about returning them immediately after use – or we will all get in a muddle over what belongs to whom!

**The reward**

We hope that the delight on the repairees’ faces when you bring their item back from the dead will be ample reward for your hard work during the day. However, we also recognise that you should not be left out of pocket. There is free cake for repairers, and free hot and cold drinks from the café – just show your Repairer’s badge.

If you use up spare parts from your junk drawer, and want to replace them, you can claim the cost of this from the Administrator. (However, we generally can’t replace damaged or broken tools.)

**Finally...**

We hope you have fun, and don’t have too many items that are impossible to repair. Do give us your feedback.

If you have enjoyed yourself, and want to repeat the experience, there’s a Repair Café roughly once a month in the Cambridge area, and they are usually grateful for additional repairers. You could even start a Repair Café of your own!!

Chris Moller and Caren Ashton-Penketh, 20th September 2014
## Repairers log

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<tr>
<th>ID</th>
<th>Item</th>
<th>Repairers name and Outcome</th>
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## Repair Café Registration doc

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Repair Café Disclaimer

I understand:

1. I bring items to be repaired at my own risk. All repairs are free of charge and carried out by unpaid volunteers. Neither the organisers of the Repair Café nor the repairers can be held responsible if the item can’t be repaired, the repair doesn’t last, or the item is accidentally damaged in the course of the attempted repair.

2. Repairers may choose not to attempt to repair my item. This could be for safety or any other reason. Sometimes a professional repair service is needed. If we can, we’ll suggest a local provider.

3. Repairers may take my item apart and not put it back together again. For example if the item is unsafe or broken beyond repair.

4. If batteries, leads, plugs, fuses, zips or other ‘consumables’ are needed, I need to provide them. If we have them in stock, you can buy them from the Repair Café.

5. I have to stay with the repairer while my repair is being carried out. If you can work with the repairer and pick up new skills, that’s even better!

6. I have to take my item away with me when I leave. Even if it’s not been possible to fix it.

7. If I have more than one item, it will be looked at if repairers have time, but I will have to go to the back of the queue if there is one.

8. If I’ve brought children with me, I’m responsible for their behaviour and safety.

9. Photographs or video may be taken at the Repair Café which and used for publicity purposes. If I don’t want photographs or video of me to be used in this way, I will let the organisers know.

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<td>Printed name</td>
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Please leave us your completed feedback form before you go.

We welcome donations towards Repair Café costs.
Feedback Form - please leave us your feedback

1. Where did you hear about this Repair Café?

2. Please circle the age group you are in.
   - Under 20
   - 21-40
   - 41 – 60
   - 61+

3. What item(s) did you bring in to be repaired?

4. Was/were your item(s) repaired? Yes/No/Partly

5. If not, were you advised about the problem? Yes/No

6. Were you happy with the help you received? Yes/No
   - If yes, please describe your experience
   - If no, please tell us why not

7. Repair Cafes are advertised in the Cambridge Carbon Footprint newsletter, which has news of local events and activities which encourage sustainable living. Please leave your name and email address if you would like to be added to this mailing list.

8. Finally, are you interested in helping at future Repair Cafes, with refreshments/admin, or as a repairer? If so, please leave name and email address.

Thank you!
### Summary of repair café insurance 21.10.15

<table>
<thead>
<tr>
<th>Repair Cafe Group</th>
<th>No. cafes a year (approx)</th>
<th>Insurance</th>
<th>Name of insurer</th>
<th>Cost of insurance £/y</th>
<th>Conditions</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chesterfield (a)</td>
<td>2 (b)</td>
<td>No (c)</td>
<td>n/a</td>
<td></td>
<td></td>
<td>Lisa Hopkinson</td>
</tr>
<tr>
<td>Cottenham RC</td>
<td>4</td>
<td>No</td>
<td>n/a</td>
<td></td>
<td></td>
<td>Chris Moller</td>
</tr>
<tr>
<td>Tiverton RC (d)</td>
<td>12</td>
<td>Yes</td>
<td>Ansvar (Policy: Charity and Community Connect)</td>
<td>£380.10 (e)</td>
<td>2 hours per month. Covers public, products and employees liability and legal expenses. The cover is for small electrical appliances (including PAT testing), woodwork repairs, sewing repairs and cycle repairs. Hand tool sharpening demos (rather than actual repairs) added on part way through the year at no extra cost.</td>
<td>Neil Purves</td>
</tr>
<tr>
<td>Transition Farnham and Centre for Sustainable Design at University of Creative Arts</td>
<td>11 sessions of 2 - 3 hours Saturday am.</td>
<td>Yes, PLI and partial Product Liability</td>
<td>Tennysons of Chichester/ Zurich underwriters</td>
<td>£343</td>
<td>All Transition Farnham PLI liability; Repair Cafe extension cost £138. Injury to persons covered, but damage to property as a result of repairs excluded; electricians to be qualified (undefined); PAT testing; no high power exclusion stipulated; Risk Assessment protocol required.</td>
<td>Robert Simpson</td>
</tr>
<tr>
<td>Malvern Hills RC</td>
<td></td>
<td>negotiated AXA insurance, via JST Insurance Services, Barnsley, to cover any RCs in Herefs &amp; Worcs by setting up a project/institution called RC Herefordshire and Worcestershire (RCH&amp;W), MHRC is incorporated into RCH&amp;W and so will any RC in H&amp;W that we assist with</td>
<td></td>
<td>£365</td>
<td>Covers up to 20 RCs a year for PL regarding electrical goods repair, domestic appliance maintenance/repair, vacuum cleaners repair and service and repairs to wooden furniture</td>
<td>Chris Dyer (f)</td>
</tr>
</tbody>
</table>

(a) Part of Transition Chesterfield activities  
(b) Have only held one this year due to difficulties finding a central venue and lack of insurance  
(c) Have had a quote from Naturesave for £371 to cover RC and all Transition activities and includes public and product liability  
(d) Part of Sampford Peverell and District Sustainable Villages  
(e) Just for Repair Cafe, separate PLI for Transition events costing £159.  
(f) Found Tennyson very unhelpful. Reported that Transition Stratford-upon-Avon run RC as an event under their own Transition insurance, costing £260/year.
# Risk assessment form

## Risk assessment for: Cambridge Repair Café 30 Jan 2016
Conducted by: ………………… for Transition Cambridge
Date: 13 Jan 2016

<table>
<thead>
<tr>
<th>Hazard</th>
<th>What could happen?</th>
<th>Who could be hurt?</th>
<th>Action taken to minimise risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trailing wires</td>
<td>People could trip over them and fall</td>
<td>Anyone participating in the event</td>
<td>Wires to be routed round wall and table edges where possible, and taped to floor where they present a trip hazard. Safety notice on repair tables</td>
</tr>
<tr>
<td>Hot drinks</td>
<td>Spills of hot water, tea or coffee could result in scalds</td>
<td>Anyone in the café area.</td>
<td>Sensible precautions to be taken when serving hot drinks. Mop up spillages straightaway Safety notice at café</td>
</tr>
<tr>
<td></td>
<td>Spills of any liquid can make floors slippery and cause people to slip or trip</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sharp tools</td>
<td>Cuts and eye injuries</td>
<td>Repairers more at risk than repairees.</td>
<td>Sensible precautions to be taken when tools are in use. If repairees are using them, point the risks out to them. No children under 16 to be allowed to handle sharp tools. Safety notice on repair tables</td>
</tr>
<tr>
<td>Hot soldering irons and recently soldered items</td>
<td>Burns to skin or clothes, especially as hot soldering irons are not obviously hot unless you touch them.</td>
<td>Repairers more at risk than repairees.</td>
<td>Sensible precautions to be taken when soldering. Soldering irons must be in a proper holder when not in use and not left on or near flammable materials including plastic. If repairees are using them, point the risks out to them. Tie long hair back. No children under 16 to be allowed to handle soldering irons. Safety notice on repair tables</td>
</tr>
<tr>
<td>Category</td>
<td>Risk/Fire Hazard</td>
<td>Repairers at Risk</td>
<td>Precautions/Notes</td>
</tr>
<tr>
<td>-------------------</td>
<td>------------------------------------------------------------------------------------</td>
<td>-------------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Electrical appliances</td>
<td>Risk of electric shock and burn. Risk of fire.</td>
<td>Repairers more at risk than repairees.</td>
<td>Check that socket outlets are not overloaded by using unfused adaptors as this can cause fires. Switch off and unplug appliances before cleaning or adjusting them. Stop using equipment immediately if it appears to be faulty. RCDs to be used. No-one to undertake electrical repair without having the necessary skills, knowledge and experience to carry out the work safely. Repairers to identify suitable (foam, CO2) fire extinguishers before event. Safety notice on repair tables.</td>
</tr>
<tr>
<td>Sewing machines</td>
<td>Needle can break if it hits metal e.g. zip</td>
<td>Repairers more at risk than repairees.</td>
<td>Sensible precautions to be taken by repairer.</td>
</tr>
<tr>
<td>Bicycle</td>
<td>Oil on skin and clothes</td>
<td>Anyone participating in the event</td>
<td>Sensible precautions to be taken by repairer.</td>
</tr>
</tbody>
</table>