

# Repair Café Iver – Volunteer Pack

Here is the volunteer pack. It contains everything you need to get started as a volunteer at Repair Cafe Iver, whether you are here as a Host, a Fixer or helping out in another capacity!

You will be provided with a copy of the Safety Guidelines to sign on the day so this one here is just for your records.

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# Recruitment Form

## REPAIR CAFE

### Join the Repair Café!

Repair Café Iver is a neighbourhood initiative that promotes repair as an alternative to tossing things out. The initiators organise a Repair Café nearly every month around the Ivers. Residents of Iver Village, Iver Heath, Richings Park and surrounding areas can bring their broken items to fix them on the spot with the help of voluntary repairers. Repair Café Iver could use more handy volunteers in the area. Join us!

Repair Café Iver is looking for local residents with different skills who can be present as repair experts during the Repair Café meetings. We are especially looking for people who are handy with:

- \* clothing / textile
- \* electrical appliances
- \* china
- \* anything else you could offer - clocks, toys and other mechanical items
- \* bicycles
- \* furniture / wooden objects
- \* musical instruments

And who enjoy sharing their knowledge with their neighbours.

In addition, we are also looking for people who wish to fulfil the role of host / hostess at the meetings. You provide coffee and tea, welcome visitors and serve as a contact point for both visitors and repairers in the Repair Café.

We could also really use people who are handy with computers and the Internet! We are looking for someone to help us with our website and to, for example, make Repair Café Iver more present on Instagram, Facebook and Twitter.

Want to know more about the Repair Café? Look at the international website [Repaircafe.org/en](http://Repaircafe.org/en) and on [repaircafeiver.uk](http://repaircafeiver.uk).

Want to sign up as a volunteer? Send an email to [info@repaircafeiver.uk](mailto:info@repaircafeiver.uk). See you soon at the Repair Café!

# Tips for Photographing a Repair Café

1. Ask for permission. Most people will be ok with photos but it puts them at ease.
2. Be friendly and smile (a lot). Candid shots need relaxed subjects so try to make the people you are photographing at ease. Don't spend all your time photographing but talk to people, this will help in guiding your images and illustrating individual stories.
3. Get nice and close to the action, macro shots of repairs are great.
4. Spend longer than a few seconds with each repair, the interactions between repairer and owner add context to the images.
5. Make sure your images add a narrative to the Restart Party. Think of it as a story you are illustrating.
6. Take a variety of shots including groups, close-ups and anything that catches your eye.
7. Be nimble on your feet! Be ready to run over to a suddenly functional Hoover at a moment's notice.
8. Be prepared for a variety of lighting conditions, you never know how your location will affect your images (try not to use direct flash on faces).
9. Restart Parties are all about community and outreach so illustrate that. Think of a few key themes that you want to focus on.
10. Finally have fun, you are part of something brilliant!

We encourage photographers to license their images as Creative Commons, meaning they can be reused.

And please share your photos with us!

# House Rules

- The work carried out in the Repair Café is performed free of charge on a voluntary basis by the repair experts at hand.
- Visitors carry out the repairs themselves whenever possible, but repair experts on site can help if necessary.
- The fact that the repairs are being performed by unpaid volunteers reflects the allocation of risks and limitation of liability. Neither the organisers of the Repair Café nor the repair experts are liable for any loss that may result from advice or instructions concerning repairs, for the loss of items handed over for repair, for indirect or consequential loss or for any other kind of loss resulting from work performed in the Repair Café. The limitations set forth in these house rules shall not apply to claims declared justified on the basis of liability arising by virtue of applicable consumer protection legislation which cannot be lawfully superseded.
- A voluntary donation is greatly appreciated. A donation of £5 for a small repair, or £10 for a repair that takes longer or requires our spare parts is suggested
- Any use of new materials such as leads, plugs, fuses, ready-made kneebends or applications will be paid for separately.
- Visitors offering broken items for repair do so at their own risk.
- Experts making repairs offer no guarantee for the repairs carried out with their help and are not liable if objects that are repaired in the Repair Café turn out not to work properly at home.
- Repair experts are entitled to refuse to repair certain objects.
- Repair experts are not obliged to reassemble disassembled appliances that cannot be repaired.
- Visitors to Repair Café are solely responsible for the tidy removal of broken objects that could not be repaired.
- To cut down on unnecessary waiting times during busy periods, a maximum of ONE broken item per person will be examined. The visitor will join the back of the queue if there is a second item for repair.

# Repair Café Safety Guidelines

We're thrilled to have you share your skills at our events. We ask you to remember that Repair Cafés are learning events, so please work with the owners of broken items helping them understand what you are doing and follow the repair process. Involve them in the repair.

Always consider safety. There is an experienced, designated safety volunteer at every event on hand to answer any questions about safety.

Please read through our safety guidelines below and sign to show you agree to follow.

## *Set-Up*

- Check with hosts before soldering. Ventilation can be an issue in some venues.
- Hosts or the designated safety volunteer will locate and draw your attention to fire extinguishers and fire exits. If you miss the announcement, please familiarize yourself with their locations or ask a host.

## *Basics*

- Children must be accompanied at all times by their guardians and kept an appropriate distance from chemicals, soldering and dangerous tools.
- Be mindful when opening a device or using any force as bits may go flying (into someone's eye). If this is a risk, ask for eye protection and/or move away from others.
- Careful with drinks! Do not consume spillable drinks at repair tables. Closed top cups are recommended for fixers. If you don't have one we will have a few available. A mug of tea is nice for humans, but not for electrical and electronics devices. Spillages may create an electric shock hazard.
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## *Workplace*

- A clean and tidy workspace is of utmost importance. Take some time between repairs to ensure the work area is clean and clear.
  - Clear away any tools directly after use.
  - Ensure floors are kept clear from sawdust, swarf, or spills.
  - Extension leads must be taped to the floor where possible and kept out of the flow of foot traffic.

## *Tools*

- Ensure tools are in good working order. Sharp tools should be kept sharp. A blunt saw can slip and cause injury.
- If a tool is not in good working order, it must be removed to a place where it will not be picked up or used eg. your car, or bag.
- Familiarize yourself with the operating procedures of any equipment you are using. This includes sewing machines, multi tools, hand tools etc.. Ensure you follow any manufacturer's safety guidelines when using the devices. If in doubt, find someone who is experienced with the tool and ask for advice.
- When using blades or sharp instruments, always cut away from your body, and we recommend you use gloves.
- Tools must be stored correctly after use and shouldn't be left loose.
- Soldering irons must be kept well away from anywhere they could be touched accidentally if they are still hot. It is recommended to use an iron holder.

## *Electricity*

**\*\*if you have any doubt or question, find the host who will call a designated safety volunteer\*\***

- All participants with mains-operated electrical devices must test them on arrival and before leaving. If you need to plug a device in the mains, test it first. After a repair, please direct people to the testing area.
- Only repair mains equipment if you are competent to do so. To plug in a mains appliance, you must be using an RCD or a dedicated mains isolating transformer.
- 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 and then assess the problem with our designated safety volunteer.
- We usually do not repair powertools or high-wattage electricals such as microwaves and CRT TVs. We can make exceptions, but they will be assigned by hosts to experienced volunteers. If in doubt, ask a host.
- For any old electrical device, always check that the wiring in the mains plug is to good standards.
- If a device has been shorting out electrical circuits, connect the device only after being certain you have found and corrected the problem.

## *Using cans and chemicals and performing work that generates dust and particles*

- Keep chemicals away from any flame or direct sunlight.
- Do not spray flammable or volatile liquid on a live circuit or close to a soldering iron.
- Keep chemicals such as solvents far away from other people, especially children.
- Conduct dust generating activities in a well ventilated area and wear a mask where possible.

## *Making Repairs*

- Check power cords and plugs before dismantling an item
- If you question the safety of an appliance: Stay away from it. Ask another volunteer for assistance as they may have more experience. Explain to its owner why you feel its unsafe to use.
- Ask for assistance. Never hesitate to ask someone for help. Don't grip anything between your knees, chin and shoulder, but do ask someone else to hold it for you, or use a clamp to secure the workpiece.
- Always check an appliance is unplugged before dismantling.
- Keep a safe distance when testing, even if an electrical safety test has been performed.

## PPE

- Please use a face mask, gloves, glasses and other forms of PPE when performing a

I have read and agree to follow the above safety guidelines. If at any time I have doubts about a repair, I will check with the Repair Café host before proceeding.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Date

# Useful Links

Repair Café Iver	Our Website	<a href="https://repaircafeiver.uk">https://repaircafeiver.uk</a>
Repair Café International	Repair Cafe Website	<a href="https://repaircafe.org/en">repaircafe.org/en</a>
iFixit	Useful tutorials on fixing electronics	<a href="https://www.ifixit.com">https://www.ifixit.com</a>
Fixpart	Spare Parts - 15% discount when ordered through Repair Café Iver	<a href="http://www.fixpart.co.uk">www.fixpart.co.uk</a>
Restart Project	The Restart Project Website	<a href="http://www.therestartproject.org">www.therestartproject.org</a>
Restarters	Restart Project Fixers Hub	<a href="https://restarters.net/">https://restarters.net/</a>
Recycle for Buckinghamshire	Bucks initiatives for reducing waste	<a href="https://www.recycleforbuckinghamshire.co.uk/">https://www.recycleforbuckinghamshire.co.uk/</a>