

# Repair Café

## Planning Document

### A. About Repair Café

A Repair Café is a free community event where volunteers help people fix their own broken things, to save them from waste.

The focus of the events is on skill sharing. Participants with broken things take an active part in the repair.

#### A1. Who are fixers and what do they do?

Anyone who volunteers to organise or help with repair at Repair Café is a fixer - there is no special initiation process. What unites fixers is the love of a repair challenge and their collaborative approach, they love to share skills.

#### A2. Why become a fixer?

- Sharing your experience and knowledge with others feels great!
- It's completely flexible - volunteer as much as you want, whenever you want
- Learning is both-ways, you learn by narrating and communicating the repair
- You get to have a go at repairing a wide variety of devices and faults
- You are helping reduce waste and spreading the skills/ motivation to repair

#### A3. Repair Café Values

Repair Cafés are learning spaces, the process of learning is valued even more highly than the outcome of the repair. Fixers share their skills with participants and with each other. It's really important that the owner fully understands what work is being done on their stuff and is invited to participate and ask questions as much as possible.

**An excellent fixer is somebody who actively makes others feel welcome,**

participating in a community spirit. A Repair Café is a party, so sometimes this comes down to simple, small gestures, like finding a chair, making space, offering food or drink, and sharing tools.

Our community is radically open to all people of all appearances, genders, sexualities, nationalities, abilities, backgrounds, political leanings. It is an actively open community, meaning we need to go the extra mile to help traditionally excluded people feel welcome.

Please consider how others may think and feel, and how comments or actions may be perceived in a diverse community. We all make mistakes or assumptions about others, no

matter how open we think we are. When people express discomfort or raise an issue, please listen carefully first before reacting, and/or ask for a fixer or host to intervene.

## A4. Safety and liability statement

The prevention of a serious safety incident at the Repair Café will require constant vigilance.

Repair Café hosts serve as de-facto safety focal points, your role as a fixer is to take safety seriously, helping others and participants to do the same.

It is intended that there will be a designated First Aider at every session, and they will let people know who they are.

As explained in the House Rules (which apply to everyone at the Repair Café), we can only work safely if we know what we are doing and **refuse to work on things that are beyond our level of expertise/comfort**. We realise that this may disappoint visitors but accept that this is much better than participants' health being put at risk.

## A5. With thanks

A huge thank you to the Leeds Repair Café, including the East Leeds Repair Café as well as the Restart Project ([therestartproject.org](http://therestartproject.org)) and the wider Repair Café movement.

# A. Preparation

## Advertisement

- ☐ Share to local Facebook pages
- ☐ Print & display posters locally
- ☐ Repost on social media, two weeks before the event
- ☐ Repost on social media, the week before the event

## Fixer Safety Guidelines

It's important that we consider safety when helping people repair their broken items. There should always be a designated safety volunteer at every event, make sure you find out who they are before you begin repairing.

### Set-up

- Extension leads must be kept out of the flow of foot traffic.
- Where available, rubber mats should be placed under tables, particularly when soldering or using glue.
- Any repairs involving potentially 'messy' items, should take place outside.
- Hosts or the designated safety volunteer will locate and draw your attention to fire extinguishers and fire exits. If you miss this announcement, please inform yourself.
- A first aider will be identified as such when present.
- If bringing your own mains-powered tools, please allow time for PAT Testing for the first session they are to be used at.

### Basics

- Children must be accompanied at all times by their guardians and kept an appropriate distance from chemicals, soldering and dangerous tools.
- When using blades or sharp instruments, always cut away from your body.
- 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.

### Electricity

**We may not always have enough fixers who are confident with mains electrical items. Do not feel pressured into fixing an item if you are not confident you can attempt the repair safely.**

- Only repair mains equipment if you are competent to do so. To plug in a mains appliance, use an RCD or a dedicated mains isolating transformer. Use insulated tools.
- Beware of stored high voltage in capacitors, even a very long time after a device has been disconnected from the mains.

- If you are confident in your skills & knowledge: test if they are charged with a voltmeter. This can be dangerous if done incorrectly!
  - If they are charged and you are not experienced in discharging them do not progress with the repair.
- Put the device back together before testing it under mains power. If you have to test device while it is both plugged in to the power network and dismantled, only do so with a second fixer present.
- If you smell burning immediately unplug at the power plug and then assess the problem with our designated another fixer.
- Beware of rechargeable batteries. If shorted or abused, they can be toxic and a fire risk.
- 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**

- Keep 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.

## B. On the Day

- **Storage Box 1**

- 1x 57-piece tool set kit
- 1x iFixit iOpener Toolkit
- 1x Specialist bit set
- 1x 13-piece VDE Insulated screwdriver set
- 1x 32-piece electronics repair screwdriver set
- 1x 27-piece ratchet wrench set
- 1x 400-piece assorted nuts & bolts

- **Storage Box 2**

- PAT Tester
- 2x Measuring Scale (180kg & 500g)
- 4x Air Duster
- 1x WD40
- 1x 3-in-one oil
- 1x Gorilla Glue
- 20x Super Glue
- 1x mini glue gun
- 4x Black electrical tape
- 22x refuse sacks

- **Storage Box 3**

- Sign-in Sheets, templates, forms & name badges
- Stationery
  - 250x Self-adhesive labels
  - 1x Pritt stick
  - 1x Blu Tack
  - 1x Sellotape
  - 1x Scissors
  - 20x ballpoint pens
  - 5x pencils
  - 1x pencil eraser & sharpener
  - 12x coloured felt tip pens
  - 1x A4 ruled refill pad
  - 8x sheets coloured card
  - 4x Clipboards
  - Craft knife

- 1x Soldering iron kit
- 1x Digital multimeter
- 1x 14-piece drill set
- 2x Mini Quick clamps
- 1x Helping Hands
- 1x Donation box
- 6x Buckle clips
- 1x 5m webbing (38mm)
- 1x Wireless Mini Vacuum Cleaner

- 1x Black Duct Tape
- 1x 1L Cleaning alcohol
- 1x blue paper rolls
- 300x cotton buds
- 500x Cable ties
- 1x Hot Air Gun
- 100x Nitrile gloves
- 1x Epoxy Resin
- 1x Superglue Activator
- 1x Swarfega hand cleaner

- 4x Storage boxes
- 532x Heat shrink tubing
- 3m 3-Core flex cable
- 10x Micro-USB connectors
- Batteries
  - 12x AA
  - 12x AAA
  - 2x C
  - 2x D
  - 3x 9V
  - 2x CR2032
  - 2x CR2025
  - 2x CR2016
  - 1x AG13, 1x 27A
  - 1x 23A, 1x LR1
- Fuses
  - 6x 3A, 6x 5A, 6x 13A
- 5x Raffle tickets
- 3x LED magnifying lamp

- **Storage Box 4**
  - 1x 4m extension lead
  - 1x 10m extension lead
  - 2x 2m floor cable cover
- **Refreshments**
  - Tea
  - Coffee
  - Hot Chocolate
- 4x Desktop extension leads
- 4x 1m kettle leads
- 2x Circuit Breakers
- Milk
- Sugar
- Biscuits/Cake?

## C5. "Pop Up Hub"

An area identified with more information on future events and current initiatives.

## C6. Venue Requirements

- ☐ First Aid Kit at the venue
- ☐ Defibrillator at the venue?
- ☐ Sound System at the venue?
- ☐ Setting up refreshments

## C7. Process for dealing with incidents

- All incidents or injuries need to be recorded in the incident book.
- In the event of any incident (accident, injury, conflict) during a Repair Café event, it should be notified to the nominated 'host' who will manage the incident during the event or immediately after.
- Following the event (within one week), one of the Repair Café Organisers shall contact all the affected parties to check how they are and if they want to follow up the incident. Depending on the nature of the incident, the Repair Café Organiser may ask for statements. The Repair Café Organiser following up the incident should not have been directly involved in the incident. Any statement can be kept confidential at the request of a volunteer or visitor unless it involves a safeguarding incident in which case it will be submitted to the appropriate authorities.
- Where written concerns are received, they should be reviewed by the Repair Café Organiser (and other organisers if appropriate) and responded to within a week of receipt.

## C8. Clearing Up

- ☐ Items ticked off and placed back in relevant boxes
- ☐ Tables cleaned and put away
- ☐ Chairs put away
- ☐ Feedback gathered as below

## C. Post Event Activities

### D1. Complete Paperwork

Following the event, the below actions should be completed

1. Update the volunteer list in terms of attendees and add any new volunteers
2. Update the item tracker in terms of what was fixed, the weight, notes etc.
3. Scan the item assessment forms and store them in the relevant event date folder
4. Scan the signed disclaimers and store them in the relevant event date folder
5. Scan the sign-in sheet(s) and store them in the relevant event date folder
6. [If applicable] Add up any donations, record these on the donation form and pass them on to group treasurer

### D2. Event Feedback

*Sort of things here are:*

- *Gaining feedback from visitors and volunteers*
- *Adding photos to image library*
- *Creating social media posts*
- *Planning meeting for next event*
- *Reporting on this event*
- *Capturing any helpful learning for the next one*

*Some reflections on the event:*

- *Useful facts and figures*
- *How we promoted it*
- *What went well?*
- *What was challenging?*
- *Anything we'd do differently next time?*
- *Key learning points*