

Cambridge Makers Participant & Visitor Guidelines

In order that all courses at Cambridge Makers are of similar high quality and the facilities remain in good condition, the following Guidelines have been developed.

Cambridge Makers expects participants to treat the tutors, staff, other participants, the building and resources with respect. We expect individuals to use their intelligence and common sense, please ask if you are unsure. All our spaces are shared with other tutors, visitors and participants. Fortunately you are all naturally lovely, considerate and patient participants and visitors but there are some details peculiar to this venue so please read this document.

General

We expect tutors to arrive at the venue before the class start time. Unexpected circumstances can arise, if for any reason they have not arrived, please call:

Daniel Bangham: 07765256017

Rosemary Bangham: 07786264621

These numbers are for emergency use only.

If we know of any issues with late tutors or class cancellations we will notify you as soon as we know. Please ensure we have appropriate contact details to do so.

Please respect that other classes may be going on during your visit. Try not to disrupt classes where possible.

Please respect our Tutors, they are doing their best to provide a professional course, equal for all participants.

- If you have any concerns or queries about the teaching or course content your Tutor will be able to help you.
- If you have any concerns or queries about the space, equipment and materials you can speak to your Tutor but they should be addressed to Cambridge Makers as the providers of the facilities.

To maintain a current and dynamic social media and marketing presence Cambridge Makers may take photographs during classes to share online and in print. **If you are unhappy with photographs of you being used please notify Susannah Bangham.**

Health & Safety

We wish to keep all participants and visitors safe at all times. Your course tutor will outline general health and safety concerns in the initial class or when resources are used for the first time. **If you have missed a class or are unsure please ask the tutor to review the hazards.** Please follow all guidelines as below and from tutors to ensure the safety of yourself and others.

General venue health and safety guidelines are outlined below:

- Please ensure the acid bath and any other electrical appliances you have used are turned off after you use them.

- Please help the tutor to clear up tools and materials before the class finish time.
- Spillages must be wiped up immediately. Rags are available, ensure you know where to find them.
- Ensure that sprays/smelly solvents etc, are only used in a well ventilated area, preferably outside. There are masks available.
- Goggles, gloves, masks and ear plugs must be worn as appropriate with hazardous tools and materials.
- There is a small step-ladder for getting things down from high shelves. Please do not use stools or chairs.
- Food and drink should not be consumed in the studio or workshop, the kitchen is available for use by all course participants and visitors. Anything consumed in working spaces is at the participants own risk.
- Please be aware of steps around the building, including the stairs which are narrow. Some participants may require assistance to reach the bathrooms and kitchen. Please be considerate of their needs.
- There are designated areas for heat work and use of acid. Please follow guidelines and ensure you have the necessary guidance before using heat and specialist tools.
- Ensure you use electrical appliances safely and you do not create any trip hazards.
- Use all machinery with appropriate health and safety consideration.
- Cambridge Makers adheres to the No Smoking Ban.

First Aid

In the event of an accident, there are First Aid Boxes located around the building. Your course tutor will know where to find them.

The Accident Book is kept with the First Aid Box. If someone has an accident while on the premises and/or in the course of his or her work an Accident Record must be completed. The Tutor, the accident victim, or another person present can fill this in. A Bangham must be informed of the accident as soon as possible and the completed form handed to them.

Cambridge Makers has public liability insurance. Overseas participants need to have their own insurance cover.

Susannah Bangham has a known condition called PoTS. This can cause her to collapse unexpectedly. If she falls, please notify your tutor so they are aware to make sure she is, and other visitors and participants are safe. She will likely become conscious again within 15 minutes at which point she will need water and then move to her bed to sleep. She usually falls softly and safely but of course there could be unusual situations, take action as appropriate.

Fire

There are fire extinguishers located around the building, maps are available with extinguisher locations and exits marked. Your tutor will be aware of their locations and advise accordingly.

Building Use

Shared spaces

The Kitchen, bathrooms, stairs and foyer are available to all Cambridge Makers' visitors. Please keep these areas clean and tidy and obstruction free.

There is a dishwasher available for use. Please do not leave dirty items in the sink. Participants may eat meals in the kitchen. Whether lunch is provided will be stated in the joining instructions and course descriptions. There are various shops and cafes within walking distance of Cambridge Makers.

Cambridge Makers will endeavour to have a stock of hot drinks and light refreshments available to all visitors. You can leave your own, clearly labelled food and drink in the fridge at your own risk. Generally items left in the kitchen are considered free for all!

Cambridge Makers employ cleaners, they may be around during course hours. Please don't unduly obstruct their activity and they will apply the same consideration.

Cambridge Makers will endeavour to make sure that the building is available and in good working order at all times. This will include having the building appropriately lit and temperature controlled. Any dissatisfaction in this regard should be mentioned to a Bangham.

Cambridge Makers recycle as much as they can. Please try to dispose of waste in the appropriate bins. Ask if unsure, mostly papers and materials are reused! There should be very little landfill rubbish.

Parking

Car parking is available outside the Cambridge Makers building. Double parking outside our own building is allowed but please be prepared to move as required. Parking is also available on the main road of the industrial estate. Vehicles are left at the owner's own risk.

Specific machinery notes:

- The guillotine should only be used by relevant Tutors or Cambridge staff unless otherwise guided.
- The printing presses are only to be used under supervision of relevant Tutors or Cambridge Makers staff.
- The kilns (glass and enamel) should only be used by relevant Tutors or Cambridge Makers' staff.
- All workshop tools and machinery can only be used under the supervision of relevant Tutors or Cambridge Makers staff.

Expectations

Cambridge Makers

- Cambridge Makers will provide participants with any pre-joining instructions and directions in advance of the course start date.
- Cambridge Makers provide tutors with the space, equipment and materials as best they can according to the tutors request. Please speak to us if you have any concerns about the provision of resources.
- Cambridge Makers reserves the right to cancel any courses where there are not enough participants. Full refunds apply to any courses cancelled by Cambridge Makers.
- Cambridge Makers will endeavour to provide a well equipped, safe, comfortable environment for courses to take place in.
- Cambridge Makers may need to cancel a class unexpectedly. Please ensure we have the appropriate contact details to notify you of any such change.
- With GDPR laws in place we and our tutors have to be extra cautious with sharing participant data. If you expressly wish your tutor to be able to contact you directly, please provide and collect appropriate permissions. Do not expect your tutor to give you the same. Cambridge Makers can convey messages accordingly.
- Your course tutor is there to provide course content and tuition. Any concerns about resources, the venue or the tutor should be addressed to Cambridge Makers.

Participants

- Please remember to wear suitable workshop clothing (not your favourite things and with no tassels etc.) as they may get dirty or damaged. You should wear closed-toe shoes.
- Those requiring glasses for close viewing, please remember them! If you bring your own tools and materials please ensure they are marked or labelled.
- Participants are expected to treat all other participants, visitors, tutors and staff with respect and compassion.
- Participants are expected to treat all resources with respect and avoid wastage as best as possible.
- Participants must communicate with Cambridge Makers about any requirements, concerns, changes or queries at all times. Any problems with equipment, tools, materials, storage methods or anything else, should be communicated to Cambridge Makers, via the tutor if appropriate.
- Only the office rooms are not available to Participants. Please use all shared spaces considerately.
- Tutors will inform participants of the following at the start of all new* courses:
 - introductions
 - where the toilets are
 - the fire regulations
 - the health and safety aspects of the building and specific activities
 - the kitchen/refreshment arrangements
 - the belongings arrangements (as below)

If for any reason you have missed this information. Please ask your tutor.

*any course or event that has new participants in attendance.

- All coats should be hung on the hooks in the foyer downstairs or hooks outside the 'princess toilet' upstairs. Bags and valuables can be left in the cupboards inside the Workshop door or in

the cupboard outside the 'princess toilet' upstairs. Valuables are the responsibility of the participants at all times.

- Aprons, overalls, goggles, masks, earplugs, gloves and rags are available. Make sure you find and use these appropriately.
- Refreshments are available in the kitchen, please help yourselves. Some courses have a set break time.
- Tools and equipment belonging to Cambridge Makers must be returned to the allocated places, named shelves, boxes etc. Any furniture or equipment taken outside must be returned to their place of origin.
- Class work can be left at the studio at the participants own risk. Try to tidy it away as best as possible and or leave instruction for it to be moved once dry/moveable.
- Participants are expected to notify their tutor of any breakages, faults or issues with any resources provided by Cambridge Makers.

Thank you for joining our courses, we hope you enjoy your time with us!

Please note that from 2020 there are also covid-19 guidelines that must be adhered to in addition to the above. Only when distancing rules are relaxed can lunches and breaks be taken in the kitchen again.

Cambridge Makers will endeavour to provide support to allow high quality teaching to take place, please communicate any concerns or changes to us.

On behalf of Cambridge Makers
Susannah Bangham
Rosemary Bangham
Daniel Bangham
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