



SOUTHWELL u3a VENUE BASED RISK ASSESSMENT CHECKLIST

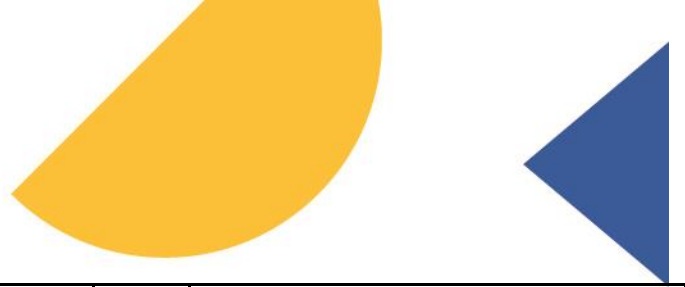
Interest Group Coffee Mornings	Date: September 2024
Name of person completing risk assessment checklist:	
Description of Activity: Get - together and chat at the Southwell Garden Centre	

This checklist is to help in the planning for an activity in a member's home. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific activity requirements.

Where you identify a particular risk you should note the actions you will take to reduce the risk. It's important to carry out a risk assessment before the activity takes place, and you can always add to this during the activity.

	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
General	Is there enough space for all members in attendance?	X			Car parking and size of café are appropriate for the activity
	Is there a clear absence of any trip hazards or anything that might make members slip or fall?	X			Not an issue, but this is the responsibility of the café
	Are all walkways that members have access to kept free from obstruction?	X			Not an issue, but this is the responsibility of the café
	Are there enough seats for all members in attendance?	X			Seating is not usually a problem, but is subject to demand on the day
	Can everyone access the room? (n.b. there is no requirement to make home adaptations)	X			Ground floor – access therefore is not an issue
	Have you taken a register of members in attendance?			X	N/A as members come and go and will vary from day to day
Electrical	Have you made sure there are no trailing leads or cables to prevent a member tripping?	X			Cables used by the café are their responsibility, but kept well out of sight





	Have all cables in use for this activity been visually inspected to ensure they are intact and safe for use?			X	There are no electronics required for this activity, hence no cables
Fire Safety	Are all exits unobstructed?	X			This is a legal requirement of the cafe
	Is there a working smoke alarm?	X			This is a legal requirement of the cafe
Wellbeing	Are light refreshments available to members?	X			All attendees buy (at least one) cup of coffee from the café, sometimes along with snacks
	Does the group organiser know of any relevant health concerns of members.	X			Members who are unwell would not attend, but the activity itself is not conducive of health issues
	Does the group organiser have members' emergency contact details?	X			Available through Beacon, which is accessible on telephone/tablet

This Risk Assessment must be checked annually and amended as needed
Please send any updates to the webmaster

