

# u3a Wanstead & Woodford

## Restaurant/ Café / Pub Based Risk Assessment Checklist

|                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Name of person completing risk assessment checklist:</b>                                                                                                                                                                                                   |
| <b>Date :</b>                                                                                                                                                                                                                                                 |
| <b>Interest Group:</b>                                                                                                                                                                                                                                        |
| <b>Description of Activity :</b><br><b>Various cafes, restaurants and pubs will be visited throughout the year</b><br><b>Members will be informed of the venue and any accessibility and dietary issues e.g. if there are no vegetarian or vegan options.</b> |

This checklist is to help in the planning for a venue-based activity, such as a restaurant/ café. 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 it. It's important if possible to carry out a risk assessment before the activity takes place, and you can always add to this during the activity.

All restaurants and cafes have been inspected by the local council environmental health officers.

Reverse of header page

|         | Risk Assessment Checklist                                                                | Yes | No | N/A | If no, what actions will you take to mitigate this risk?                         |
|---------|------------------------------------------------------------------------------------------|-----|----|-----|----------------------------------------------------------------------------------|
| General | Is the area where the u3a activity is taking place in ell lit and away from any hazards? |     |    |     |                                                                                  |
|         | Are floor surfaces in good condition to prevent slips, trips, and falls?                 |     |    |     |                                                                                  |
|         | Are all walkways kept clear and free from obstruction?                                   |     |    |     |                                                                                  |
|         | Are there enough seats for all members in attendance?                                    |     |    |     |                                                                                  |
|         | Has a register of members in attendance been taken for fire safety reasons?              |     |    |     | <b>The convener knows who is coming to the venue in order to book in advance</b> |
|         |                                                                                          |     |    |     |                                                                                  |

|            |                                                                                                                      |  |  |  |                                      |
|------------|----------------------------------------------------------------------------------------------------------------------|--|--|--|--------------------------------------|
| Electrical | Have you made sure there are no trailing leads or cables?                                                            |  |  |  |                                      |
|            | Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading? |  |  |  | <b>No electrical equipment used.</b> |
|            | Have all cables been inspected to ensure they are intact and safe for use?                                           |  |  |  |                                      |
|            | If the venue requires PAT testing, has equipment been PAT tested?                                                    |  |  |  |                                      |

All public restaurants and café must have a certificate of fire safety, therefore the following points of health and safety are covered.

|             |                                                                                                                                               |  |  |  |                                                                                    |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|------------------------------------------------------------------------------------|
| Fire Safety | Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated? |  |  |  | <b>Usually in a public place they are clearly visible with appropriate signage</b> |
|             | Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?                                  |  |  |  | <b>People meet outside or area designated by the venue</b>                         |
|             | Is there a working smoke alarm?                                                                                                               |  |  |  | <b>Required by law</b>                                                             |
|             | Is there a working carbon monoxide alarm?                                                                                                     |  |  |  | <b>Required by law</b>                                                             |

|                          |                                                                                                                                                          |  |  |  |                                         |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|-----------------------------------------|
| <b>Fire Safety cont.</b> | Are all smoke and fire stop doors kept closed when not in use, and never wedged open (except doors on magnetic catches linked to the fire alarm system)? |  |  |  |                                         |
|                          | Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?                                              |  |  |  | <b>All members will help each other</b> |

|           |                                                                               |  |  |  |  |
|-----------|-------------------------------------------------------------------------------|--|--|--|--|
| Equipment | Do you have a lockable and secure area to store u3a equipment, if applicable? |  |  |  |  |
|-----------|-------------------------------------------------------------------------------|--|--|--|--|

|           |                                                                          |  |  |  |                                        |
|-----------|--------------------------------------------------------------------------|--|--|--|----------------------------------------|
| Wellbeing | Are refreshments available to members? (e.g., water, tea)                |  |  |  |                                        |
|           | Is there a first aid box that is checked regularly and has been stocked? |  |  |  | <b>Responsibility of establishment</b> |

| <b>Other identified risks</b>                    | <b>What will you do to mitigate these risks ?</b>                                                                                                                          |
|--------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Allergies</b>                                 | <b>The restaurant /café is required to state its policy and ask customers if they have any allergies. Members need to inform convener of any allergies if appropriate,</b> |
| <b>Transport</b>                                 | <b>Members will arrive by their own means, eg car, train bus.</b>                                                                                                          |
| <b>Facilities for members with disabilities.</b> | <b>Any facilities not on the ground floor will be noted by the convener and members of the group informed.</b>                                                             |
|                                                  |                                                                                                                                                                            |
|                                                  |                                                                                                                                                                            |

March 2025