

Cam, Dursley & District U3A
Eating Out Risk Assessment Checklist

Interest Group	Date
Description of Activity	Location

Group Organiser Checklist	Yes	Comments
Have you given attendees the following information before the event?		
1) Information on the parking arrangements.		
2) Information on disabled facilities available and any access issues.		
3) A sample menu, if provided.		
4) Advice that if the sample menu does not cover their specific food need (e.g. gluten-free) participants should contact the venue themselves.		
On the day		
1) Ensure all participants are U3A members		
2) Do you have an accident report form? If used, a copy should be sent to the Groups Coordinator		
3) Can you call emergency services if required?		
4) Do you have the names of all attendees and their emergency contact nos.?		
5) During the event please be aware of slip and trip hazards, particularly those caused by trailing bags and coats.		

Exceptional Circumstances

Additional conditions may have to be taken into consideration in running this activity. If so, please consider any measures necessary to reduce hazards involved.

Notes for Exceptional Circumstances
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Signed	Dated
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