

u3a Name: Littleborough	Date: 24/1/2023
Name of person completing risk assessment checklist:	
Interest Group: N/A	
Description of Activity: Refreshment volunteers	

Information for Refreshment volunteers – Littleborough u3a

Please make use of these guidelines

- Turn on the Boiler
- Place 6 teabags in the large brown teapot
- Ask the speaker/s if they will require a drink during and/or after their presentation. Set a tray for the speaker/s with cup and saucer, milk sugar and biscuits, using the crockery in the cupboard. Glasses are also in the cupboard.
- Set out cups on 2 tables in front of the kitchen door
- Use one of the hot water jugs to make coffee as requested (usually only a few members)
- Place milk in the large jug and sugar in the bowls and leave spoons ready for use
- Place the biscuits on plates
- Make up the tea as questions are being asked.

After serving the drinks, please wash up the crockery and return it to the cupboards.
Return any unused milk to whoever has provided it and pass the dishcloths, tea towels to
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You should find all the following in the cupboards
Coffee, teabags, sugar, biscuits, crockery, spoons, large and small jugs, 2 sugar bowls, small tray, cloths, washing up liquid

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Version	Description of changes	Date of change	Review date
1.0	Original Checklist	24.1.2023	24.1.2025

