

Devon Memory Café Consortium Guidance Leaflet.

Risk Assessment - Example

Memory Cafe Name:		Date:		Venue: Incl post code	
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(1) Activity / Area of Con- cern	(2) Hazards Identified	(3) Persons at Risk	(4) Current Risk Factor (high, medium or low)	(5) Actions to be Taken to Minimize each Risk	(6) New Risk Factor (high, medium or low)
<u>Environment</u>					
Walkway to Hall	Uneven Tarmac/ Concrete	Cafe Users	Low/Medium	A Volunteer to be stationed at the gate ie entrance to the walkway to ensure safe passage of Cafe Users to the Hall entrance.	Low
Entrance	Upward slope into doorway. Doors heavy may be difficult to use.	Cafe Users	Low/Medium	A Volunteer to stand in the doorway to greet Cafe Users and ensure their safety.	Low
Floor	Trip hazard, flooring	Cafe users and volunteers	Low/Medium	Ensure carpet/flooring is in good condition. Report any areas of damaged flooring to appropriate person i.e. St John Hall caretaker.	Low

Lighting	Non working lights / Broken Covers	Cafe users and volunteers	Low/Medium	Inform St John Hall caretaker of damaged or non working lights.	Low
Toilets	Slip on wet floors/ clear access	Cafe users and volunteers	Medium	Inspect regularly, inform St John Hall of any leaking or damaged fittings. Ensure clear access into and out of toilet.	Low
Kitchen	Hot Liquids; Spilled Liquids, sharp objects	Cafe users and volunteers	Low/Medium	Keep cafe users out of the kitchen, ensure correct use of kitchen equipment, clear up spilled liquids immediately	Low/Med
Heating	Too hot / cold	Cafe users and volunteers	Low	System controlled / maintained by St John Hall caretaker. Inform appropriate person i.e. St John Hall caretaker if any problems occur.	Low
<u>Equipment</u>					
Tea cups, saucers and plates	Safe for use	Cafe users	Low	Inspect cups, saucers and plates before each Memory cafe session to ensure they are free of cracks and chips etc.	Low
Cafe Table and Chairs	Safe for use	Cafe users	Low	Inspect Tables and chairs before each Memory Café session to ensure stability	Low
<u>First Aid</u>	No First Aid Trained staff	Cafe users and volunteers	Low	Ensure staff have training to correct ratio and where first aid kits are located	Low
<u>Staff / Volunteers Ratio</u>	None at present	Cafe users	Low	Ensure adequate and slightly over provision if possible to account for emergencies or irregularity.	Low
Familiar with environment	Unaware of cafe layout	Cafe users and volunteers	Low	Give adequate induction to new volunteers and cafe users	Low

Food Hygiene Training	Cakes served to cafe users not being hygienically prepared and served	Cafe users, visitors and volunteers	Low/Medium	The volunteer who at the moment runs the kitchen has a Food Hygiene Certificate. Arrange for two more volunteers to be Food Hygiene trained.	Low
Food Type of Food served	Foods could aggravate allergies	Cafe users and volunteers	Low / Medium	Avoid foods which can trigger allergies, warn cafe users about allergies	Low

Name of person completing Risk Assessment (printed):A N Other.....

Signature: Date:1st November 2016.....