Cooking Activity - Risk Assessment
Lapstone Activity Centre

Risk Rating Key

Very Low/ Low/ Moderate / High / Very High

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
Cooking activities in OSHC kitchen	Burns to face and body from hot surfaces, food, or equipment	High	- Active supervision by educators at all times (children never left unattended in kitchen) - Safety discussions with children prior to activity (hot surfaces, safe handling, expectations) - Age-appropriate allocation of tasks - First aid kit fully stocked and accessible - Qualified first aid educator onsite and available - Clear boundaries around hot zones (e.g. stove, oven, kettle)	All educators Responsible Person	Prior to activity During activity
Cooking activities in OSHC kitchen	Emergency requiring evacuation (e.g. fire)	High	- Regular emergency evacuation rehearsals conducted - Educators and children aware of evacuation procedures - Fire blanket and extinguisher checked and accessible - Educators trained in use of fire safety equipment - Cooking equipment not left unattended - Clear exit pathways maintained at all times	Responsible Person All educators	Prior to activity Ongoing
Food preparation (cutting, cooking, handling equipment)	Scalds, minor cuts, scrapes	Medium	- Safety rules discussed prior to activity (safe use of hands, utensils, equipment) - Children closely supervised when using equipment (e.g. toaster, blender, peeler, grater) - Demonstration of correct technique by educators - One child per piece of equipment where appropriate - Educators assist where task exceeds child's ability - First aid kit accessible	All educators	Prior to activity During activity
Food preparation (use of sharp utensils)	Deeper cuts or puncture injuries	Medium–High	- Age-appropriate utensils provided (e.g. child-safe knives where possible) - Direct supervision when using sharp objects	All educators Responsible Person	During activity

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			- Children demonstrating unsafe behaviour are redirected or removed from activity - Alternative tasks provided where needed - Staff trained in first aid and incident response		
Food handling and preparation	Food contamination / cross-contamination	Medium	- Kitchen and equipment cleaned prior to use in line with service policy and food safety standards - Handwashing enforced for children and staff at appropriate times - Use of gloves/aprons where required - Separate chopping boards used appropriately (e.g. raw vs ready-to-eat foods) - Food stored, handled, and prepared according to guidelines - Recipes followed correctly - Food safety records/documentation maintained.	All educators Responsible Person	Prior to activity During activity

Completed by: Leesa Mantzos **Signature:** **Date:** 28.4.26	**Approved By:** Jessie McCulloch **Signature:** **Date:**

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Risk Matrix

Consequences	Likelihood					
		Rare	Unlikely	Possible	Likely	Almost Certain
	Major	Moderate	High	High	Very High	Very High
	Significant	Moderate	Moderate	High	High	Very High
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Very low	Low	Moderate	Moderate	Moderate
	Insignificant	Very low	Very low	Low	Moderate	Moderate

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Risk Assessment Communication Record -					
Date of Review: 28.4.26	**Person/s who completed Review:** Leesa Mantzos		**Date of Review:**	**Person/s who completed Review:**	
Changes Made: YES / NO			**Changes Made: YES / NO**		
Notes: Format updated and sentences/areas restructured.			**Notes:**		
Educator/Staff Name	**I have read and understood this Risk Assessment (tick)**	**Date & Signature**	**Educator/Staff Name**	**I have read and understood this Risk Assessment (tick)**	**Date & Signature**