



Risk Assessment - COOKING

Risk Rating Key: **!! Very High** **! High Risk** **# Medium Risk** *** Low Risk**

| Activity | Hazard | Risk Assessment (use Matrix) | Control Measure | Who | When |
|----------|--|------------------------------|--|------------------------|----------------------------------|
| Cooking | Kitchen Fire | !! | <i>Staff will be required to read the Emergency Procedures Manual (EPM) in consultation with this Risk Assessment.</i> | Educators and Children | Before, during and after cooking |
| | Burns to face and body. | | As per our Emergency Procedures Manual and Flip Chart – 3.12 Medical Emergency Page 3.10 Fire/Smoke | | |
| | Smoke inhalation. | | Follow Procedure set out in Emergency Procedures Manual and Flip Chart | Educators and Children | |
| | Misuse of peeler / grater, unsteady / inability to control the peeler / grater | # | <ul style="list-style-type: none"> - Follow First Aid procedures. - As per ACI Policies and relevant Regulations and Laws (Education and Care Services and WHS) – - Educators are to adhere to and enforce procedures set out in the following Policies - Cooking Tasks are: <ul style="list-style-type: none"> - Use of stovetop hot plates - cooking noodles, pasta, pancakes etc - Use of oven for cooking- baking etc | Educators and Children | |

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| | Explosion while use of microwave / food processor / hand blender | | <ul style="list-style-type: none"> - Use of grill for cooking - grilled cheese on toast etc - Use of stove top hot plate / electric frypan for pancakes, pikelets, fried rice etc - Use of Toaster - Use of Sandwich Toaster - Use of Blender/Food Processor/ Hand Blender - Use of Microwave - Using Sharp knives - Use of Peeler - Use of Grater | | |
| | Cuts due to sharp blades | # | | | |
| | Cuts, scrapes, possible stab wounds during use of knives | # | <ul style="list-style-type: none"> - Children and educators are to practice emergency evacuations, so they know what to do and how to follow Educator instructions. | Educators and Children | |
| | scalding causing blisters | | <ul style="list-style-type: none"> - Safety checklist includes checking fire blanket and fire extinguisher. Educator to be aware of the location and use. | | |
| | Cross Contamination/Hygiene | ! | <ul style="list-style-type: none"> - Fire safety equipment in kitchen may be used by educators if safe to do so. | | |
| | | # | <ul style="list-style-type: none"> - Educators on site are First Aid trained and First Aid Kits fully stocked. | Educators and Children | |
| | | ! | <ul style="list-style-type: none"> - First aid kit located in main room. - Protective equipment, such as oven mitts, tongs, are to be used for when necessary. - Children are to be seated at indoor eating table during cooking activity. If children are required to enter the kitchen during the activity, they will be supervised by an educator. A step can be used by shorted children who might not reach the height of the kitchen bench. | D | |

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| | | | <ul style="list-style-type: none"> - Only children who can reach the dish/electric fry pan to stir/flip at a safe height only are allowed. (No standing on footstools/chairs to reach) - Children and staff must wash hands with soap and water before preparing/eating food. - Gloves and hairnets used during food prep. - Separate cutting boards and utensils used for raw and cooked food. - Wipe and sanitise all surfaces before and after use. - Educators model and enforce hygiene practices. | | |
| Eating Cooked Foods | Burning Mouths from Hot Food | # | Educators test food temperature before serving. <ul style="list-style-type: none"> - Allow food to cool before serving. - Remind children to blow on food and take small bites. | Educators and children | Before and during serving/eating |
| | Allergic Reactions | ! | <ul style="list-style-type: none"> - Medical Action Plans and Allergy Lists reviewed and displayed in kitchen and food areas. - Children with allergies seated separately or served food from clearly labelled individual portions. - Ingredients double-checked against children's allergy profiles. - Educators to ensure handwashing and surface sanitation before and after serving/eating to avoid cross-contact. - Staff trained in the use of EpiPens and emergency response. | Educators | Before, during and after serving/eating |

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| | Choking on Food | ! | <ul style="list-style-type: none"> - Cut food into appropriate sizes - Children must be seated while eating. - Active supervision during mealtimes. - Educators trained in choking response. | Educators and children | Before, during and after cooking/serving |
| | Improper Food Storage/Handling | # | <ul style="list-style-type: none"> - Perishable items stored in refrigerator (<5°C) or kept warm (>60°C) as required. - Use of thermometers to check temperatures. - Food labelled with date/time of preparation. - Leftovers disposed of after mealtime unless cooled and stored safely within 2 hours. | Educators | Before, during and after cooking/serving |
| | Food Poisoning | ! | <ul style="list-style-type: none"> Use fresh ingredients within expiry date. - Do not use swollen or damaged cans/packages. - Cook meat thoroughly; check internal temperature. - Avoid leaving food unrefrigerated for long periods. - Ensure equipment and utensils are sanitised before use. | Educators | Before, during and after cooking/serving |
| | Unsafe Use of Utensils by Children | # | <ul style="list-style-type: none"> - Only child-safe utensils (e.g., plastic or rounded knives) used during cooking activities. - Clear safety instructions given before any cooking session. - Ratio of adult-to-child adjusted to ensure close supervision. - Knives and sharp tools only used under direct adult supervision. | Educators | Before, during and after cooking/serving |
| | Overeating / Upset Stomachs | * | <ul style="list-style-type: none"> Staff monitor portion sizes and discourage second servings without checking fullness. - Children encouraged to listen to their bodies and stop when full. | Educators and children | During serving/eating |

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| | | | - Educators observe for signs of discomfort and offer water or rest if needed. - Eating environment kept calm and unhurried to support mindful eating. | Educators and Children | During serving/eating |
| Completed by: Georgia Diab | | | Approved By: Liz Sakeson | | |
| Signature: <i>Georgia Diab</i> 6/6/25 | | | Signature: <i>Liz Sakeson</i> Date: 10/6/25 | | |