

Risk Assessment - COOKING

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

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
			Staff will be required to read the Emergency Procedures Manual (EPM) in consultation with this Risk Assessment.	Educators and Children	Before, during and after cooking
Cooking	Kitchen Fire	!!	As per our Emergency Procedures Manual and Flip Chart - 3.12 Medical Emergency Page 3.10 Fire/Smoke		
	Burns to face and body. Smoke inhalation. Misuse of peeler /	!!	Follow Procedure set out in Emergency Procedures Manual and Flip Chart 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	Educators and Children	
	grater, unsteady / inability to control the peeler / grater	#	procedures set out in the following Policies - Cooking Tasks are: - Use of stovetop hot plates - cooking noodles, pasta, pancakes etc - Use of oven for cooking- baking etc	Educators and Children	

Activity	Hazard Risk Assessment (use Matrix)		Control Measure	Who	When
	Explosion while use of microwave / food processor / hand blender Cuts due to sharp blades Cuts, scrapes, possible stab wounds during use of knives scalding causing blisters Cross Contamination/Hygiene	# # !	 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 Children and educators are to practice emergency evacuations, so they know what to do and how to follow Educator instructions. Safety checklist includes checking fire blanket and fire extinguisher. Educator to be aware of the location and use. Fire safety equipment in kitchen may be used by educators if safe to do so. Educators on site are First Aid trained and First Aid Kits fully stocked. 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 	Educators and Children Educators and Children D	

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
			 Ratio for cooking activity in the kitchen to be limited to 1 Educator: 4 children. Strict supervision by Educators during cooking time Only Educators are permitted to use the Electric Cook Top/ Grill / Oven. Children reminded to stay out of kitchen area when Cooktop/Grill/Oven is in use. Use of oven / microwave / grill safe dishes only Safety rules are discussed with children before activity commences especially on safety of hands and arms when cutting, flipping, or stirring. Educator to assist when it is too hard for the child to do alone. Educator to show correct technique. Children who do not follow instructions and pose a danger to other children will be asked to leave the activity. 		
			 During use of knives Staff are to strictly supervise children using knives. Educator will demonstrate to children on how to use knife correctly and safely. Educator to determine which child/ren are safe and responsible enough to use a sharp knife. Younger children to be provided with the plastic knives for a cooking activity that involves cutting. 	Educators and Children Educators and Children	

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
			 During use of equipment such as toaster, blender, food processor, microwave, peeler, grater, etc 		
			 Children are to be supervised whilst using the equipment and are to be shown the correct way to use it. Children should be encouraged to use the equipment one at a time. 		
			 Educator to ensure blender / food processor has safety lock secured. Child shown how to lift lever of the toaster to raise toast higher out of the toaster for safer collection of toast. Educator is to remove items from the microwave using oven mitts as the item may be very hot. 	Educators and Children	
			 During use of cooktop for stirring, flipping etc All other children to be reminded not to stand near the area where cooktop/electric fry pan are located except for the child using the cooktop/electric fry pan. When using cooktop/electric fry pan for stirring or flipping only one child to assist at a time. 		
			 All children cooking must stay behind the kitchen bench unless Educator asks child to come into kitchen area. Educator to be present all the time to supervise the children while using the cooktop/electric fry pan. 	Educators and Children	

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
			 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 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	!	 - 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 crosscontact. - Staff trained in the use of EpiPens and emergency response. 	Educators	Before, during and after serving/eating

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
	Choking on Food	!	 - 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	#	 - 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	!	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	#	 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	*	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

Activity	Hazard	Risk	Control Measur	e	Who	When
		Assessment				
		(use Matrix)				
			rest if needed.	ve for signs of discomfort and offer water or nent kept calm and unhurried to support	Educators and Children	During serving/eating
Completed by	Completed by: Georgia Diab			Approved By: Liz Sakeson		
Signature: Georgia Diab Date:			Signature: Liz Sakeson	Da	te: 10/6/25	