



Cooking : Risk Assessment

Beresford Road Activity Centre

Risk Rating Key

Very High / High / Medium / Low

Activity	Hazard	Risk (use Matrix)	Control Measure	Who	When
			<i>Staff will be required to read the Emergency Procedures Manual (EPM) in consultation with this Risk Assessment.</i>		
			- As per our Emergency Procedures Manual & Flip Chart – 3.12 Medical Emergency and Flip Chart – Medical Emergency Page - Educators are to be aware and understand procedures to be followed.	All Educators	On activity day
			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 - Behaviour Guidance Policy - First Aid – Management of Incident, Injury, Illness and Trauma - Supervision	All Educators	On activity day
Ingredients used in the recipe	<u>Medical conditions</u> such as allergies, anaphylactic reaction to ingredients And dietary restrictions	Medium	Educator to refer to dietary list in Medical Summary blue folder (located on staff sign-in table) to check for any dietary restrictions, allergies, anaphylactic reactions to ingredients in the recipe. Educator to post the recipe on Class Dojo for Parents to view the recipe a week before the activity <u>During Vacation Care:</u> Based on permission notes received from parents a list of children with dietary restrictions will be created. Recipes will be available for Parents to view on the website	All Educators All Educators Coordinator & Parents and Guardians All Educators	Prior to activity Prior to activity Prior to activity Prior to activity
use of equipment listed in Cooking Tasks for cooking	<u>Kitchen Fire :</u> !! Burns to face and body <u>Injury to Educators or children:</u>	Very High Medium	Cooking Tasks are : - Use of stovetop hot plates - cooking noodles, pasta, pancakes etc - Use of oven for cooking- baking etc - Use of grill for cooking - grilled cheese on toast etc - Use of electric hot plate / electric frypan for pancakes, pikelets, fried rice etc - Use of Toaster - Use of Sandwich Toaster - Use of Microwave		

# scalding causing blisters # Explosion while use of microwave # Cuts due to Sharp blades and overload of mixture during use of Blender / Food Processor	• Use of Blender/Food Processor/ Hand Blender • Use of Hot Water Kettle	Coordinator	Prior to activity
	Requirement : Phones, Walkie Talkies and Ipads to be charged for each Session. Educators on site are First Aid trained and First Aid Kits fully stocked.	All Educators	Periodic Drills
	Children and educators are to practice emergency evacuations so they know what to do and how to follow Educator instructions	All Educators	On activity day
	Safety checklist includes checking fire blanket and fire extinguisher. Educator to be aware of the location and use.	All Educators	On activity day
	Fire safety equipment in kitchen may be used by educators if safe to do so.	All Educators	On activity day
	Ratio for cooking activity in the kitchen to be limited to 1 Educator : 1 children when doing the above cooking tasks	All Educators	On activity day
	Only Educators are permitted to use the Grill / Oven. Children reminded to stand away from area when Grill/Oven is in use.	All Educators	On activity day
	Use of oven / microwave / grill safe dishes only	All Educators	On activity day
	Safety rules are discussed with children before activity commences especially on safety of hands and arms when flipping or stirring	Educator doing the activity	On activity day
	During use of cooking equipment like Toaster, Blender, Food Processor, Microwave 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 doing the activity	On activity day
	During use of cooking equipment like cooktop / electric hot plate / electric frypan for stirring, flipping etc • All other children to be reminded to not stand near the area where equipment are located except for the child using the equipment. • When using equipment for stirring or flipping only 1 child to assist at a time. • Children who can reach the dish to stir/flip at a safe height only are allowed. (no standing on footstools to reach) • Educator to be present all the time to supervise the children while using the equipment.	Educator doing the activity	On activity day

			During use of Hot Water Kettle • Fill the kettle to no higher than the marked 'fill' position. • Kettle is to be positioned at the back of benchtop and handles turned towards the wall • The hot water kettle is to be handle by educator only when placing on or off the base • Educator to supervise child while handling the kettle and only 1 child to assist at a time • When Educators are handling and pouring boiling water, use caution no children in front of them. or moving around them, when holding the kettle in their hand. • After use, the kettle should be empty (not contain water hot or cold) on the benchtop away from reach of children	Educator doing the activity	On activity day
use of equipment listed in Cooking Tasks for cooking	<u>Injury to Educators or children:</u> ! Cuts, scrapes, possible stab wounds during use of knives # Misuse of peeler / grater, unsteady / inability to control the peeler / grater	High Medium	Cooking Tasks are : • Using Sharp knives • Use of Peeler • Use of Grater Ratio for cooking activity in the kitchen to be limited to 1 Educator : 8 children when doing the above cooking tasks (Ratio can be changed depending on activity) Safety rules are discussed with children before activity commences especially on safety of hands and arms when cutting During use of equipment like Knives, 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 are to assist when it is too hard for the child to do alone. • Educator are to show correct technique During use of knives • Children to be provided with the plastic knives for a cooking activity that involves cutting. • Only one child at a time is to use a knife.	All Educators Educator doing the activity Educator doing the activity Educator doing the activity	On activity day On activity day On activity day On activity day
Cooking	<u>Supervision</u> # Children not following safety instructions # Children misusing the equipment		Educator to be present for assistance and supervision throughout the entirety of this activity Children found not to be following safety guidelines will be asked to move away and may miss out on activity. Children's skills and abilities will be assessed by educators and more assistance may be offered if necessary to ensure safety requirements are followed. Children are not to be left alone when cooking equipment is in use Children are showed how to correctly use all equipment involved	Educator doing the activity	At all times
Completed by: Margaret Saldanha			Approved By: Ajit Singh		
Signature :			Signature:		
Date: 25/07/2025			Date: 25/07/2025		

Risk Matrix

Use the risk matrix to determine the Risk Rating for the activity or area being assessed.

	IMPACT					
Likelihood		Insignificant	Minor	Moderate	Major	Severe
	Almost Certain	Medium	High	High	Very High	Very High
	Likely	Medium	Medium	High	High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	Medium

Likelihood		Impact	
Almost Certain	Is expected to occur in most circumstances	Insignificant	Injuries not requiring first aid
Likely	Will probably occur in most circumstances	Minor	First aid required
Possible	Could Occur at some time	Moderate	Medical treatment required
Unlikely	Not likely to occur in normal circumstances	Major	Hospital admission required
Rare	May occur only in exceptional circumstances	Severe	Death or permanent disability to one or more persons.

Risk Assessment Communication Record for RA Cooking Activities				
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Risk Assessment Communication Record for Cooking Activity				
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Risk Assessment Communication Record for Cooking Activity			
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