



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>		
			<ul style="list-style-type: none"> As per our Emergency Procedures Manual & Flip Chart – 3.12 Medical Emergency and Flip Chart – Medical Emergency Page <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> 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 : <ul style="list-style-type: none"> 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 		

			<p>During use of Hot Water Kettle</p> <ul style="list-style-type: none"> • 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	<p><u>Injury to Educators or children:</u></p> <p>! Cuts, scrapes, possible stab wounds during use of knives</p> <p># Misuse of peeler / grater, unsteady / inability to control the peeler / grater</p>	<p>High</p> <p>Medium</p>	<p>Cooking Tasks are :</p> <ul style="list-style-type: none"> • Using Sharp knives • Use of Peeler • Use of Grater <p>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)</p> <p>Safety rules are discussed with children before activity commences especially on safety of hands and arms when cutting</p> <p>During use of equipment like Knives, Peeler, Grater etc.</p> <ul style="list-style-type: none"> • 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 <p>During use of knives</p> <ul style="list-style-type: none"> • 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. 	<p>All Educators</p> <p>Educator doing the activity</p> <p>Educator doing the activity</p> <p>Educator doing the activity</p>	<p>On activity day</p> <p>On activity day</p> <p>On activity day</p> <p>On activity day</p>
Cooking	<p><u>Supervision</u></p> <p># Children not following safety instructions</p> <p># Children misusing the equipment</p>		<p>Educator to be present for assistance and supervision throughout the entirety of this activity</p> <p>Children found not to be following safety guidelines will be asked to move away and may miss out on activity.</p> <p>Children's skills and abilities will be assessed by educators and more assistance may be offered if necessary to ensure safety requirements are followed.</p> <p>Children are not to be left alone when cooking equipment is in use</p> <p>Children are showed how to correctly use all equipment involved</p>	Educator doing the activity	At all times
Completed by: Margaret Saldanha			Approved By: Ajit Singh		
Signature :			Date: 25/07/2025	Signature: _____	
				Date: 25/07/2025	

Risk Matrix

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

		IMPACT				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	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.

