



Cooking : Risk Assessment

Beresford Road Activity Centre

Risk Rating Key

Very High / High / Medium / Low

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) - 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 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) - Safety checklist includes checking fire blanket and fire extinguisher. Educator to be aware of the location and use. - Use of oven / microwave / grill safe dishes only	Responsible Person All educators	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
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

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
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 - Children demonstrating unsafe behaviour are redirected or removed from activity - Alternative tasks provided where needed - Staff trained in first aid and incident response	All educators & Responsible Person	During activity
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
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.	All Educators	Prior to activity
			Educator to post the recipe on Class Dojo for Parents to view the recipe a week before the activity	All Educators	Prior to activity
			<u>During Vacation Care:</u> Based on permission notes received from parents a list of children with dietary restrictions will be created.	Coordinator & Parents and Guardians	Prior to activity
			Recipes will be available for Parents to view on the website/Parent table / CCS Software	All Educators	Prior to activity
Use of equipment listed in	Kitchen Fire Burns to face and body	Very High	Cooking Tasks are : • Use of stovetop hot plates - cooking noodles, pasta, pancakes etc • Use of oven for cooking- baking etc		

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
Cooking Tasks for cooking	<u>Injury to Educators or children:</u> scalding causing blisters Explosion while use of microwave Cuts due to Sharp blades and overload of mixture during use of Blender / Food Processor	Medium	• 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 • Use of Blender/Food Processor/ Hand Blender • Use of Hot Water Kettle Ratio for cooking activity in the kitchen to be limited to 1 Educator : 1 children when doing the above cooking tasks Safety rules are discussed with children before activity commences especially on safety of hands and arms when flipping or stirring During use of <u>Cooktop / Oven / Grill</u> : • Place tables with STOP signs as barricade • Max 2 children within the area with an educator present all the time • Only Educators are permitted to use the Grill / Oven. Children reminded to stand away from area when Grill/Oven is in use. During use of cooking equipment like <u>Toaster, Blender, Food Processor, Microwave etc.</u> • 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. During use of cooking equipment like <u>Cooktop / electric hot plate / electric frypan for stirring, flipping etc</u> • 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.	Coordinator All Educators All Educators All Educators All Educators	Prior to activity Prior to activity & During activity During activity During activity During activity

Activity	Hazard	Risk Assessment (use Matrix)	Control Measure	Who	When
			During use of <u>Hot Water Kettle</u> • 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 During use of equipment like <u>Knives, Peeler, Grater</u> 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 <u>knives</u> • 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 All Educators All Educators	During activity During activity During activity
Completed by: Margaret Saldanha			Approved By: Tara Sheather		
Signature:			Signature:		
Date: Aug-2026			Date: Aug-2026		

	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 - Cooking	
--	--

[illegible]