

Risk Rating Key

**!! Very High**

**! High Risk**

**# Medium Risk**

**\* Low Risk**

**Cooking :** Risk Assessment

Beresford Road Activity Centre

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| **Activity** | **Hazard** | **Risk****(use Matrix)** | **Control Measure** | **Who** | **When** |
|  |  |  | *Staff will be required to read the Emergency Procedures Manual (EPM) in consultation with this Risk Assessment.* |  |  |
|  |  |  | * 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 | Medical conditions such as allergies, anaphylactic reaction to ingredientsAnd 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*During Vacation Care:* 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 EducatorsAll EducatorsCoordinator & Parents and GuardiansAll Educators | Prior to activityPrior to activityPrior to activityPrior to activity |
| use of equipment listed in Cooking Tasks for cooking | Kitchen Fire :**!!**  Burns to face and bodyInjury to Educators or children:**#** scalding causing blisters**#** Explosion while use of microwave**#** Cuts due to Sharp blades and overload of mixture during use of Blender / Food Processor | Very HighMedium | 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
* Use of Blender/Food Processor/ Hand Blender
* Use of Hot Water Kettle

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. Children and educators are to practice emergency evacuations so they know what to do and how to follow Educator instructionsSafety 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.Ratio for cooking activity in the kitchen to be limited to 1 Educator : 1 children when doing the above cooking tasksOnly Educators are permitted to use the Grill / Oven. Children reminded to stand away from area when Grill/Oven is in use. Use of oven / microwave / grill safe dishes onlySafety rules are discussed with children before activity commences especially on safety of hands and arms when flipping or stirringDuring 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.

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.

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
 | CoordinatorAll EducatorsAll EducatorsAll EducatorsAll EducatorsAll EducatorsAll EducatorsEducator doing the activityEducator doing the activityEducator doing the activityEducator doing the activity | Prior to activityPeriodic DrillsOn activity dayOn activity dayOn activity dayOn activity dayOn activity dayOn activity dayOn activity dayOn activity dayOn activity day |
| use of equipment listed in Cooking Tasks for cooking | Injury to Educators or children:**!** Cuts, scrapes, possible stab wounds during use of knives**#** Misuse of peeler / grater, unsteady / inability to control the peeler / grater | HighMedium | 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 cuttingDuring 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 EducatorsEducator doing the activityEducator doing the activityEducator doing the activity | On activity dayOn activity dayOn activity dayOn activity day |
| Cooking | Supervision **#** 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 Signature : Date: 25/07/2025 | Approved By: Ajit SinghSignature: Date: 25/07/2025 |

**Risk Matrix**

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

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|  | **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 |

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| --- | --- |
| **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.  |

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| **Risk Assessment Communication Record for RA Cooking Activities** |

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| --- | --- | --- | --- | --- | --- |
| Educator/Staff Name | I have read and understood the above mentioned Risk Assessment (please tick) | Date & Signature | Educator/Staff Name | I have read and understood the above mentioned Risk Assessment(please tick) | Date & Signature |
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| **Risk Assessment Communication Record for Cooking Activity** |

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| --- | --- | --- | --- | --- | --- |
| Educator/Staff Name | I have read and understood the above mentioned Risk Assessment (please tick) | Date & Signature | Educator/Staff Name | I have read and understood the above mentioned Risk Assessment(please tick) | Date & Signature |
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