



# Risk Assessment – COOKING

Service – Toongabbie West Activity Centres

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

| Activity | Hazard                                | Risk Assessment (use Matrix) | Control Measure                                                                                                                                                                                                                                                                          | Who                    | When                             |
|----------|---------------------------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------|
| Cooking  | <b>Kitchen Fire</b>                   |                              | <i>Staff will be required to read the Emergency Procedures Manual (EPM) in consultation with this Risk Assessment.</i>                                                                                                                                                                   | Educators and Children | Before, during and after cooking |
|          | Burns to face and body.               | !!                           | As per our Emergency Procedures Manual and Flip Chart – 3.12 Medical Emergency Page 3.10 Fire/Smoke                                                                                                                                                                                      |                        |                                  |
|          | Smoke inhalation.                     | !!                           | Follow Procedure set out in Emergency Procedures Manual and Flip Chart                                                                                                                                                                                                                   | Educators and Children |                                  |
|          | Misuse of peeler / grater, unsteady / |                              | <ul style="list-style-type: none"> <li>- Follow First Aid procedures.</li> <li>- As per ACI Policies and relevant Regulations and Laws (Education and Care Services and WHS) –</li> <li>- Educators are to adhere to and enforce procedures set out in the following Policies</li> </ul> |                        |                                  |

| Activity | Hazard                                                           | Risk Assessment (use Matrix) | Control Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Who                    | When |
|----------|------------------------------------------------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------|
|          | inability to control the peeler / grater                         |                              | -                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Educators and Children |      |
|          | Explosion while use of microwave / food processor / hand blender | #                            | <b>Cooking Tasks are:</b><br><ul style="list-style-type: none"> <li>- Use of stovetop hot plates - cooking noodles, pasta, pancakes etc</li> <li>- Use of oven for cooking- baking etc</li> <li>- Use of grill for cooking - grilled cheese on toast etc</li> <li>- Use of stove top hot plate / electric frypan for pancakes, pikelets, fried rice etc</li> <li>- Use of Toaster</li> <li>- Use of Sandwich Toaster</li> <li>- Use of Blender/Food Processor/ Hand Blender</li> <li>- Use of Microwave</li> <li>- Using Sharp knives</li> <li>- Use of Peeler</li> <li>- Use of Grater</li> </ul>                                           |                        |      |
|          | Cuts due to sharp blades                                         | #                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                        |      |
|          | Cuts, scrapes, possible stab wounds during use of knives         | #                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                        |      |
|          | scalding causing blisters                                        |                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                        |      |
|          | Cross Contamination/Hygiene                                      | !                            | <ul style="list-style-type: none"> <li>- Children and educators are to practice emergency evacuations, so they know what to do and how to follow Educator instructions.</li> <li>- Safety checklist includes checking fire blanket and fire extinguisher. Educator to be aware of the location and use.</li> <li>- Fire safety equipment in kitchen may be used by educators if safe to do so.</li> <li>- Educators on site are First Aid trained and First Aid Kits fully stocked.</li> <li>- First aid kit located in main room.</li> <li>- Protective equipment, such as oven mitts, tongs, are to be used for when necessary.</li> </ul> | Educators and Children |      |
|          |                                                                  | #                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Educators and Children |      |
|          |                                                                  | !                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | D                      |      |

| Activity | Hazard | Risk Assessment (use Matrix) | Control Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Who                    | When |
|----------|--------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------|
|          |        |                              | <ul style="list-style-type: none"> <li>- 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 who might not reach the height of the kitchen bench.</li> <li>- Ratio for cooking activity in the kitchen to be limited to 1 Educator: 4 children.</li> <li>- Strict supervision by Educators during cooking time</li> <li>- 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.</li> <li>- Use of oven / microwave / grill safe dishes only</li> <li>- Safety rules are discussed with children before activity commences especially on safety of hands and arms when cutting, flipping, or stirring.</li> <li>- Educator to assist when it is too hard for the child to do alone.</li> <li>- Educator to show correct technique.</li> <li>- Children who do not follow instructions and pose a danger to other children will be asked to leave the activity.</li> </ul> <ul style="list-style-type: none"> <li>● <b>During use of knives</b> <ul style="list-style-type: none"> <li>- Staff are to strictly supervise children using knives.</li> <li>- Educator will demonstrate to children on how to use knife correctly and safely.</li> </ul> </li> </ul> | Educators and Children |      |

| Activity | Hazard | Risk Assessment (use Matrix) | Control Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Who                                                                                       | When |
|----------|--------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|------|
|          |        |                              | <ul style="list-style-type: none"> <li>- Educator to determine which child/ren are safe and responsible enough to use a sharp knife.</li> <li>- Younger children to be provided with the plastic knives for a cooking activity that involves cutting.</li> <li>• <b>During use of equipment such as toaster, blender, food processor, microwave, peeler, grater, etc</b></li> <li>- Children are to be supervised whilst using the equipment and are to be shown the correct way to use it.</li> <li>- Children should be encouraged to use the equipment one at a time.</li> <li>- Educator to ensure blender / food processor has safety lock secured.</li> <li>- Child shown how to lift lever of the toaster to raise toast higher out of the toaster for safer collection of toast.</li> <li>- Educator is to remove items from the microwave using oven mitts as the item may be very hot.</li> <li>• <b>During use of cooktop for stirring, flipping etc</b></li> <li>- 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.</li> <li>- When using cooktop/electric fry pan for stirring or flipping only one child to assist at a time.</li> </ul> | <p>Educators and Children</p> <p>Educators and Children</p> <p>Educators and Children</p> |      |

| Activity                   | Hazard                       | Risk Assessment (use Matrix) | Control Measure                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Who                    | When                                    |
|----------------------------|------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------------------------|
|                            |                              |                              | <ul style="list-style-type: none"> <li>- All children cooking must stay behind the kitchen bench unless Educator asks child to come into kitchen area.</li> <li>- Educator to be present all the time to supervise the children while using the cooktop/electric fry pan.</li> <li>- 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)</li> </ul><br><ul style="list-style-type: none"> <li>- Children and staff must wash hands with soap and water before preparing/eating food.</li> <li>- Gloves and hairnets used during food prep.</li> <li>- Separate cutting boards and utensils used for raw and cooked food.</li> <li>- Wipe and sanitise all surfaces before and after use.</li> <li>- Educators model and enforce hygiene practices.</li> </ul> |                        |                                         |
| <b>Eating Cooked Foods</b> | Burning Mouths from Hot Food | #                            | Educators test food temperature before serving. <ul style="list-style-type: none"> <li>- Allow food to cool before serving.</li> <li>- Remind children to blow on food and take small bites.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Educators and children | Before and during serving/eating        |
|                            | Allergic Reactions           | !                            | <ul style="list-style-type: none"> <li>- Medical Action Plans and Allergy Lists reviewed and displayed in kitchen and food areas.</li> <li>- Children with allergies seated separately or served food from clearly labelled individual portions.</li> <li>- Ingredients double-checked against children's allergy profiles.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Educators              | Before, during and after serving/eating |

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|----------|------------------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------------|
|          |                                    |                              | <ul style="list-style-type: none"> <li>- Educators to ensure handwashing and surface sanitation before and after serving/eating to avoid cross-contact.</li> <li>- Staff trained in the use of EpiPens and emergency response.</li> </ul>                                                                                                                |                        |                                          |
|          | Choking on Food                    | !                            | <ul style="list-style-type: none"> <li>- Cut food into appropriate sizes</li> <li>- Children must be seated while eating.</li> <li>- Active supervision during mealtimes.</li> <li>- Educators trained in choking response.</li> </ul>                                                                                                                   | Educators and children | Before, during and after cooking/serving |
|          | Improper Food Storage/Handling     | #                            | <ul style="list-style-type: none"> <li>- Perishable items stored in refrigerator (&lt;5°C) or kept warm (&gt;60°C) as required.</li> <li>- Use of thermometers to check temperatures.</li> <li>- Food labelled with date/time of preparation.</li> <li>- Leftovers disposed of after mealtime unless cooled and stored safely within 2 hours.</li> </ul> | Educators              | Before, during and after cooking/serving |
|          | Food Poisoning                     | !                            | <ul style="list-style-type: none"> <li>Use fresh ingredients within expiry date.</li> <li>- Do not use swollen or damaged cans/packages.</li> <li>- Cook meat thoroughly; check internal temperature.</li> <li>- Avoid leaving food unrefrigerated for long periods.</li> <li>- Ensure equipment and utensils are sanitised before use.</li> </ul>       | Educators              | Before, during and after cooking/serving |
|          | Unsafe Use of Utensils by Children | #                            | <ul style="list-style-type: none"> <li>- Only child-safe utensils (e.g., plastic or rounded knives) used during cooking activities.</li> <li>- Clear safety instructions given before any cooking session.</li> <li>- Ratio of adult-to-child adjusted to ensure close supervision.</li> </ul>                                                           | Educators              | Before, during and after cooking/serving |

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|------------------------------------------|-----------------------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|----------------------------------------------------|
|                                          |                             |                              | - Knives and sharp tools only used under direct adult supervision.                                                                                                                                                                                                                                                        |                                                             |                                                    |
|                                          | Overeating / Upset Stomachs | *                            | Staff monitor portion sizes and discourage second servings without checking fullness.<br>- Children encouraged to listen to their bodies and stop when full.<br>- Educators observe for signs of discomfort and offer water or rest if needed.<br>- Eating environment kept calm and unhurried to support mindful eating. | <b>Educators and children</b><br><br>Educators and Children | During serving/eating<br><br>During serving/eating |
| Completed by: Georgia Diab               |                             |                              | Approved By: Liz Sakeson                                                                                                                                                                                                                                                                                                  |                                                             |                                                    |
| Signature: <i>Georgia Diab</i><br>6/6/25 |                             |                              | Signature: <i>Liz Sakeson</i><br>Date: 10/6/25                                                                                                                                                                                                                                                                            |                                                             |                                                    |