



## All Cooking Activities: Risk Assessment

Toongabbie West Activity Centre

### Risk Rating Key

!! **Very High**

! **High Risk**

# **Medium Risk**

\* **Low Risk**

#### Identified Hazard -

Kitchen Fire  
Injury to Educators or Children during a Cooking Task

Hazard / Risk	Control Measures	<u>Person responsible for taking required action</u>	<u>Timeframe for addressing action</u>
<p><b>Kitchen Fire</b></p> <p>!! Burns to face and body. !! Smoke inhalation.</p>	<p><b><i>Staff will be required to read the Emergency Procedures Manual (EPM) in consultation with this Risk Assessment.</i></b></p> <p>As per our Emergency Procedures Manual and Flip Chart – <b>3.12 Medical Emergency Page 3.10 Fire/Smoke</b></p> <ul style="list-style-type: none"> <li>- Follow Procedure set out in Emergency Procedures Manual and Flip Chart</li> <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> <p><b>Cooking Tasks are:</b></p> <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> </ul>	<p>- All educators</p>	<p>- Immediately / as soon as possible</p>

	<ul style="list-style-type: none"> <li>- Using Sharp knives</li> <li>- Use of Peeler</li> <li>- Use of Grater</li> </ul>		
<p><b>Hazard / Risk</b></p> <p># Misuse of peeler / grater, unsteady / inability to control the peeler / grater</p> <p># Explosion while use of microwave / food processor / hand blender</p> <p># Cuts due to sharp blades</p> <p>! Cuts, scrapes,</p>	<p><b>Control Measures</b></p> <ul style="list-style-type: none"> <li>• <b>Injury to Educators or children</b> <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 sleep room.</li> <li>- Protective equipment, such as oven mitts, wooden tongs, are to be used for when necessary.</li> <li>- Children are to be seated on black stools if they are too short or stand at kitchen bench during cooking activity. (No standing on footstools to reach)</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> </li> <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> <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 like Toaster, Blender, Food Processor, Microwave, Peeler, Grater etc.</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>- All educators</li> </ul>	<ul style="list-style-type: none"> <li>- Immediately / as soon as possible</li> </ul>

<p>possible stab wounds during use of knives</p> <p># scalding causing blisters</p>	<ul style="list-style-type: none"> <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> </ul> <p><b>Control Measures</b></p> <ul style="list-style-type: none"> <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 1 child to assist at a time.</li> <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>	<ul style="list-style-type: none"> <li>- All educators</li> </ul>	<ul style="list-style-type: none"> <li>- Immediately / as soon as possible</li> </ul>
<p>Completed by: Stefanie Kairuz</p> <p>Signature:</p> <p>Date: 04/03/2024</p>	<p>Approved By: Liz Sakeson</p> <p>Signature:</p> <p>Date: 4/03/2024</p>		