

Risk Assessment for Children's Services (Schools).



Assessment Title:	<b>Cooking Activities including Cooking Club</b>	Ref. Number	<b>N/A</b>
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School Name:	Meanwood CE Primary School	School Address:	Green Road Leeds LS6 4LD
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Date Assessment Undertaken:	Name of Assessor (print):	Assessor Signature:	Assessment Review Date:
01.09.23	JAMIE CHAPMAN	Jamie Chapman	01.09.24

Name of Head Teacher / Centre Manager (print):	Head Teacher / Centre Manager Signature:	Name of Chair of Governors (print):	Chair of Governors Signature:
JAMIE CHAPMAN	Jamie Chapman		

Main Legislation and/or Information Source:	- Health & Safety at Work Act 1974. - Management of H & S at Work Regulations 1999.
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**Guidance:**

This is a **SAMPLE** risk assessment and will remain so unless the following criteria are satisfied:

1. The boxes highlighted in grey above must be completed with the required details.
2. LCC no longer requires a Chair of Governors signature. Your own Educational Visits Policy might – therefore check.
3. The Ref number can be the EVOLVE visit number if this is for Educational Visits.
4. The signature boxes above may be typed when uploading to EVOLVE.
5. The control measures identified below **MUST** be either complied with **or AMENDED** to reflect the establishment's control measures.
6. The Visit Leader is responsible for completing the 'Action' and 'Complete Y/N (Date)' columns.

Once criteria 1-6 have been satisfied, you should remove the 'Sample' watermark. FORMAT-BACKGROUND-PRINTED WATERMARK and choose the option that says 'No Watermark' or 'Page Layout' – 'Watermark' – 'Remove Watermark' or 'DESIGN' - Watermark – Remove Watermark.

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<b>What are the hazards?</b>	<b>Who might be harmed?</b>	<b>Control Measures. What are you already doing?</b>	<b>What further action is necessary?</b>	<b>Action By Whom?</b>
Tripping, falling and slipping	Staff and visitors	<ul style="list-style-type: none"> <li>Floor to be dry and cleaned of food and other matter likely to cause slipping.</li> <li>Cooking area access only to children engaged in the activity and who are under strict supervision.</li> <li>Running, jumping and pushing to be strictly prohibited.</li> <li>Wheelchairs and people who are restricted movement to be carefully positioned.</li> <li>Table heights to be appropriate to pupil height.</li> </ul> <p>Pupils never to stand or kneel on chairs or stools.</p>	N/A	Staff members
Food contamination caused by clothing	Staff and visitors	<ul style="list-style-type: none"> <li>All participants to wear a clean apron reserved solely for food preparation.</li> <li>PVC - coated aprons cleaned with hot, soapy water before and after use.</li> <li>Aprons put on only in the cooking area and removed when leaving it for any purpose.</li> </ul> <p>Long sleeves to be rolled up, and scarves and other accessories (except for religious head scarf) to be removed.</p>	Disposable plastic aprons can be used.	Staff members
Food contamination caused by hair, nail polish, rings and bacteria on hands.	Staff and visitors	<ul style="list-style-type: none"> <li>Long / medium length hair to fastened back using bands and clips; and wisps to be secured away from face.</li> </ul> <p>Prior to food handling, hands to be washed (at hand wash, if available), using hot water and soap and dried with paper towels.</p>	N/A	Staff members
Food contamination caused by cuts, sores, boils and dressings.	Staff and visitors	<ul style="list-style-type: none"> <li>Blue plasters used to cover cuts and sores.</li> </ul> <p>More extensive existing injuries must be covered with vinyl or latex (plasters or gloves).</p>	N/A	Staff members
Food contamination caused by bacteria spread by illness	Staff and visitors	<ul style="list-style-type: none"> <li>No participant feeling sick or unwell to be permitted to enter the cooking area.</li> </ul> <p>No participant suffering or recently recovered from sickness, diarrhoea to be permitted to enter the cooking area.</p>	N/A	Staff members
Food contamination caused by bacteria	Staff and visitors	<ul style="list-style-type: none"> <li>Surfaces to be wiped with a disposable cloth retained solely for the purpose.</li> <li>No outdoor / indoor clothing, bags, brief cases, files, books or boxes to be placed on cooking surface.</li> </ul>	All bags to be left in the cloakroom	Staff members

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from equipment and / or surfaces		<ul style="list-style-type: none"> <li>• Cooked raw ingredients to be kept separated, both in storage and in preparation.</li> <li>• Equipment to be hot washed to remove all food particles and thoroughly dried before storage.</li> <li>• Chopping boards and especially plastic bowls to be scrubbed with hot water, detergent and air dried.</li> </ul> <p>Food, cleaning agents and cloths including tea towels never to be stored with equipment.</p>	or in the classroom. Depending on where food preparation is taking place.	
Food contamination caused by bacterial growth during incorrect storage of food.	Staff and visitors	<ul style="list-style-type: none"> <li>• All foods to be covered to prevent cross contamination.</li> </ul> <p>Dry goods to be stored in sealed containers and in a clean, dry designated area well away from cleaning agents, paints, stationary and other potential contaminators.</p>	Food will be stored in the school fridges located in the school kitchen and staffroom or in dry class stock cupboards.	Staff members
Food contamination contracted through soil or other growing medium.	Staff and visitors	<ul style="list-style-type: none"> <li>• Cooking aprons never to be worn when picking or harvesting produce.</li> <li>• Hands to be washed thoroughly after picking, harvesting and washing produce.</li> <li>• Soil and other growing media to be removed by washing prior to food preparation.</li> </ul> <p>Open wounds to be covered prior to handling soil covered produce.</p>	N/A	Staff members
Food contamination contracted through waste on table, in bins or on the floor.	Staff and visitors	<ul style="list-style-type: none"> <li>• Waste bins to be lined, full bags to be tied and sealed and disposed of promptly.</li> <li>• Food waste bins to be washed and disinfected immediately after emptying.</li> <li>• Accidental spillages of food to be wiped, swept or vacuumed, and the floor washed before and after (never during) cooking activities.</li> </ul> <p>Bags and outdoor clothing never to be placed on work surfaces.</p>	All bins are disposed of at the end of the day.	Staff members
Reactions to food, allergic or intolerance	Staff and visitors	<ul style="list-style-type: none"> <li>• All adults, children and visitors to provide detailed information on any known or suspected allergies or intolerance to food stuffs or cleaning agents.</li> </ul> <p>Alternative foodstuffs may be available for any pupils with food allergies or intolerances. In some cases, it may be deemed necessary to exclude certain ingredients from the recipes or, in extreme cases, to exclude the participant from the cooking activity.</p>	Medical needs and allergies are recorded on the school's online tracking system.	Staff members

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Dangers from heat, fire and electrical hazards	Staff and visitors	<ul style="list-style-type: none"> <li>Flammable materials not to be stored or situated close to cookers.</li> <li>Cooker or hob and over to be operated only by adult in charge.</li> <li>Emergency evacuation procedure to be in place and understood by all participants.</li> <li>Emergency exits to be kept clear or obstruction - free at all times.</li> <li>A fire blanket and suitable fire extinguishers to be available at all times.</li> </ul> <p>Electrical equipment must be certified for safe use by an authorised person or body.</p>	N/A	Staff members
Dangers from heat, fire and electrical hazards	Staff and visitors	<ul style="list-style-type: none"> <li>Flammable materials not to be stored or situated close to cookers.</li> <li>Cooker or hob and over to be operated only by adult in charge.</li> <li>Emergency evacuation procedure to be in place and understood by all participants.</li> <li>Emergency exits to be kept clear or obstruction - free at all times.</li> <li>A fire blanket and suitable fire extinguishers to be available at all times.</li> </ul> <p>Electrical equipment must be certified for safe use by an authorised person or body.</p>	N/A	Staff members
Burns from ovens, equipment liquids or food stuffs	Staff and visitors	<ul style="list-style-type: none"> <li>Oven gloves to be used to carry hot food pans / tins. Pan handles turned inwards but not over hot hobs.</li> <li>Adults only to carry; stir and serve hot liquids.</li> <li>Hot food and liquids never to be unattended and always placed out of reach.</li> </ul> <p>Children to be kept well away from cookers and ovens.</p>	N/A	Staff members
Cuts from knives and other equipment including graters	Staff and visitors	<ul style="list-style-type: none"> <li>All sharp knives and other sharp equipment (e.g. skewers) to be locked in an appropriate place when not in use.</li> <li>Knives to be counted out and in. Sharp knives never to be left out during set up preparation, in readiness for lesson or after use.</li> <li>Appropriate type and size of knives to be selected for age of children.</li> <li>Bridge and claw safe cutting techniques to be taught and supervised.</li> <li>Pupils with certain behavioural difficulties to be precluded from using knives.</li> </ul> <p>Advice from specialist or head teacher to be sought in doubtful cases. Pupils to be supervised at all times during all cooking activities.</p>	N/A	Staff members
Cuts or injury from electrical processors and blenders including hand blenders	Staff and visitors	<ul style="list-style-type: none"> <li>Pupils never to be permitted to handle or operate this type of equipment.</li> </ul> <p>Equipment to be used only by competent adults and only following perusal of appliance instruction handbook.</p>	Any use of electrical equipment will be closely supervised	Staff members

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			by adults. KS1 children will not have access to electrical equipment.	
Choking on small pieces of food or inhalation of small ingredients	Staff and visitors	<ul style="list-style-type: none"> <li>• Tasting sessions of small pieces of fruit or other small ingredients to be conducted in a calm, unhurried manner and supervised.</li> <li>• Pupils to be encouraged to follow adult guidance on tasting and eating slow.</li> <li>• Pupils never to eat foods from cupped hand with head thrown back.</li> </ul> <p>Pupils to taste and eat food only at the invitation of the adult in charge.</p>	N/A	Staff members