

# Tinaroo Environmental Education Centre

## Curriculum Activity Risk Assessment

### Activity Details

CARA Creation Date: 02-Nov-2023			
Activity:	<b>Food production</b>		
Activity Scope:	<p>This guideline is provided to support schools in implementing the <a href="#">Managing risks in school curriculum activities procedure</a>.</p> <p>The <a href="#">CARA planner</a> must be used for the specific school context in conjunction with this guideline considering additional risks, hazards and controls and including environmental, facility, equipment and student considerations.</p> <p>For activities beyond the scope of this guideline, complete a CARA record using the <a href="#">CARA generic template</a>.</p> <p>This guideline relates to student participation in cooking and food handling as an activity to support curriculum delivery.</p> <p>Depending on the scope of this activity, other risk assessments may be required when planning. Curriculum activities encompassing more than one CARA guideline (e.g. <a href="#">Gardening with hand tools</a>, <a href="#">Camping</a>) must comply with the requirements of all CARA guidelines appropriate to the activity.</p> <p>For curriculum activities involving the use of agents or conditions that promote food contamination and/or biological cultures that constitute a hazard (e.g. cheese making), refer to the <a href="#">Food experimentation</a> guideline.</p> <p>For activities conducted at a non-Department of Education venue, and/or when engaging external expertise, request written risk assessment advice and attach it to this CARA record.</p> <p>For activities conducted off-site, schools must comply with the <a href="#">School excursions</a> and <a href="#">International school study tours</a> procedure.</p>		
Guidelines:	<a href="https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines">https://education.qld.gov.au/curriculum/stages-of-schooling/CARA/activity-guidelines</a>		
Activity Description:	This activity involves students using the kitchen facilities at our Black Gully Campus to prepare food in a safe and structured manner. A minimum of one adult is required to be present whilst kitchen activities are being conducted. An adult will be familiar with kitchen operating procedures as outlined in the Standard Operating Procedures for our kitchen and signage found in the kitchen area. In 2023 students are not involved in preparing meals due to COVID precautions.		
Inherent Risk Level:	Medium		
Inherent Risk Level Description:	Activities involving the use of equipment that could cause injury if sufficient training and supervision is not provided (e.g. electric beaters, cutting or garnishing tools, mandoline slicer).		
Start Date:	Monday, 01 January, 2024	End Date:	Tuesday, 31 December, 2024
On School Grounds:	Yes	Is parental permission required for this activity?	No

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### Activity Requirements

Compliance with the department's [Guide to managing electrical equipment in departmental schools and workplaces](#) is required when planning this activity.

#### Students

Schools must consider age, maturity and skill level of students when planning curriculum activities. Adjustments are required for [students with disability](#) to support access and participation in the curriculum. Consult with the parents/carers of students with disability, or when appropriate the student, to ensure risks related to their child's participation in the activity are identified and managed.

Schools must consult current student medical information and/or health plans in accordance with the [Managing students' health support needs at school](#) procedure. Record information about any student condition (e.g. physical or medical) that may inhibit safe engagement in the activity and include specific support measures within emergency procedures.

#### Emergency and first-aid

Emergency plans and injury management procedures must be established for foreseeable incidents (e.g. fire, gas leakage).

Adult supervisors must have:

- emergency contact details of all participants;
- a medical alert list and a process for administering student medication;
- communication equipment suitable to conditions (e.g. mobile phone) and a process for obtaining external assistance and/or receiving emergency advice.

Safety procedures must be determined for the location (e.g. location of first aid support and equipment; follow the relevant [Safe Operating Procedure](#) or manufacturer instructions associated with plant and equipment used in this activity) and are to be informed by information provided as manufacturer's instructions, product labels, vendor SDS and SOP as relevant.

Access is required to [First aid equipment](#) and consumables suitable for foreseeable incidents.

For participants with known allergies, schools must comply with the [Supporting students with asthma and/or at risk of anaphylaxis at school](#) procedure and the school's [Anaphylaxis Risk Management Plan](#), including an adult supervisor of the activity with [anaphylaxis training](#).

An adult with current emergency qualifications is required to be quickly accessible to the activity area. Emergency qualifications include:

- [HLTAID009](#) Provide cardiopulmonary resuscitation (CPR);
- [HLTAID011](#) Provide first aid;
- [HLTAID012](#) Provide emergency first aid response in an education and care setting;
- or equivalent competencies.

#### Induction and instruction

Induction is required for all adult supervisors on emergency procedures (e.g. fire, gas leakage) and safety procedures (e.g. turning gas on and off, boiling water, heat sources). If the activity is conducted at an off-site facility, induction is to be informed by advice provided in consultation with expertise at the venue.

Instruction is required for students and adult supervisors on correct techniques (e.g. use of knives, food handling and hygiene practices, waste disposal and spill clean-up procedures).

#### Consent

[Parent consent](#) is required for all activities conducted off-site and strongly recommended for high risk activities conducted on-site.

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The activity requirements have been met and any additional requirements for the activity are included below or attached.	<input checked="" type="checkbox"/>
Detailed risk management guidelines for this activity are outlined in the Tinaroo EEC Standard Operating Procedures for Food Production.	

### Risk Management Details

Supervision	
For activities with students with a medical condition or disability that may impact on safety during the activity, consultation with parents is required prior to allocating supervision to determine the impact of students' medical condition or disability on safety during the activity.	<input checked="" type="checkbox"/>
It is recommended that teacher demonstration be used as the principal teaching strategy for medium and high activities.	<input checked="" type="checkbox"/>
Before the activity, all adult supervisors: <ul style="list-style-type: none"> <li>• must be familiar with the contents of the CARA record</li> <li>• must inspect the intended location in order to identify variable risks, hazards and potential dangers.</li> </ul>	<input checked="" type="checkbox"/>
During the activity, all adult supervisors: <ul style="list-style-type: none"> <li>• must be readily identifiable;</li> <li>• must closely monitor students with health support needs;</li> <li>• must closely supervise students for the duration of the activity;</li> <li>• must comply with control measures from the CARA record and adapt as hazards arise;</li> <li>• must suspend the activity if the conditions become unfavourable.</li> </ul>	<input checked="" type="checkbox"/>
All instructors are Tinaroo EEC registered teachers who have been assessed as competent to lead the sessions. At least two adults will be present. A different supervision ratio may be determined for wilderness programs involving disengaged youth. The ratio will be established through a risk management process.	

Supervisor Qualifications	
All adult supervisors must comply with the <a href="#">Working with Children Authority - Blue Cards</a> procedure and be able to identify, and respond to, risks or hazards that may emerge during the activity.	<input checked="" type="checkbox"/>
A registered teacher must be appointed to maintain overall responsibility for the activity.	<input checked="" type="checkbox"/>
At least one adult supervisor is required to be:	
A registered teacher with demonstrated competence (knowledge and skills) in cooking and safe food handling procedures and the potential hazards.	<input checked="" type="checkbox"/>
OR	
An adult supervisor, working under the direct supervision of a registered teacher, with qualifications or accreditation in <a href="#">Certificate I in Hospitality</a> or similar.	<input type="checkbox"/>
All instructors are Tinaroo EEC registered teachers who have been assessed as competent to lead sessions through TEEC staff induction, an annual validation process, and Statements of Attainment.	

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Facilities and Equipment	
Location must be suitable for the activity being undertaken and have sufficient light and ventilation (e.g. open windows and/or extraction fans). Undertake a reconnaissance of new or infrequently used locations to ascertain suitability.	<input checked="" type="checkbox"/>
Consult <a href="#">Chemicals in curriculum activities</a> for support in assessing the risks of chemicals used with/by students in curriculum activities.	<input checked="" type="checkbox"/>
If a CARA record is required in OneSchool, a summary of chemicals, plant, equipment and/or materials used in the activity must be provided by entering directly onto the CARA record in OneSchool or by attaching a summary. Sample templates are provided on <a href="#">Chemicals in curriculum activities</a> and <a href="#">Plant, equipment and materials in curriculum activities</a> .	<input checked="" type="checkbox"/>
Participants must wear <a href="#">Personal protective equipment</a> as relevant (e.g. non-porous enclosed footwear, clean apron, bright coloured waterproof dressings and gloves).	<input checked="" type="checkbox"/>
Consumables must be provided as required (e.g. cleaning agents, hand soap, paper towel).	<input checked="" type="checkbox"/>
Clean up equipment (e.g. broom, dustpan, breakages bin, and spill kit) must be available.	<input checked="" type="checkbox"/>
Ready access must be available to appropriate safety equipment, including fire extinguishers and fire blankets.	<input checked="" type="checkbox"/>
Aids for safe handling, lifting and carrying (e.g. oven cloths, guards, safety steps and mobile trolleys) must be available.	<input checked="" type="checkbox"/>
Preparation surfaces and equipment (e.g. serving plates and dish cloths) must be sanitised with commercial cleaning agents used at the minimum necessary strength.	<input checked="" type="checkbox"/>
Workspace must be large enough to prevent overcrowding (recommended 900mm bench space per student; maximum of three students per stove).	<input checked="" type="checkbox"/>
Benches must be appropriate height and accessible for all students (recommended height is 800mm to 1 metre).	<input checked="" type="checkbox"/>
Hand washing, washing-up facilities, laundry and garbage disposal facilities must be available.	<input checked="" type="checkbox"/>
Adequate facilities for food storage (cold and dry) must be available to ensure there is no risk of food contamination.	<input checked="" type="checkbox"/>
Adequate and easily accessible power outlets that are clear of water sources must be available.	<input checked="" type="checkbox"/>

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All equipment must be used in accordance with the manufacturer's instructions.	<input checked="" type="checkbox"/>
A process for checking for damage for all equipment used in the activity must be established and employed.	<input checked="" type="checkbox"/>
A maintenance schedule (e.g. checking for damage, repairing, sharpening) must be established and enacted for all equipment used in the workspace. Consult <a href="#">Equipment Maintenance Records (EMR)</a> template.	<input checked="" type="checkbox"/>
A retirement schedule must be developed to replace plant and equipment by manufacturers' nominated expiry date or when significant wear causes a hazard.	<input checked="" type="checkbox"/>
If privately owned equipment is being used, Principal approval and owner consent/insurance details must be obtained prior to the activity.	<input checked="" type="checkbox"/>
All equipment has a scheduled service life and is tracked through a database from purchase to disposal. Additional controls are put in place when no vehicle access to a site. Detailed risk management guidelines for this activity are outlined in the Tinaroo EEC Standard Operating Procedures.	

### Hazards and Control Measures

Further to those listed, include any additional hazards and control measures considering the local context of the activity.	
<b>Environmental hazards</b>	
<b>Biological material</b>	
Ensure all food items used comply with <a href="#">Food Standards Australia New Zealand</a> and are not subject to any <a href="#">current food recalls</a> when providing ingredients.	<input checked="" type="checkbox"/>
Provide explicit instruction in <a href="#">Preventing food poisoning: handling and hygiene</a> .	<input checked="" type="checkbox"/>
Adhere to the <a href="#">Infection Control Guideline</a> regarding sickness (e.g. vomiting, diarrhoea), contamination (e.g. blood, saliva) and hand hygiene (e.g. hands and nails washed thoroughly with warm running water and liquid soap, and dried thoroughly using a single use towel or disposable paper towel).	<input checked="" type="checkbox"/>
Do not allow tasting equipment to be shared.	<input checked="" type="checkbox"/>
<b>Environmental conditions - weather</b>	
The school's <a href="#">sun safety strategy</a> must be followed if participating outside.	<input checked="" type="checkbox"/>
Follow the <a href="#">Managing excessive heat in schools</a> guidelines when participating in very hot or extreme heat conditions.	<input checked="" type="checkbox"/>
Ensure drink breaks occur regularly. Make water available for individual participants between drink breaks.	<input checked="" type="checkbox"/>
<b>Facilities and equipment hazards</b>	
<b>Equipment</b>	
Control the environment for pests (e.g. use fly screens and food covers).	<input checked="" type="checkbox"/>

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Ensure ready access and vision to work areas.	☑
Use appropriate equipment to handle food safely (e.g. tongs, serving spoons) and to heat or cool food (e.g. ovenproof dishes).	☑
Equipment and implements stored safely and securely when not in use.	☑
<b>Extreme temperatures sources</b>	
Provide explicit instruction in heating oil, including: <ul style="list-style-type: none"> <li>dangers of overfilling a fryer or leaving unattended;</li> <li>using a temperature controlled deep fryer rather than a saucepan for deep frying;</li> <li>use only suitable fats and oils; and</li> <li>consequences of spills of other liquids into oil.</li> </ul>	☑
<b>Sharp implements or objects</b>	
Keep blades (e.g. knives, food processors, mandolin, peelers) sufficiently sharp to allow for easy cutting and store in a way that allows safe selection.	☑
<b>Slips, trips, falls</b>	
Procedures must be in place to immediately manage the removal of all spilt substances (e.g. breakages bin, mop, spill kit for large spills).	☑
<b>Student considerations</b>	
<b>Injury</b>	
Students aware of the location of emergency and first-aid equipment.	☑
<b>Student issues</b>	
Remove accessories (e.g. jewellery, lanyards) before participating.	☑
Ensure fingernails and hair do not pose a hazard.	☑
Monitor and enforce the correct use of equipment.	☑
Maintain close supervision of students.	☑
Additional links <a href="#">Food Safety Matters</a> <a href="#">Food Safety – Food poisoning and foodborne illnesses</a> <a href="#">Smart Choices – Healthy Food and Drink Supply Strategy for Queensland Schools</a>	
Detailed risk management guidelines for this activity are outlined in the Tinaroo EEC Standard Operating Procedures.	

Staff/Other Participants			
Family Name	Given Name	Type	Other Participants Role
Crosby	Bret	Staff Member	N/A
Dilger	Darryl	Staff Member	N/A
Dove	Rochelle	Staff Member	N/A

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Harrison	Philip	Staff Member	N/A
Holcroft	Kimberley	Staff Member	N/A
Lazaredes	Louka	Staff Member	N/A
Marsh	Matthew	Staff Member	N/A
Morley	Kirk	Staff Member	N/A
Mott	Tobius	Staff Member	N/A
Watson	Dayna	Staff Member	N/A

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### Planning Considerations

#### Which students will be involved?

- Consider the number of students, size of student groups and students' capabilities e.g. age, experience, competence, fitness, maturity.
- Consider any individual student needs e.g. personalised learning, support provisions (including behaviour support plans), health management (including health plans and prescribed medication requirements).

#### Where will the students be?

- Consider the location of the activity e.g. remote/easily accessible, public /private, school/classroom/workshop/other.
- Is the number of students appropriate for the available space?
- If outdoors – sunsafe strategies are implemented; weather and environmental conditions are assessed before and during activity (e.g. temperature, storms, water currents, tides); and strategies to reduce the likelihood of viruses, allergies and skin infections caused by insects (e.g. ticks, mosquitoes, spiders) and other animals are applied.
- The site is checked for hazards (e.g. poisonous plants, dangerous animals, uneven terrain, barbed wire,) and necessary controls implemented.
- Activities are appropriately situated in relation to buildings, pedestrians, members of the public, vehicles and other activities e.g. designated areas for activity, spectators and vehicles are established.

#### What will the students be doing?

- Consider the nature and duration of the activity i.e. need for drinking water, food, rest, appropriate clothing, warm-up and warm-down.
- Instruction in rules and pre-requisite skills is provided.
- Student skills are developed in a progressive and sequential manner.
- First aid and emergency medical treatment provisions are appropriate for the type of activity and location e.g. first aid kit, first aid trained personnel, Ventolin®, Epipen®, and students' personal prescribed medications as required in health plans are available.
- Emergency response strategies are in place e.g. communication plans (e.g. mobile phone, walkie talkie), safety induction, evacuation plans.
- Hair, clothing, footwear and jewellery are worn in a manner that is appropriate and safe for the activity.
- Personal items, e.g. drink bottles, towels and mouthguards, will not be shared between students.

#### What will the students be using?

- Instruction in safety procedures and safe handling of equipment is provided.
- Equipment is suitable for the activity, properly maintained, appropriately used and complies with the relevant safety standard.
- [Relevant department procedures and guidelines](#) are adhered to for the use of equipment and work processes.

#### Who will be leading the activity?

- A registered teacher has overall responsibility for the activity.
- Sufficient adult supervision is in place to manage the activity safely (including in emergency situations).
- The activity leader has the competence (knowledge and skills) to plan, induct, instruct and manage the activity safely for students and others.
- There are sufficient adults present with current First Aid qualifications (including CPR) or ready access to qualified first aid personnel.
- Blue Card requirements are adhered to for leaders/volunteers.

I have incorporated the above factors when planning my risk management strategies for this activity.

Additional activity-specific requirements for students with specialised learning needs are provided in the Other Details box below.

Detailed risk management guidelines for this activity are outlined in the Tinaroo EEC Standard Operating Procedures for Food Production. Additional equipment and staff are occasionally employed with students with special needs. The exact modifications to this activity are dependent on the precise requirements of the student concerned.



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### Monitor and Review

Informal review will take place before during and after each Food Production activity. Annual review of CARA will take place either at the end of a School Year, or the start of the following year