Kitchen Safety - at Tinaroo EEC

Notes:

- Where a CARA activity guideline exists for the activity and the minimum requirements outlined cannot be met the activity must be modified or alternative controls implemented to ensure an equivalent level of safety for staff, students and others involved.
- Where a CARA activity guideline does not exist, and when considering any other risks relevant to an activity, the Curriculum activity risk planner is to be used.

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. This 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.

Teachers/Leaders: TEEC Supervising Teachers, Visiting Teachers and accompanying adults.

Class groups: Various	Number of students: 60
Start date: 01/01/2019	End date: 31/12/2019

Use this risk assessment matrix as a guide to assess the inherent risk level. Refer to the Curriculum activity risk planner for further details.

Likelihood	Consequence				
	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Critical
5 - Almost Certain	Medium	Medium	High	Extreme	Extreme
4 - Likely	Low	Medium	High	High	Extreme
3 - Possible	Low	Medium	High	High	High
2 - Unlikely	Low	Low	Medium	Medium	High
1 - Rare	Low	Low	Low	Low	Medium

Indicate the assessed risk level and undertake the actions required for that level of risk.

	Inherent risk level		Action required
☐	**Low**	Little chance of incident or injury	• Manage risk through regular planning processes.
☒	**Medium**	Some chance of an incident and injury requiring first aid	• Document risks and controls in regular planning documents. • Manage risk through regular planning processes OR complete this *Curriculum Activity Risk Assessment*.
☐	**High**	Likely chance of a significant incident and injury requiring medical treatment	• A *Curriculum Activity Risk Assessment* is required to be completed. • Principal or head of program (i.e. DP, HOD, HOSES) approval is required prior to conducting this activity. • Parent/carer consent is recommended. • Once approved, activity details are to be entered into the School curriculum activity register.

Inherent risk level		Action required
☐ **Extreme**	High chance of a serious incident resulting in highly debilitating injury	• Consider conducting an alternative activity or modifications to the activity that could achieve comparable learning outcomes. • A *Curriculum Activity Risk Assessment* must be completed. • Principal approval is required prior to conducting this activity. • Parent/carer consent must be obtained for student participation. • Once approved, activity details are to be entered into the School curriculum activity register.

NOTE: If the activity is to be held off-site, parent/carer consent is required irrespective of the inherent risk level. Refer to the School Excursions procedure for the Excursion planner template.

Planning considerations

Incorporate the following factors when planning risk management strategies for this activity.

Which students will be involved?

• The number of participants, size of student groups and students' capabilities is considered e.g. age, experience, competence, fitness, maturity.
• Any individual participant needs e.g. personalised learning, support provisions is considered (including behaviour support plans), health management (including health plans and prescribed medication requirements) that may require additional supervision ratios or identification (including uniforms, hats and/or high visibility wrist bands).

Where will the students be?

• The location of the activity is considered e.g. remote/easily accessible, public /private, school/classroom/workshop or other.
• The number of participants is 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.
• The nature of the activity is considered to ascertain whether safety/exclusion zones or spectator zones are appropriate.
• 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?

• The nature and duration of the activity is considered i.e. need for drinking water, food, rest, appropriate clothing, warm-up and warm-down.
• Instruction in rules, pre-requisite skills and safety procedures is provided to participants.
• 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 that include, but not limited to, 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, are not shared between participants.

What will the students be using?

• Instruction in safety procedures and safe handling of equipment is provided.
• All equipment (including protective 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, compliance of equipment and appropriate work processes.

Who will be leading the activity?

• A registered teacher will have 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 expertise (formal qualifications) or competence (knowledge and skills) to plan, induct, instruct and manage the activity safely for participants and others.
- There are sufficient supervisors present with current First Aid qualifications (including CPR) or ready access to qualified first aid personnel.
- A safety induction session (including designation of roles) is conducted with all supervisors prior to the commencement of the activity outlining risk management processes and emergency response strategies for the activity.
- Supervisors are active in their supervision, visible and are readily identifiable to participants.
- Blue Card requirements are adhered to for all supervising leaders/volunteers.

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

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

Other Details:

Where a CARA activity guideline exists, ensure the minimum requirements are met.
Check if relevant Codes of Practice/Guidelines exist for each activity.
Consider any other information relevant to the safety of staff and students when conducting this activity and document below.

Where a CARA activity guideline exists:

☒ I have met the minimum requirements specified in the attached CARA activity guideline/s;

OR

☐ For each minimum requirement not achieved I have modified the activity or provided alternative controls to ensure an equivalent level of safety as the minimum requirements in the attached CARA activity guideline/s. Information relevant to how this will be achieved is provided below in the respective boxes.

Where a CARA activity guideline does not exist:

☐ I have identified the hazards and risks relevant to this activity and provided information below in the respective boxes about the risk management strategies that will be implemented to ensure the safety of students and others.

Mandatory/Special Requirements

Where hazardous chemicals are used or generated by the activity (e.g. dust, gas, fumes), complete the Chemical Hazards in the Curriculum template and attach it to this risk assessment.

Note: Where the overall risk level conclusion for the use of a hazardous chemical is extreme, the activity must not proceed, as risks are not effectively controlled.

Provide information about any mandatory or special requirements for each activity that is to occur:
TEEC Standard operating procedures are available in the kitchen. A comprehensive list of hazards and risk control measures are displayed in the kitchen and also available at: https://tinarooeec.eq.edu.au/Supportandresources/Formsanddocuments/Documents/Risk-management/rm-page2.pdf Additional Control Measures: • Burns/scalds: Students not to use microwaves or ZIP heater for boiling water.Students and all adults briefed during induction • Infections/biological hazards: Students to wash hands in areas provided before, during and after preparation of food. All open cuts must be covered.

Supervision Requirements

Provide information about supervision for each activity that is to occur:
Adult familiar with supervising children and Standard Operating Procedures of TEEC kitchen. A registered teacher is always on site. or supervision by cook at Barron River Campus

Qualification Requirements

Provide information about the leader/supervisor's relevant qualifications and/or competence for each activity that is to occur:
For a registered teacher: •Knowledge of food hygiene requirements, safety procedures and potential risk areas, AND •Experience in food-handling procedures associated with this risk level and in supervising students in medium-risk cookery activities, AND •Competence (demonstrated ability) in undertaking the activity and in the use of any equipment required for the activity, OR For a leader other than a registered teacher, •an adult with equivalent knowledge, experience and competence.

Equipment/Facility Requirements

Provide information about equipment/facilities for each activity that is to occur:
Properly equipped kitchen maintained by TEEC staff according to Food Safety Standards. Appropriate signage is displayed. Safe Work Procedures for preparation of meals are in place. Appropriate storage and refrigeration for perishables are available for visiting groups.

Hazards and Control Measures

Information on managing common hazards and risks in the school environment can be found at Hazards and Risks.

Provide information about: • Hazards:	• Planned control measures:
Various	TEEC Standard operating procedures are available in the kitchen. A comprehensive list of hazards and risk control measures are displayed in the kitchen and also available at: https://tinarooeec.eq.edu.au/Supportandresources/Formsanddocuments/Documents/Risk-management/rm-page2.pdf Additional Control Measures: • Burns/scalds: Students not to use microwaves or ZIP heater for boiling water.Students and all adults briefed during induction • Infections/biological hazards: Students to wash hands in areas provided before, during and after preparation of food. All open cuts must be covered.

Submitted by:	
Name: Peter MacGregor	Position: Principal
Email: pmacg4@eq.edu.au	
Signed:	Date: 11/12/2018

Approval *(only required for high or extreme risk activities)*	
☒	Approved as submitted
☐	Approved with the following conditions:
☐	Not approved for the following reasons:
By: Peter MacGregor	Designation: Principal
Signed:	Date: 11/12/2018

Approval *(only required for high or extreme risk activities)*	
Once approved, activity details should be entered into the *School curriculum activity register*.	Reference No. 30

Monitoring and Review *(to be completed during and/or after the activity.)*	Yes	No
Have additional hazards been identified?	☐	☒
Were the control measures effective?	☒	☐
Are further or different actions required?	☐	☒
Details: Reviewed by Bret Crosby 23/01/2015 based on CARA 2014. Reviewed and updated 21/01/16, by Bret Crosby.Reviewed by Phil Harrison 23/11/2016 Reviewed and updated by Darryl Dilger 6/12/17. Reviewed and updated by Peter MacGregor 11/12/2018		