NNSW YOUTH

Activity Risk Assessment
Cooking in Kitchens

MEASURES

Consequence

Very High - Fatality/Multiple Hospitalisations
- Multiple life-threatening injuries with the same cause which requires immediate treatment as in-patients in a hospital.

High - Extensive Injuries / Hospitalisation
- Serious life-threatening injury which requires immediate treatment as an in-patient in a hospital.

Moderate - Medical Treatment
- An injury which requires medical treatment.

Minor - First Aid Treatment
- A non-life-threatening injury which was adequately treated by a qualified first aider.

Negligible - No Treatment
- A non-life-threatening injury that does not require treatment.

Likelihood

Almost Certain
Is expected to occur in most circumstances.

Likely
Will probably occur in most circumstances.

Possible
May occur at some time.

Unlikely
Could occur from time to time.

Rare
May occur in exceptional circumstances.

MATRIX

Consequence	Likelihood: Rare	Unlikely	Possible	Likely	Almost Certain
Very High	High (12)	Very High (17)	Extreme (21)	Extreme (24)	Extreme (25)
High	Moderate (10)	High (15)	Very High (19)	Extreme (22)	Extreme (23)
Moderate	Moderate (6)	Moderate (9)	High (14)	Very High (18)	Very High (20)
Minor	Minor (3)	Moderate (5)	Moderate (8)	High (13)	High (16)
Negligible	Minor (1)	Minor (2)	Moderate (4)	Moderate (7)	Moderate (11)

RISK RATING

21-25	Extreme
17-20	Very High
12-16	High
4-11	Moderate
1-3	Minor

RISK CONTROLS

Elimination
Removal of hazard.

Substitution
Replacing (wholly or partly) with something that is a lesser risk.

Isolate
Isolating the hazard from any person.

Engineering
Redesign the activity or equipment.

Administrative
Information, training, instructions, signage, etc.

PPE/ PPC
Personal Protective Equipment & Clothing.

Definitions:

Hazard A situation or thing that has the potential to cause harm to a person or equipment.

Risk The possibility that harm (death, injury) might occur when exposed to a hazard.

Risk Control Taking action to eliminate a health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.

Consequence The effects of either the risk or hazard.

Likelihood The chance in which the risk or hazard are likely to happen.

NNSW YOUTH

Activity Risk Assessment
Cooking in Kitchens

Staff/Leadership Team

Hazard & Risk	**Risk Rating**	**Risk Control**	**Amended Risk Rating**	**Activity leader: to answer each section below 'YES,' if able to fulfil SOPs Risk Assessment, to be acceptable to proceed with the activity.**
Child safety at events	19	• WWCC number provided and checked if staff are over 18yrs old. • AdSafe Training completed if staff are over 18yrs old. • Code of Conduct completed for staff. • Staff are to remain vigilant.	6	☐
Dangerous activities	19	• Activities that require qualified staff to proceed for safety must control activity with correct ratio. • All 'near miss or incident' must be recorded on the relevant forms. • At least one person to have free mobile app on their phone called "Emergency Plus"	9	☐
COVID-19	19	• All activities are to adhere to government legislation. • Have a COVID safe plan if applicable. • Have a Participant Registration if applicable.	5	☐
Activity info	21	• All required information to be filled in on page 8 & 9.	12	☐

NNSW YOUTH

Activity Risk Assessment
Cooking in Kitchens

Environmental

Hazard & Risk	Risk Rating	Risk Control	Amended Risk Rating	Continue: can activity leader answer 'YES'?
Hazards in kitchen area • Death • Injury • Electrical shock • Burns	21	• Leader/s check beforehand any electric power point/s to ensure they are in a safe working order. • Leader/s to check beforehand any stove to be used to ensure that they are in a safe working order. • Leader/s to check beforehand that all cooking equipment/items to be used to support cooking is in safe working order. • Leader/s to use suitable kitchen area/s for the cooking group size. • Within a large cooking classroom an area could be sectioned off to increase better supervision. • Each participant to have their own cooking area which would reduce the unnecessary moving of cooking items & participants. • If the group of participants were broken into smaller groups, these participants must stay together in their designated area for cooking, unless directed otherwise. • Kitchen areas to be left in a tidy and clean state.	5	☐
Slips, trips, and falls • Injury	14	• Leader/s of activity to check before the activity starts to rectify any trip or slippery surfaces which are hazards. • It is possible within the activity the dropping or spilling of any liquid will make the surface to become a hazard. Leader to restrict this area to oversee participant/s to resolve hazard. • Wear boots/shoes with good grip.	5	☐

NNSW YOUTH

Activity Risk Assessment
Cooking in Kitchens

Burns from hot surface & boiling liquid • Death • Injury	19	• Kitchens to have supervision and only walking in these areas. • Participants to have supervision with their stoves to stop burns from boiling liquid & hot surfaces. • Participants to wear PPE gloves when handling hot surface.	5	☐
Unhygienic practise • Ill health	14	• All cooking item to be inspected to ensure they are hygienically clean. • The activity for cooking will need to provide clean and safe toilets. • Leader/s will provide a place for all rubbish to go into or instruct participant/s to be responsible for their own rubbish. • Wash hands after going to the toilet & before handling any food item. • All long hair to be tied back or placed in hairnet.	3	☐

NNSW YOUTH

Activity Risk Assessment
Cooking in Kitchens

Human

Responsibility of Activity Leader(s)	**Continue: can activity leader answer 'YES'?**
• To ensure beforehand that the cooking activity area is safe and suitable for the size group. • Individual tasks may be delegated but the responsibility remains with the activity leader. • Ensure in a medical emergency that the nearest hospital is known by the leader/s. • Ensure that the group has a qualified First Aider and has a suitable First Aid Kit and checked prior to the cooking activity.	☐

Hazard & Risk	**Risk Rating**	**Risk Control**	**Amended Risk Rating**	**Continue: can activity leader answer'YES'?**
Participants abilities • Fitness • Skill Injury caused by over physical exertion. Injury cause by lack of experience.	9	• Activity pre-brief of the hazards to give clear explanation of participants expectations. • Confirm beforehand participants experience/capabilities. • Pre-check if the group has any disabilities or allergies and plan to cater. • Participants have the right to withdraw from activity, ideally at the time of the pre-brief.	2	☐
Participants behaviour • not following instructions • showing off • being silly • not listening endangering self or others	21	• Activity prebriefed of the hazards/dangers. • Clear explanation of the expectations of all participants. • Use the Clubs Discipline Policy to address a negative behaviour.	2	☐

Entanglement with jewellery • Injury • Hair entanglement	14	• All jewellery is to be removed before activity or made safe. To stop ensnaring participant. • All long hair to be tie back or place in hairnet.	5	☐
Negative Self Care • Death • Injury	21	• Communicate beforehand to participants minimum requirements for safety, e.g. the wearing of designated gloves when touching hot surfaces. • Confirm head count going into activity area and when leaving. • Emphasize that no participant to wander off from the kitchen without permission from the leader.	5	☐
Bullying • Emotional trauma	21	• Take any complaints seriously and take immediate action to safeguard the victim. • Stop the activity and staff/leaders to separate the accused bully/ies for counselling. • Use the Clubs Bullying Policy to address an issue.	5	☐
Intentional Self harm. • Injury	15	• Instructors/guides to remain vigilant to negative mood shift and body language. Separate the person endangering themselves with personnel from the activity to reduce tension/anxiety within a safe environment. • Check on all people within the activity for their mental wellbeing • Be aware of equipment which can intentionally become dangerous.	9	☐

NNSW YOUTH

Activity Risk Assessment
Cooking in Kitchens

Equipment

Hazard & Risk	Risk Rating	Risk Control	Amended Risk Rating	Continue: can activity leader answer 'YES'?
Damage Equipment • Injury	19	• All cooking equipment check before the activity and damaged/wear gear to be replaced and reported.	10	☐
Inefficient Communication Equipment or failure • Death • Increase injury	19	• Ensure that each group has the appropriate communications for an emergency. e.g. mobile phone.	10	☐

Extra option: Activity leader take full responsibility for 'amending SOP Risk Assessment

Hazard & Risk	Risk Rating	Risk Control	Amended Risk Rating	Acceptable To Proceed

NNSW YOUTH

Activity Risk Assessment
Cooking in Kitchens

To be filled in by activity leader; copy be given to 'external contact person'.

Group Name:

Activity date/s:

Date when church approved the activity:

Number of Participants:
Pathfinders:
Adults:

Activity leader/s:
Phone No:

Activity Location:

Nearest Emergency Ward:

Helicopter Landing Area:

Emergency Exit Point/s:

External Contact:

Phone No:

Activity leader/s print name and sign with date.

Version 1.0 Completed By					**Version 1.1 Completed by**			
Name	Steven Bilson	**Signature:**			**Name:**	Kev Price	**Signature:**	
Date:	17/06/2022	**Activity**	Dip Out/Rec		**Date:**	27/06/2024	**Position:**	Youth Administrator
Activity Leader/s:								
Signature:		**Date:**						
Name:					**Name:**			