



Hazard	Who could be harmed	Risk level	Precautions and control measures in the cooking area and vicinity	Check by ticking	Risk level once control measures are in place	Note here any further action required and taken
Tripping, slipping, falling	Adults – staff and visitors Children	Medium risk	<ul style="list-style-type: none"> <li>• The floor should be a non-slip surface.</li> <li>• Floor area even and clear of extraneous furniture, wires, boxes or other items likely to cause tripping.</li> <li>• Floor dry and free of food or other matter likely to cause slipping.</li> <li>• Area accessible only to children engaged in the activity and who are supervised constantly.</li> <li>• Running, jumping, pushing prohibited.</li> <li>• Appropriate footwear worn – low heeled closed-in shoes, laces tied.</li> <li>• Careful positioning of individuals using wheelchairs or those seated who have restricted movement.</li> <li>• Table height to be appropriate to pupil height.</li> <li>• Pupils must not sit, stand or kneel on chairs or stools.</li> </ul>	<input type="checkbox"/>	Low risk	Consider the safe positioning of wheelchair users to avoid hazards to them and those they are working with eg electrical or hot water hazards.
Food contamination caused by persons' clothing	Adults – staff and visitors Children	Low risk	<ul style="list-style-type: none"> <li>• Everyone must wear a clean apron.</li> <li>• PVC coated aprons cleaned with anti bacterial spray before and after use.</li> <li>• Aprons put on in cooking area and removed when leaving it for any reason.</li> <li>• Long sleeves rolled up, scarves and other items removed. (Except religious head wear).</li> <li>• Under no circumstances should outdoor clothing, coats or suit jackets be worn.</li> </ul>	<input type="checkbox"/>	Low to no risk	
Food contamination caused by hair, nail polish, rings and bacteria on hands	Adults – staff and visitors Children	Low risk	<ul style="list-style-type: none"> <li>• Long/medium length hair to be fastened back using bands and clips. Wisps to be secured away from face.</li> <li>• Nail polish removed NB applicable to adults as well as children.</li> <li>• Hands washed before handling food at hand wash sink using hot water and antibacterial hand wash liquid and paper towels.</li> <li>• Blue plasters used to cover cuts and sores.</li> </ul>	<input type="checkbox"/>	Low to no risk	

Hazard	Who could be harmed	Risk level	Precautions and control measures in the cooking area and vicinity	Check by ticking	Risk level once control measures are in place	Note here any further action required and taken
Food contamination caused by cuts, sores, boils and dressing	Adults – staff and visitors Children	Low to medium risk	<ul style="list-style-type: none"> <li>• More extensive existing injuries must be covered by vinyl or latex glove which must be disposed of after use.</li> <li>• Anyone with a wound which cannot be covered will not be given permission to cook.</li> </ul>	<input type="checkbox"/>	Low risk	
Food contamination caused by bacteria spread by illness	Adults – staff and visitors Children	Low to medium risk	<ul style="list-style-type: none"> <li>• Any participant feeling sick or unwell must not enter the cooking area.</li> <li>• Any person suffering from (or recently recovered) from sickness, diarrhoea or a heavy cold or cough must not enter the cooking area.</li> </ul>	<input type="checkbox"/>	Low risk	
Food contamination caused by soil or other growing medium	Adults – staff and visitors Children	Low to medium risk	<ul style="list-style-type: none"> <li>• Cooking aprons must not be worn when harvesting produce.</li> <li>• Hands washed thoroughly after harvesting and washing produce.</li> <li>• Soil and other growing medium to be removed before ingredients are prepared.</li> <li>• Open wounds to be covered before handling soil-covered produce.</li> </ul>	<input type="checkbox"/>	Low risk	
Food contamination caused by bacteria from equipment and/or surfaces	Adults – staff and visitors Children	Low to medium risk	<ul style="list-style-type: none"> <li>• Surfaces to be wiped with anti-bacterial spray and disposable cloth retained for the purpose.</li> <li>• School tables/surfaces to be covered by a plastic sheet to be kept for the purpose.</li> <li>• No outdoor/indoor clothing, bags, brief cases, files, books or boxes to be placed on the cooking surface(s).</li> <li>• Equipment including cutlery trays, large and small items to be cleaned thoroughly before and after cooking.</li> <li>• Chopping boards to be hot-washed, sprayed with anti-bacterial spray and air dried.</li> <li>• Separation of cooked and raw ingredients maintained in storage and preparation.</li> </ul>	<input type="checkbox"/>	Low risk	

Hazard	Who could be harmed	Risk level	Precautions and control measures in the cooking area and vicinity	Check by ticking	Risk level once control measures are in place	Note here any further action required and taken
Food contamination caused by bacterial growth during incorrect storage of food	Adults – staff and visitors Children	Low to Medium risk	<ul style="list-style-type: none"> <li>• Refrigeration to be available to store perishable food in appropriate conditions frozen –18°C or below, refrigerated +0°C - +4°C.</li> <li>• Food to be covered to prevent cross-contamination.</li> <li>• Food not stored beyond ‘use by’ date – it must be destroyed/disposed of.</li> <li>• Dry goods stored in clean dry designated area away from cleaning agents, paints, stationery or other potential contaminations.</li> <li>• Food prepared in class to be stored at correct temperature until consumed or taken home.</li> <li>• Food in transit to be stored in insulated boxes or bags and purchased close to school and refrigeration.</li> </ul>	<input type="checkbox"/>	Low risk	
Food contamination by waste on tables, in bins or on the floor	Adults – staff and visitors, janitors. Children	Low to medium risk	<ul style="list-style-type: none"> <li>• Waste bowls used on food preparation tables and emptied promptly.</li> <li>• Sharp waste – tin cans or broken equipment to be wrapped and labelled.</li> <li>• Waste bins to be lined and bags to be sealed and disposed of promptly.</li> <li>• Food waste bins to be washed and disinfected.</li> <li>• Food waste bins to be reserved for food only and not used for other waste.</li> <li>• Accidental spillage of food – liquid or solid to be swept or vacuumed and floor washed before and after cooking – not during food activities.</li> <li>• Bags and outdoor clothing must never be placed on work surfaces.</li> </ul>	<input type="checkbox"/>	Low risk	

Hazard	Who could be harmed	Risk level	Precautions and control measures in the cooking area and vicinity	Check by ticking	Risk level once control measures are in place	Note here any further action required and taken
Reactions to food – allergic or intolerance	Adults – staff and visitors Children	Medium to high risk	<ul style="list-style-type: none"> <li>• All adults, staff, children and visitors must provide detailed information of known or suspected allergies or intolerances to food stuffs or cleaning agents. The information must be in writing.</li> <li>• Parental consent for every participating child to handle, taste, consume food stuffs and use cooking equipment must be obtained and be available for inspection.</li> <li>• Pupils who may require medication during cooking must be identified and an authorized person at school must be on hand to administer that medication.</li> <li>• Alternative food stuffs may be made available for those with allergies or intolerance.</li> <li>• Do not accept donations of food from outside sources unless there is a 100% safety assurance that is safe to eat.</li> </ul>	<input type="checkbox"/>	Low to medium risk	<p>EXAMPLE OF PERMISSION DOCUMENT</p> <p>Information provided for (note names of pupils)</p> <p>.....</p> <p>Confirm written permission has been obtained from all parents of all participating children.</p> <p>Food intolerance/allergy</p> <p>.....</p> <p>Signature</p> <p>.....</p> <p>Please print</p> <p>.....</p> <p>Date</p> <p>.....</p> <p>Designation</p> <p>.....</p>
Dangers from heat, fire and electrical hazards	Adults – staff and visitors Children	Low to medium risk	<ul style="list-style-type: none"> <li>• Flammable materials not stored or situated close to cookers.</li> <li>• Cooker/hob and oven to be operated by adult in charge only.</li> <li>• Matches or other fire lighting materials must not be used to light cookers or other equipment.</li> <li>• Emergency evacuation procedures to be in place and understood by all participants.</li> <li>• Emergency exits to be kept clear and obstruction free at all times.</li> <li>• Assembly point to be identified and all participants aware of it.</li> <li>• A fire blanket and suitable fire extinguisher to be available at all times.</li> </ul> <p>(continues on next page)</p>	<input type="checkbox"/>	Low risk	

Hazard	Who could be harmed	Risk level	Precautions and control measures in the cooking area and vicinity	Check by ticking	Risk level once control measures are in place	Note here any further action required and taken
Dangers from heat, fire and electrical hazards	Adults – staff and visitors Children	Low to medium risk	<i>(continued from previous page)</i> <ul style="list-style-type: none"> <li>• Pupils may operate electrical equipment under supervision including electric pans, sandwich toasters, blenders.</li> <li>• Electrical equipment must be certified for safe use by an authorised person or body.</li> <li>• If there is suspicion of malfunctioning equipment it must not be used.</li> </ul>	<input type="checkbox"/>	Low risk	
Burns from ovens, equipment liquids or food stuffs	Adults – staff and visitors Children	Low to medium risk	<ul style="list-style-type: none"> <li>• Oven gloves to be used to carry hot food/tins.</li> <li>• Oven shelves to be adjusted before putting items inside the oven.</li> <li>• Pan handles turned inwards but not over hot hobs.</li> <li>• Adult to carry, stir and serve hot liquids.</li> <li>• Hot food or liquids never left unattended but placed out of reach.</li> <li>• Food for tasting to be warm not hot and temperature tested before children taste it.</li> <li>• Frying, if carried out, should only be done by adults and away from children.</li> <li>• Table Top induction hobs to be used with extreme care and only by adults or older (deemed responsible) students. Uses include steam-frying (pan lid on) and caramelising onion <i>ie</i> when little or no liquid is used in the cooking process. Induction hobs are not used for cooking soup or stews or when large amounts of liquid are required in the cooking process.</li> </ul>	<input type="checkbox"/>	Low risk	
Choking on small pieces of food or inhalation of small ingredients	Pupils	Medium risk	<ul style="list-style-type: none"> <li>• Supervised tasting and chewing of small pieces of fruit or other small ingredients.</li> <li>• Pupils to follow guidance on tasting and eating slowly.</li> <li>• No pupil to eat food from cupped hand with head thrown back.</li> <li>• Pupils must only taste or eat food at the invitation of the teacher in charge.</li> </ul>	<input type="checkbox"/>	Low to medium risk	

Hazard	Who could be harmed	Risk level	Precautions and control measures in the cooking area and vicinity	Check by ticking	Risk level once control measures are in place	Note here any further action required and taken
Cuts from knives and other equipment including graters	Adults – staff and visitors Children	Medium risk	<ul style="list-style-type: none"> <li>• All sharp knives (and other sharp equipment <i>eg</i> skewers) to be locked in an appropriate place when not in use.</li> <li>• Count knives ‘out’ and count them ‘in’ and sharp knives never to be left out during preparation or in readiness for lesson or after use in the lesson.</li> <li>• Appropriate type and size of knives to be selected for age of children.</li> <li>• ‘Bridge’ and ‘claw’ techniques to be taught and supervised.</li> <li>• Chopping boards to be used in conjunction with knives.</li> <li>• Knives washed up separately and never left in the washing up bowl or sink.</li> <li>• Pupils with certain behavioural difficulties may be precluded from using knives. Advice from school to be sought.</li> <li>• Pupils to be supervised during all cooking activities .</li> </ul>	<input type="checkbox"/>	Low to medium risk	
Cuts or injury from electrical processors and blenders including hand blenders	Adults – staff and visitors	Medium risk	<ul style="list-style-type: none"> <li>• Pupils may be forbidden to touch or operate this type of equipment or it may be used under strict supervision.</li> <li>• Used by competent adults only following appliance instruction book.</li> <li>• Never leave blades in washing up bowls or unattended – wash up immediately and place in storage box.</li> <li>• All parts to be stored in a safe place.</li> </ul>	<input type="checkbox"/>	Low to medium risk	