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| **Name of activity, event, and location** | **Cooking Activities Risk assessment** | **Date of risk assessment** | **30/01/2021** | **Name of person doing this risk assessment** | **Alex Ball** |
| **Date of next review** | **30/01/2022** |

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| **What hazard have you identified?**  **What are the risks from it?** | **Who is at risk?** | **How are the risks already controlled?**  **What extra controls are needed?** | **What has changed that needs to be thought about and controlled?** |
| **A hazard** is something that may cause harm or damage.  **The risk** is the harm that may occur from the hazard. | For example: young people,  adult volunteers,  visitors | **Controls** are ways of making the activity safer by removing or reducing the risk.  For example, you may use a different piece of equipment or you might change the way you do the activity. | Keep **checking** throughout the activity in case you need to change what you’re doing or even **stop** the activity.  This is a great place to add comments which will be used as part of the review*.* |
| **Lone working** – if volunteers are in the building on their own before others arrive and an incident happens, others may not be aware | Leaders/Adult helpers | Leaders arrive at agreed times at the hut and then travel together to the park.  Adults carry mobile phones with them in case of an incident.  No Adults to carry out risky activities until at least two adults present. | Ensure parents / carers are aware of any changes of start end times if they are to occur |
| **Gas**  Gas leaks, Fire, explosions | All Attending | Only Young people Scout age or older to set-up gas for cooking or equipment, younger section set-up by leaders. All gas set-up done or supervised by leaders with experience of using gas equipment.  Check the condition of gas canisters before the meeting, ensure that they contain enough gas for the activity, that the valves and regulators are in good working condition.  Young People are to receive training in the use of gas canisters at the start of the activity.  Young People are to be trained how to safely carry a gas canister, how to place gas canister on the ground, the correct use of a regulator, how to connect gas to a stove, how to test for leakages.  Young People to be carefully supervised throughout the meeting |  |
| **Stoves**  Gas leaks, Fire, explosions, burns | All Attending | Check that all stoves are in good working order before the meeting  Each stove to be accompanied by a table top protector  Ensure Young People receive training before the start of the activity on how to safely set up and use the stove; only young people of Scout age and older should set-up stove, leaders to set-up for younger sections.  Ensure stoves are cleaned at the end of the activity  Young People to be carefully supervised throughout the meeting; minimum of one leader per stove for Beaver or Cub sections.  Make sure there is enough space between groups to carry out the activity and that there is sufficient ventilation |  |
| **Tables and chairs**  injuries to people setting up, moving, or collapsing the items. | All present | Leaders and Young Leaders oversee setting up and moving tables and chairs.  No one carries tables alone. Young People limited to carrying two chairs at once.  Stack chairs in hallway when not in use. Stacks shouldn’t be reasonable hight not to fall over.  Tables are stored in storeroom when not is use, against wall so as not to fall over  Leaders help with stacking and unstacking chairs and setting up tables. |  |
| **Sharp items** – injuries from mistakes or misuse. | Young People | Leaders count out the sharp items and are clear on how many are being used. Leaders count sharp items back in to make sure that all are returned.  Adults or Young Leaders supervise young people when they’re using sharp items Leaders brief young people on using the sharp item safely before they use it. |  |
| **Electrical Items** risk of electric shock | Young People | Leaders to carry out visual inspection prior to use.  If cooking remotely and supervised by parents, parents to check prior to use. |  |
| **Cables and electricity** – trips, falls, or electrocution from mistakes or misuse. | All present | Use appliances close to sockets where possible.  Cover and identify trailing cables where possible.  No liquids near electrical items where possible.  Leaders supervise use of electrical items. |  |
| **Ingredients and Hygiene –** Food poisoning / Allergies | All Present | Leaders to ensure safety and hygiene rules are explained to young people  Ensure Leaders are aware of any allergies or diet requirements of those attending.  Ensure ingredients used are safe for those participating in the tasks As a general rule avoid using nuts at all in recipes.  Ensure that all ingredients to be used is fresh and has been stored correctly; all packed foods in date.  Ingredients are to handled carefully by the Young People and used as intended  Vegetables and meat should be treated separately i.e. cut with separate knifes and chopping boards  Young People to wash their hands before cooking and before eating  All food to be checked to ensure safe for consumption. (e.g. meat cooked thoroughly)  All equipment, crockery and cutlery should be clean before using and should be carefully washed with warm soapy water and stored away for next time.  Ensure all food waste despised of in external bins at the end of the meeting. | Ensure periodic updates of OSM health and allergy information by parents |
| **Behaviour** – overexcitement, pushing and shoving, taking unacceptable risks | Young People | Have a section code of conduct to set clear expectations of behaviour.  Ensure young people understand what is expected of them in terms of behaviour.  Clearly explain risks and safety measures to Young People at the start of any game or activity  Clearly explain the objectives of the task  Monitor behaviour pause or stop activity if becoming hazardous due to behaviour. | Periodically review code of conduct |
| **General injuries requiring first aid** | All present | Minimum of one member of leadership team to hold valid first aid certificate  Ensure first aid box is fully equipped.  Complete accident book in the event of injury or accident occurring  Contact parent/carer and inform them of the incident  Young persons personal medication to be handed to leaders at the start of meeting and collected at the end. | Replace used items and periodically check expire dates of first aid box contents |
| **Cooking at Home** – risk when cooking activities are run remotely (e.g. over zoom) | Young People, Parents | Ensure parents are aware of cooking activities at home and that they need to ensure safety at home as appropriate for their child.  Parents to be made aware that they need to ensure the cooking and preparation areas and equipment are safe and an adult should be present during the activity to ensure safety, and that food is safe to used and eaten.  For Scout age and above make aware that they should seek adult assistance if unsure of use of equipment (e.g. turning on cooker); for Beaver and Cub age ensure an adult is present in the cooking area during the whole activity to assist when needed, and especially with all equipment use (e.g. cooker, sharps).  Ensure hygiene safety instructions are run through as if activity was in person (e.g. wash hands)  Ensure equipment safety instructions are run through as if activity was in person (e.g. sharps, electricity) | Full details of cooking and instructions provided to parents each time there is a cooking at home activity, and instructions of level of assistance needed at home for activity. |

### **North Richmond Sign off Sheet**

### **Completed by:** Alex Ball **Date:** 30/01/2021

### **Ammendment/Review (if needed):** Alex Petty **Date:** 10/2/2021

### **Approved by GSL:** Alex Petty Date: 10/2/2021

### **Approved by Exec:** Fiona Booth **Date:** 22/02/2021

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