



Vacation care Risk Assessment

Name of Day: Cooking Day

Date: 10/7/2020

Number of children: 30 max

Which risk assessment safety points are relevant for today? (Please tick)

Adventure Play Animals Art & Craft / Creative activities

Bushland/Water environments Children with additional needs

Food & Cooking Media & Entertainment Sport/Physical activity

Water Play Excursion travel

Ensure risk assessments are available to parents on the day, that they have been read by all staff involved and any relevant risk preventative measures are illustrated to children.

Is a site visit required? Yes No

If yes, please record name of staff member conducting site visit as well as the date of the visit.

Is there a site-specific risk assessment for the venue? Yes No

If yes, please print and make available to all staff and parents.

Other than risks presented in the above documents, please outline any activity specific risks on the table on page 2.



RISK ASSESSMENT FORM TEMPLATE

Potential Hazard	Who is at Risk?	Existing control measures	Risk Rating	Preventative Measures	Responsibilities
Allergies to ingredients/Dietary Requirements	Children and Educators	<p>Educators trained in first aid against Allergic and Anaphylaxis reactions.</p> <p>First aid kit present throughout the duration of the activity.</p> <p>Educators aware of any allergies or dietary requirements present within the centre.</p> <p>Up-to-date action plans are present in centre</p> <p>NTOOSHC is a nut-aware zone</p>	2	<p>Ensure ingredients do not contain possible allergies or anaphylaxis triggers</p> <p>Ask parents to inform Educators of any special considerations required for cooking</p> <p>Sanitize food surfaces and wash hands to reduce the risk of cross-contamination</p>	<p>Educators first-aid to be up-to-date</p> <p>Educators to be aware of children with allergies or food requirements prior to the activity, and know the required action plan</p> <p>Ensure all medication is up-to-date and not expired</p> <p>Double check ingredients' allergen lists prior to use</p>
Burns	Children and Educators	<p>Educators trained in first aid for burns</p> <p>First aid kit equipped with Burn aid and burn relief cream</p> <p>Children not allowed in spaces with ovens, stoves, and other heating appliances.</p>	5	<p>Give safety expectations to children before activity</p> <p>Educators handle all hot food and surfaces; children stay away from ovens, hot pans and food.</p> <p>Ensure Child: Educator ratios allow for active supervision for hot surfaces</p>	<p>Ensure first-aid kit is up-to-date</p>

North Turrumurra OSHC

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Out of School Hours
Centre 9449 5661



Out of School Hours Care

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Cuts	Children and Educators	Educators trained in first-aid for cuts First-aid kit present throughout activity Sharp knives and objects out of reach from children	4	Give safety expectations to children before activity Educators handle all sharp knives and cutting of food Allow children to use blunt or child-appropriate knives	Educators support children when cutting food Make sure first-aid training is up-to-date WHS check for any sharp objects
Access to the Internet	Children	All families are required to sign the NTOOSHC technology agreement which outlines that devices with access to the internet are not to be used at NTOOSHC.	5	Ensure that staff monitor the device to ensure that students do not see anything other than what is intended.	Educators
Kitchen Appliances	Children and Educators	All Educators trained in First Aid. First Aid Kits are easily accessible. Safety discussions.	2	Educators ensure that children do not put their fingers near the food processor while it is on. Avoid wet areas with electrical appliances.	Educators to be aware of children while participating in the cooking activity and to give a safety briefing before beginning activity.
Cross-contamination between children and food (I.e. COVID-19)	Children and Educators	Children wash their hands thoroughly throughout the activity Social distancing measures adhered to	3	Children use their own utensils All surfaces sanitized and utensils washed with hot water and detergent Children are	Educators watch for any signs of illness before children start cooking

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		Surfaces sanitized before meal preparation		allocated their own spot that are socially distant	
				Children eat the food that they made themselves	

Risk Assessment Matrix

Consequences / Impact	Probability / Likelihood			
	Very Likely Could happen at any time	Likely Could happen some time	Unlikely Could happen but very rare	Very Unlikely Could happen but probably never will
VERY HIGH - Kill or cause permanent disability or ill health	1	1	2	3
HIGH - Long term illness or serious injury	1	2	3	4
MEDIUM - Medical attention and several days off work	2	3	4	5
LOW - First Aid required and no time off work	3	4	5	6

Risk assessments are conducted to ensure that there is correct and reasonable supervision carried out for activities. If you believe an activity requires ratios other than 1:15 for an in-centre day and 1:10 for an excursion day, please note this down in the preventive measures column and alert the centre director to ensure appropriate planning occurs.

Name of educator completing this risk assessment: Kate Derham 15/6/2020 & Kirsty Hunt

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