**Risk Assessment for**

**Cooking Activity**

Leaders are required at a local level to carry out risk assessments for all activities being undertaken. Carrying out a risk assessment should include identifying & locating hazards, considering who might be harmed and how, and identifying how risks are eliminated or controlled. These risks and the control measures must be recorded and communicated, and then reviewed & updated as necessary.

When completing a risk assessment, consider: what are the hazards; who might be affected by them; what control measures need to be in place to reduce risks to an acceptable level; who will take responsibility for particular actions; what steps will be taken in an emergency. Once **ALL** control measures are in place for a specific hazard/risk please put a tick in the box to confirm this.

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| **Company/Battalion/District:** |  | **Age group:** |  |
| **Venue / Meeting Space:** |  | **No of children/young people:** |  |
| **Date of activity:** |  | **No of leaders:** |  |

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|  | **Hazard / Risk Identified**What’s the hazard and the risk of harm? | **Control Measures**What measures will you put in place to reduce the hazard/risk identified? | **Control Measuresin Place****ü** | **Leader Responsible** |
| 1. | **Venue - Setting up /Preparation Area** * Moving chairs and tables to set up or collapse after activity. (Trips/Injury/Collapse of items)
 | * Tables and chairs to be set up, using safe lifting, and carrying methods (At least two people for heavier items)
* Chairs to be tucked under tables when not in use
* Leaders to ensure area is free of any other slip / trip hazards
* Young people to be supervised when collapsing folding equipment, and reminded re safety, particularly when items are stacked.
* Remove or cover trailing cables.
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| *2.* | * **Kitchen / Cooking area (Trips, Injury, Illness)**
 | * Ensure fire safety equipment is available and in working order (Fire blankets / Extinguishers).
* Ensure stocked First Aid Kit is in vicinity/accessible.
* All food to be stored appropriately before use i.e fridge/freezer.
* Wash hands before handling food and equipment. (Prompts before and after toilet visits).
* Brief young people about any part of the activity that needs to be undertaken by a Leader e.g. taking trays out of a hot oven.
* Appropriate group sizes for the space being used. (Avoid overcrowding around heat sources and sharps).
* Leaders to brief young people about cross contamination e.g. when handling raw meat.
* Leaders and young people to promptly report any spillages/ breakages / damage to equipment which should then be responded to.
* Use of extractors /windows for ventilation.
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| *3.* | **Equipment** * Cooking Equipment
* Sharps/Knives (Cuts, severe injuries)
* Cables/Plugs
* Electric Appliances (Electric Shocks)
 | * Leaders to ensure in advance that equipment is clean, and in good working order, and suitable for use by those taking part.
* Determine any items for sole use by Leaders and communicate this clearly to Young People.
* Use Electrical equipment close to sockets.
* Distribute electrical equipment to avoid overload of circuits.
* Brief young people on safe use of sharp or electrical items before use. Additional supervision and support to be provided as required.
* Count sharp items out and back in, ensuring all are returned.
* Ensure liquids are safely away from electricals.
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| *4.* | Heat Sources * Burns (Accidental, misuse or careless)
* Fire (Injury/Burns)
 | * Before activity begins ensure area is free of any trip hazards such as cables / bags of food etc.
* Leaders to notify young people of the designated area for use of heat sources
* Brief young people on safe use of heat sources
* Reduce numbers of young people and increase supervision in vicinity of heat sources.
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| *5* | **Behaviour and Supervision*** Inappropriate behaviour (injury/safety)
* Lack of supervision (injury/safety)
 | * Leaders to brief young people at start of activity about expected behaviours. Safety and behaviour prompts throughout.
* Sufficient leaders for supervision (based on age, ability, additional support needs)
* Leaders to respond to any silly / careless behaviour to avoid escalation.
* Leaders to consider any additional support needs and provide appropriate support, supervision and resources to any young people who require it.
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| *6* | **Allergies and Intolerances*** Falling ill, Collapse
 | * In advance of cooking activity leaders to check annual information forms and communicate any allergies / intolerances to leaders.
* Leaders to notify parents of activity and request contact re any allergies / intolerances
* When allergy/intolerance is severe consider separate cooking prep area for young person / alternative activity or non-attendance for this activity.
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| *7* | **Incidents** * Accidents / Emergency (Injury, illness, collapse)
 | * Leaders to assess and deal with immediate situation, alert emergency services if required.
* Leaders to respond by providing appropriate initial first aid – This may include moving away from immediate hazards, checking ABC’S and placing casualty in the recovery position.
* Leaders to ensure appropriate supervision and support of those not involved in the incident.
* Make a record of any reportable accidents or safeguarding incidents and inform BBHQ.
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| ***Review:*** *This risk assessment should be reviewed on completion of the activity and updated for future use and reviewed regularly where a frequent activity.* |

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| **Completed byLeader** | Name: Role: Date: Signed:  | **Approved byLeader-in-Charge/Company Captain** | Name: Role: Date: Signed:  |

Please note: All risk assessments should be approved by Leader-in-Charge or Company Captain. Approval for activities being run by Battalion/Districts should be by an Officer Bearer (Secretary, President, Treasurer, Vice-President).

Remember, this risk assessment **MUST** be read and understood by ALL leaders involved in the activity, and participants/other identified persons must be briefed accordingly.

If an accident occurs during the activity, please remember to log the details in your accident book. Where professional/external medical attention is required you MUST complete an Accident Report Form and submit to BB Headquarters.