

Risk Level	Risk to be Considered	Mediation	Mediated Risk Level	Review Comments	Notes
3	Risk of tripping	Make sure floor is clear of obstacles/ trip hazards. Always ensure that all participants walk, never run. Proper “mise-en-place” should be done by adults supervising before the session starts, this minimises the movement in the preparation area.	1		
3	Risk of Fire	Ensure Fire Exits are clear	1		
3	Risk of injury from contact with floor	Main Hall – Ensure that any material dropped on the floor is cleaned and dried immediately	1		Hall floor is solid with no bounce
3	Risk of gas leak	Ensure in-date hoses are used/ regulators checked/ check for leaks before and during use. Attaching/ detaching gas cylinder is to be done by an adult.	1		Regular checking of equipment before use is always carried out.

		Fire door to be unbolted and ajar.			
3	Stability of equipment	No faulty equipment to be used. Tables to be set up and legs locked in place	1		
3	Failure to light stove, allowing for gas escape	Always ensure that the gas control on the regulator is OFF when the cooker is not in use. Cooker controls in the OFF position when not in use regardless of regulator switch position. Gas should only be turned on when the cooker is in use, adult supervision to ensure that the gas is lit and has not gone out is a standard requirement.	1		
3	Faulty Gas valve resulting in a gas escape	Vacate the room via the nearest exit. Gas cylinder to be removed from the room via the Fire Exit. The gas should be allowed to escape if the seal cannot immediately be made.	1		In 30 years, this has only happened once.

3	Risk of burns from hot equipment/ oil	Give clear instructions about the dangers and on how to handle hot equipment. Always have adult supervision in the room. There must be no “messaging about” – anyone caught misbehaving will be excluded from the activity. All hot equipment must either be kept on the cooker, or on the heat resistant pads provided. First aid equipment must be present and first aid trained adults must always be in a supervisory position	1		
3	Risk of cuts from preparation knives	Knives are kept sharp – this requires lower effort when cutting so any cut will be light, and clean. Knives are only issued when prep is being done. (Knives are stored in an orange box, which is never left on the premises). Proper tuition (repeated) is	2		<p>Training on the use of knives is given by two qualified caterers. One of whom is responsible for training in Kirklees School Kitchens</p> <p>Over £500 has been spent on acquiring high quality professional knives that can be kept sharp. We have an agreement with the supplier to resharpen any that lose their edge.</p>

		given on how to hold and use the knives. Any improper use will be stopped and the individuals concerned retrained.			
<b>3</b>	Food Hygiene Risks – contamination of food	<p>Fresh foods used for cookery are purchased within 48 hours of the activity. They are stored securely and issued to the Navigators at the session, supervised by adults to ensure that they take only what they need.</p> <p>Materials that need to be kept chilled are kept in a fridge (away from the premises) until not more than an hour before use</p>	<b>1</b>		The whole point in these sessions is to help young people learn the basics of cookery using as many fresh foods as is possible.

<b>3</b>	Food Hygiene Risks – personal hygiene	All participants must wash their hands prior to handling food or equipment. They are reminded to wash them when they go to the toilet. If they are seen playing with their hair, etc., they are told to go and	<b>1</b>		<p><b>We have a Level 4 Food Hygiene Certificate holder who supervises this element of catering.</b></p> <p><b>The food created is not for sale. So we do not insist on aprons or hair nets.</b></p>
----------	---------------------------------------	--	----------	--	--

		wash their hands again.			
<b>3</b>	Food Hygiene - Waste	Bowls are made available at each cookery station for food scraps to be collected – peelings/ seeds/ stalks etc. These bowls get emptied into black bin bags at the end of the session and are disposed of. All unused food materials are removed from the venue immediately after the activity.	<b>1</b>		
<b>3</b>	Cleaning up after the session	1/ All waste is disposed of as specified above. 2/ Gas equipment is stripped down by adults and removed from the premises immediately. 3/ Tables are wiped down with a kitchen cleaner, dried and stored away. 3/ Knives are washed down and stored by an adult. 4/ All Utensils are washed and dried with hot water and detergent before being stored away.	<b>1</b>		3/ The use of the knives is tightly controlled, and they are returned to their orange box after use. The box is removed from the premises after the session.  4/ Ideally, this should be done by the Navigators. However, the facilities in the Café area are inadequate to have young people washing and clearing effectively – so this job is done by adults. The alternative is for us to supply bowls of hot water, which creates risks of spillage and falls.

3	Allergies and dietary requirements	Parents are asked if there are any requirements. We need to know of any allergies or special dietary requirements. When we know, we can deal with them appropriately. In the event of an unknown allergy arising – an ambulance may be called, and the parents will be informed. If the patient has an epi-pen, it will be used by qualified First Aiders.	1		<p>We must be aware that not all allergies are obvious, and not all are known to parents, so we must be aware of any changes in activity/ appearance of any of the participants.</p> <p>We must be aware that the simple presence of an allergen in a room, may be enough to trigger an issue.</p>
3	<b>Other risks</b>	<b>Dynamic assessment throughout all activities</b>	1		<b>It is important to not rely on an RA, but to monitor and note any risks arising</b>