

**SAFE SYSTEM OF WORK ORGANISING A COOKERY SESSION**  
**Methodical description of how the task is to be undertaken**

Sequence of activity including any hold points	Action By
Inform the Young People of the hazards associated with the activity such as burns, scalds cuts or slips	Youth Worker
Check with the Young People whether they have any serious allergies to food eg nuts. <b>Hold Point</b> ; Do not allow a person with serious allergies to come into contact with food, to which they are allergic.	Youth Worker
Visually inspect the kitchen for any hazards such as slip hazards on wet floor surfaces. Ensure the presence of an accessible First Aid Box	Youth Worker
Supervise the Young People washing their hands, and covering any cuts before any food is touched.	Youth Worker
There must be constant supervision during the activity. <b>Hold Point</b> ; Any activity which affects the safety of a Young Person will result in the activity being stopped.	Youth Worker
<b>EMERGENCY PROCEDURES</b> Standard location emergency procedures for all other emergencies.	
<b>LIST OF ATTACHMENTS</b> Risk assessment	

# RISK ASSESSMENT FORM

CONSEQUENCE	RISK RATING MATRIX	LIKELIHOOD			
		Probable (A)	Possible (B)	Remote / Unlikely (C)	Improbable / Negligible(D)
	Fatal injuries (4)/ Permanent Environmental Effect	High (4A)	High (4B)	Medium (4C)	Low (4D)
	Major Injuries (3)/ Major Environmental Effect	High (3A)	High (3B)	Medium (3C)	Low (3D)
	Minor Injuries (2)/ Minor Environmental Effect	Medium (2A)	Medium (2B)	Low (2C)	Low (2D)
	Negligible Injuries (1)/ Negligible Environmental Effect	Low (1A)	Low (1B)	Low (1C)	Low (1D)

<b>ACTIVITY / LOCATION</b>	<b>Cookery</b>
----------------------------	----------------

HAZARD	EFFECT	RISK RATING	CONTROL	RESPONSIBILITY	RESIDUAL RISK RATING
Nuts	Anaphylaxis	3A	Information on medical conditions affecting the YP will be reviewed and access to allergens will be prevented	Youth Worker	3D
Heat source and boiling liquids	Burns or Scalds	3B	Young People are made aware of the hazards. YP work under Constant Supervision Any behaviour which is hazardous to the YP will result in the activity being stopped The number of people present will be appropriate for the space available The activity will be appropriate to the abilities of the YP A First Aid kit will be available	Youth Worker	3D
Poor Hygiene	Food Poisoning	3C	YP will be supervised washing hands before food preparation The Youth Worker will hold a current Food Hygiene Certificate	Youth Worker	3D

Assessment by (Print Name) M. WOOLDRIDGE Signature [M. Wooldridge](#) Date JAN 2008

Review date (if applicable) JANUARY 2009(generally 12 months or following any significant change or an incident)