**DUNBLANE PRIMARY SCHOOL KITCHEN RISK ASSESSMENT**

|  |  |  |
| --- | --- | --- |
| GENERIC RISK ASSESSMENT | FOOD PREPERATION - PRIMARY | |
| ESTABLISHMENT- Dunblane Primary School | ASSESSMENT BY - Shirley Gallivan | DATE –  18/10/16 |
| REVIEW DATE - 18/6/17 | APPROPVED BY Sarah Starrs | DATE |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard/Risk** | **Who is at Risk?** | **Normal Control Measures**  *(Brief description and/or reference to source of information)* | **Additional Control Measures**  *(To take account of local/individual circumstances)* | **Risk Rating**  **H/M/L** |
| **Hot surfaces, liquids /**  Burns, scalds | Staff, pupils, volunteers, helpers | * Lifting lids off pans and kettles, moving hot tins, dishes and water to be restricted to adults only. * Ensure adequate space is available around the ovens and hobs at all times when handling hot items. * Oven gloves to be worn when necessary. | Door to classroom open when cooking  Children are reminded of safe behaviour prior to sessions.  Pupils should be reminded that pots remain hot after being taken off the hob  Pupils to be reminded that wet cloth cannot be used to lift wet pots and pans.  Pupils to be reminded to avoid steam sources.  Close supervision from adults at all times | L |
| **Sharp equipment/**  Cuts  4 Pupils with ASN written in to risk assessment – class teacher to update each year? | Staff, pupils, volunteers, helpers | * Controlled storage and use of knives. All knives are kept in a locked box. The knives are signed in and out by the adult. * Pupils taught correct techniques to use with knives. * Pupils use knives under supervision. * Knives are kept sharp and blunt knives can cause serious injuries. * First aid kit is in the kitchen with blue plasters for cuts. * Wash knives separately, do not leave them in the sink * Only adults to wash knives. Knives will be placed in a tub prior to the adults washing them. The tub is clearly marked in the kitchen. | Pupils aged 4-8 years old will not use sharp knives. They will only use cutlery knives for cutting soft fruit and spreading.  The appropriate adult to child ration will be used at all times in the kitchen– early years 1:1, age 5 – 8 1:2, age 9 – 12 small groups 1:6  A ration of 1:1 will be used with pupils who have additional support needs and individual support plans  Help sheets are available for teachers regarding safe knife techniques.  Knives must not be pointed or serrated and must be stored securely, in a locked box.  Food can be ripped or cut with scissors. | L |
| **Slippery Floors/**  Slips and trips | Staff, pupils, volunteers, helpers | * No obstacles in walkways and regular cleaning of floors. * Prompt maintenance of defects * Spillages should be dealt with immediately, use of cardboard on required area. * Paper towels are used on small areas of water based contamination. * Ensure good housekeeping and that any spills / food debris are cleared up immediately. * Pupils should ensure that shoe laces are tied. * Pupils will only walk in the kitchen. | Ensure that paper towels are available and a safety triangular stand to put up over wet areas.  Constant communication is encouraged when moving hot items. | M |
| **Use of Induction Hobs/**  Electric shock  Fire, explosion | Staff, pupils, volunteers, helpers | * Electrical equipment is subject to regular safety inspection and test (PAT Testing) * Only adults can use electric plugs. * Keep water away from electrics. * Children must be supervised at all times. * Water should not be put anywhere near hot cooking oil. Use sunflower oil or vegetable oil. Not olive oil as the burning temperature is lower. * Ovens for food preparation not to be used for other purposes e.g heating plastics * Fire blanket kept in the area and staff should know how to use it. * Hobs and ovens should be kept away from flammable materials, doorways, passageways and fire escape routes. | Run a safety meeting to update fire safety. | M |
| **Food Poisoning**  Poor standard of hygiene  Incorrect storage of food. | Staff, pupils, volunteers, helpers | **Personal Hygiene**   * Pupils taught the need for personal hygiene. Staff and pupils to wash hands before handling food and after visits to the toilets. * Ensure that warm water, soap and towels (disposable) are available. * Cuts etc. are covered with waterproof adhesive dressings (blue plasters) * Tie long hair back * Aprons are worn and hygienically maintained * Pupils are encouraged to sneeze into fabrics not hands. If they sneeze into hand wash immediately. * Food should only be tasted on adult instruction.   **Storage**   * Regular checks to see that the fridge is below 5 and freezer 18 or below. * Adhere to HACCP regulations when heating and cooling foods * Only small quantities of food should be stored and stock rotation should be ensured. * “Used by” and “Best before” dates should be checked. * Food stored in suitable containers * Foods appropriately covered/wrapped and stored prior to taking home. Pupils provided with instructions on safe storage/consumption.   **Food handling**   * No raw food will be in the kitchen. * Separate chopping boards will be used for different types of foods and these will be used. * Unwashed fruit and unwashed vegetables will be kept in a separate area. * All fruit and vegetables with an edible skin should be washed before eating or cooking.   **Cleaning**   * Work surfaces cleaned with multi-purpose cleaner and then disinfected prior to any food preparation. * Cloths are used and labelled for work surfaces. * Equipment, including cutlery, should be stored in clean containers and used only for food preparation. * Adequate rubbish bins for waste food and they should be emptied daily by the school cleaners * Cloths will be regularly disinfected and washed at a high temperature. They will be soaked in boiling water every few days and replaced monthly. | Ensure pupils are told to wash their hands.  Notices as reminders.  Hair bobbles available to children with long hair.  Disposable or wipe clean aprons available for all pupils  Notices reminding staff no raw food in the kitchen.  Chopping boards labelled depending on their colour  Ensure disinfectant is available.  Cloths available | M |
| **Pupils with food allergies**  Inadvertent contact  Staff not aware of pupil’s allergies. | Staff, pupils, volunteers, helpers | * All staff/volunteers are made aware of pupils who are sensitive to food and food allergies. This information is kept in a folder in the kitchen area. * Staff should be aware of ingredients/food additives present in foodstuffs. | Staffs ensure that the folder is kept up to date with pupil’s information.  Staffs adhere to the school – no nut policy. | H |

|  |  |
| --- | --- |
| **REVIEWS:** | |
| **REVIEWED BY:**  Shirley Gallivan (17/10/16, 17/05/17) | **COMMENTS:**  **17/05/17 – Added information to the knife sections. This included knife rations and pupils with ASN** |

|  |  |
| --- | --- |
| **I confirm that I have read and will adhere to the principles in the above risk assessment.** | |
| Name | Signed |
| Sarah Starrs |  |
| Ruth Allan |  |
| Shirley Gallivan |  |
| Kat Robertson |  |
| Susan Paterson |  |
| Vicky Mclachlan |  |
| Miranda Jones |  |
| Josie May |  |
| Rachel Aylott |  |
| Hannah McGregor |  |
| Sheona Stevenson |  |
| Faye Hislop |  |
| Anna Nicholson |  |
| Claire Marshall |  |
| Kay McKinney |  |
| Jackie Dale |  |
| Michelle Taylor |  |
| Pamela Galloway |  |
| Kerry Scott |  |
| Richard Gall |  |
| Sammy Spiers |  |
| Helen Wynd |  |
| Hazel MacDonald |  |
| Sharon potter |  |
|  |  |