|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of activity/ event/ location** | **Cooking activities** | **Date of risk assessment** |  | **Name of who undertook this risk assessment** |  |
| **Date of next review** | **Each term / when a significant change occurs** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Hazard Identified? /**  **Risks from it?** | **Who is at risk?** | **How are the risks already controlled?**  **What extra controls are needed?** | **What has changed that needs to be thought about and controlled?** |
| ***Hazard*** *– something that may cause harm or damage.*  ***Risk*** *– the chance of it happening.* | *Young people,*  *Leaders,*  *Visitors?* | ***Controls*** *– Ways of making the activity safer by removing or reducing the risk from it.*  *For example - you might use a different piece of equipment or you might change the way the activity is carried out.* | *Keep* ***checking*** *throughout the activity in case you need to change it…or even* ***stop*** *it! This is a great place to add comments which will be used as part of the review.* |
| **Tables and chairs (and other obstructions) –** injuries to participants or leaders setting up, moving or collapsing the items. | Young people and leaders | Leaders and Young Leaders to oversee the setting up and moving of tables and chairs.  Tables to be carried by two people at a time.  Chairs to be stacked facing side to the wall to prevent falling, no more than 6 chairs high  Leaders to assist with stacking / unstacking of chairs.  Tables and chairs to be set out at the start of the meeting based on the needs of the evenings activities, and pushed against the walls until needed. |  |
| **Cooking equipment –** appropriateness for the tasks | All present | Check cooking equipment provided in good enough condition, appropriate for the use and the size of those taking part;  Consider what elements need to be done by adults, or with close supervision.  Ensure there is adequate spacing between participants and location of the participants (in kitchen or in hal) |  |
| **Sharp items** – injuries from mistakes/ mis use | All present | Leaders to count out the sharp items and be clear on how many are in use, and count back in to ensure all returned.  Young people to be supervised when using sharp items, one adult / young leader per group.  Young people to be briefed on the safe use of the sharp item before use. |  |
| **Heat sources** – burns from mistakes/ mis use | All present | Young people to be supervised when using hot items (ovens, stoves, cadles, fires), one adult / young leader per group.  Use heat sources in a defined area to restrict access.  Young people to be briefed on the safe use of the heart sources before use. |  |
| **Cables and electricity** – trips and falls, electrocution from mistakes / mis use | All present | Use appliances close to sockets where possible  Trailing cables to be covered and identified clearly where possible  No liquids near electrical items where possible  Leaders to supervise use of electrical items |  |
| **Behaviour** – over excitement at start, end of evening | All present | Section code of conduct in place to set clear expectations of behaviour. |  |
|  |  |  |  |