

UCET Work Method Statement or Standing Operating Procedure

For other instructions relevant to this activity, please refer to:

- ED 1 RAMS Activities Outdoors with Children
- ED 6 Activities Indoors with children (?)
- ED 11 RAMS Fire lighting

1. The Activity

Activity being carried out: **Cooking with Children**

How is the activity completed?

The activity can be carried out either indoors or outdoors. In both instances, children are taught how to prepare food including pouring, mixing, chopping, slicing and cleaning, usually in an indoor kitchen environment but might be in the outdoor kitchen environment depending on what food needs to be prepared. Children follow a recipe card when cooking indoors. This gives step by step instructions and includes H&S notes.

Food is then cooked using one of the following:

- An open camp fire (hot ash or flame, frying, baking, boiling)
- Combi oven
- Conventional oven
- Micro wave oven
- Pizza oven

Food temperatures are always checked before eating

Children then wash up and clear away dishes and equipment.

The activity is always led by Ufton Education team with supervisory help from the school staff team.

What equipment is used?

Camp fire specific pots and pans, food preparation knives, colour coded chopping boards, crockery, cutlery, ovens (as listed above) hot cupboard, electric mixer, waste disposal unit, dishwasher, pizza trays, cooking dishes, first aid, outdoor rucksack for outdoor cooking

What locations are approved for the activity?

Kitchen cabin and patio, barn kitchen, Reserve dining room, dining room, Adventure woods, Ufton Adventure camp fire, History woods, Viking and Celtic settlement

What are we expecting the accompanying staff to do?

Take note of the Hazard Exchange Form information shared and act on it; share information about the needs of their children and any behaviour which might affect the session with UCET staff; follow the instructions of the activity leader

Inform UCET of any allergens and make sure it's noted on the Hazard Exchange form. Follow recipe cards as written. Only adults may put pizzas into and take out of the pizza oven. Only adults will put dishes into and take out of ovens. Any lifting and carrying will be supervised. Administer first response first aid to any of their children who injure themselves. (Ufton staff are available to support and help if requested following the first response)

Which parts of the activity are the accompanying staff prohibited from doing?

Light the pizza oven. Behave in a manner which might expose themselves or other members of the group to risk

What significant hazards have you identified in the activity?

- Food poisoning
- Allergic reaction
- Accidental exposure of food to toxins or poisons in the outdoor environment
- Burns and scalds
- Uncontrolled spread of fire
- Cuts from use of knives
- Stabbing
- Electric shock
- Injuries sustained from use of equipment

What control measures do you have already in place?

- All activity leaders hold level 2 Food Hygiene
- All containers, dishes, cutlery are thoroughly washed and kept in a clean environment when not in use
- Colour coded chopping boards are used in food preparation
- Hands washed thoroughly before food prep and eating
- No muddy outdoor shoes allowed in the kitchen
- All food temperatures are checked before eating
- Dietary information is checked upon arrival and any allergies noted and avoided. (including staff members)
- Allergy free foods are kept away from others so cross contamination cannot occur
- No wild food will be used
- Recipes cards provided with H&S notes
- Ingredients will be purchased and used according to Stock Rotation procedures
- Long hair to be tied back
- Flammable clothing and other items worn to be moved out of the way of the heat source
- Ufton staff will demonstrate the correct posture and behaviours to adopt around the fire and how to use equipment safely
- Area around fire has a clear exclusion boundary
- Only adults will carry hot liquids using any PPE provided
- Trays will not be overfilled making them too heavy
- PPE will be used when removing hot dishes, trays from the ovens or from the fire
- Containers with hot water will not be left unattended
- Hot surfaces, ovens, trays dishes are allowed to cool before cleaning begins
- Burns first aid kit readily available wherever there is cooking
- Water available for putting out flames
- Fires always extinguished at end of activity by Activity leader and checked to ensure that it is out
- Pre-prepared ingredients used when possible
- Students shown how to use knives correctly and supervised whilst using them
- Knife guards are available for use.
- Adults only wash sharp knives
- Sharp knives are kept locked away when not in use and locked away immediately after washing

- Staff only switch electrical equipment on.
- All electrical equipment is PAT tested
- Condition of equipment, plugs and leads checked before use.
- Equipment used for correct purpose
- Machines serviced regularly
- Only fully trained staff use cooking equipment
- All activity leaders have a radio to summon help
- School staff are responsible for administering first aid to any of their students who injure themselves (Ufton staff are available to help if requested after initial assessment)

2. Hazards if exposed during the activity

3. PPE to be issued and worn

Oven gloves, fire gloves

4. Other safety Instructions

5. Risk Controls Applied

Hazard	Likelihood	Injury Outcome	Business Risk	Environmental Impact	Overall risk and additional comments
Food poisoning	1	4	4	1	16
Allergic reaction	1	5	4	1	20
Accidental exposure of food to toxins or poisons in the outdoor environment	1	5	4	1	20
Burns and scalds	2	3	3	1	18
Uncontrolled spread of fire	1	2	3	4	24
Cuts from use of knives	2	3	3	1	9
Stabbing	1	4	4	1	16
Electric shock	1	5	4	1	20
Injuries sustained from use of equipment	1	4	3	1	12

Key

Likelihood	Injury Outcome	Business Risk	Environmental Impact
1 Remote – no historical occurrences here but has happened elsewhere	1 No treatment	1 No impact	1 No impact
2 Unlikely – Occurs here but extremely rare (not in last year)	2 On site first aid administered	2 Minor impact	2 Minor Impact
3 Possible – has occurred in the last year	3 Treatment by external medical professional and same day discharge	3 Moderate short term impact	3 Moderate short term impact
4 Foreseeable – occurs occasionally (once per term)	4 Admission to hospital	4 Serious medium term impact	4 Serious medium term impact
5 Regular – occurs regularly (weekly)	5 Death or life changing injury	5 Very serious long term impact	5 very serious long term impact
Multiply Likelihood x Injury Outcome x Business Risk x Environmental Impact.			
Any score above 25 must result in control measures being applied in the additional comments column			

