

## UCET Work Method Statement or Standing Operating Procedure

### 1. The Activity

#### Activity being carried out: **Cooking with children indoors**

##### **How is the activity completed?**

Preparing of food including pouring, mixing, chopping, slicing and cleaning. Cooking of food using the catering equipment provided.

Washing up and clearing away of dishes/equipment

Children are supervised by visiting staff and Ufton Court leader whilst they prepare their meals following a recipe card which shows step by step instructions including Health and Safety notes.

##### **What equipment is used?**

Combi oven, conventional oven, hot cupboard, electric mixer, micro wave oven, waste disposal unit, dishwasher and washing up sinks, food preparation knives, pizza oven, pizza trays, variety of dishes

##### **What locations are approved for the activity?**

Ufton Adventure kitchen cabin and patio, Barn, Reserve Dining Room, Dining Room

##### **What are we expecting the accompanying staff and students to do?**

Inform UCET of any allergens before arrival and make sure it is noted on the Hazard Exchange form, follow 'Cooking with children indoors' RAMS procedures, Follow recipe cards. Only adults may put pizzas in the pizza oven and remove them. Only adults will put dishes into any oven and remove them again

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 and students prohibited from doing?**

Light the pizza oven

##### **What significant hazards have you identified in the activity?**

- Food poisoning
- Contamination
- Burns and scalds
- Slips and trips
- Allergic reaction to ingredients
- Electric shock
- Use of equipment

- Accidental cuts

**What control measures do you have already in place?**

- Only fully trained staff use cooking equipment.
- Ensure that correct protective equipment is used when removing items from the ovens.
- Bake off recipe cards followed
- Do not over fill trays making them too heavy to lift.
- Allow ovens/hot cupboards to cool before cleaning
- Ensure that hot water is carried in a suitable container and not over long distances.
- Never leave containers filled with hot water unattended.
- Adults decant hot custards and gravies into containers ready for serving: do not overfill
- Ensure that spillages are dealt with immediately and appropriately in accordance with procedures.
- Use cones to demarcate any wet areas.
- All food preparation and cooking will be supervised by Ufton staff with appropriate training – Food Hygiene Level 2
- Hands washed thoroughly before handling food
- No outdoor shoes to be worn in kitchen area.
- Utensils and serving dishes kept clean
- Colour coded food preparation boards are used
- Allergy free foods are kept separate to other stock and separate utensils used.
- Dietary information provided before each visit
- Staff member allergies known
- Allergens avoided wherever possible
- Pre-prepared ingredients used when possible
- Use of knives closely supervised and students shown how to use them correctly
- Sharp knives are kept locked away when not in use, and locked immediately after washing. Washing to be done by adult.
- Cover cuts with appropriate plaster
- School staff to 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.)
- Floors and surfaces regularly cleaned.
- Staff to switch electrical equipment on.
- Do not use electrical equipment with wet hands
- Machines PAT tested annually
- Check condition of leads/plugs/ machine before use.
- Use equipment for its correct purpose only
- Ensure equipment is cleaned thoroughly
- Keep areas clear of obstructions

- Machines serviced regularly as required and checked before use.

## 2. Hazards if exposed during the activity

None

## 3. PPE to be issued and worn

- Oven gloves when handling hot food

## 4. Other safety Instructions

- Use equipment as per the users' manuals

## 5. Other controls applied

Refer to Stock Control and Working in the Kitchen RAMS

## 6. Risk Controls Applied

Hazard	Likelihood	Injury Outcome	Business risk	Environmental impact	Overall risk and additional comments
Burns	4	4	1	1	16
Scalds	3	4	1	1	12
Slips and Trips	5	3	1	1	15
Food poisoning	2	5	5	1	50
Contamination	2	5	5	1	50
Food allergies	2	5	5	1	50 Information should also be on Hazard exchange form. Medication should be readily available
Cuts from knife use when preparing food	4	3	1	1	12 Correct cutting technique to be used
Electric Shock	1	5	5	1	25 Adults check appliance before use
Use of Equipment	2	2	1	1	4

### 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

Reviewed annually unless procedure needs to change. Next Review due: Dec 2019



5 Regular – occurs regularly (weekly)	5 Death or life changing injury	5 Very serious long term impact	5 very serious long term impact
<b>Multiply Likelihood x Injury Outcome x Business Risk x Environmental Impact.</b> <b>Any score above 25 must result in control measures being applied in the additional comments column</b>			