

# Risk management plan

## Health and Safety Directorate

Name of workplace: ENTER SCHOOL NAME	Name of workplace manager: ENTER PRINCIPAL NAME
--------------------------------------	---

**Risk assessment focus: Kitchen Garden Program 2020**  
**Number of Students attending: LIST CLASS GROUPS ATTENDING**  
**Number of Staff attending: 2 per lesson, LIST STAFF ATTENDING**

Location/activity	Hazard identification type/ Causes	Current Controls	Risk Matrix Score	Elimination or Control Measures	Who	When
<b>Garden</b>						
Selection of students	Various health issues some students might have / students with special needs.	All students return a signed permission note from parents outlining expectations <b>or</b> schools communicate in another way what the program involves so all parents are aware.	1	A (health care) list of students is provided by the classroom teacher to the kitchen gardens teacher prior to any lessons, <b>highlighting</b> at risk students.	Teachers	Prior to activity
Garden Beds	Falling/Trip Hazards Soil Use of Garden Tools Bee Stings	Safe movement around beds with all students “inducted”, ensuring they understand safe practice with soil, garden tools and movement.  Attend to Bee Stings with First Aid.	3	Training of safe handling of tools via explicit teacher instruction.  Use of Garden Gloves/Washing of Hands after gardening  Adequate space to move around beds and minimise trip hazards	All staff	At all times
Mulch Pile	Snakes Use of garden tools	Vigilance during warmer months/identify signs of potential snakes Appropriate First Aid on site	2	Regular inspection of pile by Staff member and or GA	All staff	At all times

## Risk management plan Health and Safety Directorate

		for immediate action.				
Whole School	Allergies (inc anaphylaxis).	All staff trained in emergency response procedures. First Aid Kit available and on school grounds.	1	List of students with known medical conditions (inc allergies), provided by the classroom teacher, <b>highlighting</b> students at risk.	All staff	At all times
Within school grounds	Uneven/wet surfaces	Children adequately supervised and instructed to walk in the garden at all times.	2	Surfaces adequately maintained and repaired when necessary Install notices where there are identified hazards	All staff	At all times
<b>Kitchen</b>						
Facility Requirements	Slip/trips/falls Adequate hygiene facilities Potential chemical hazards	Procedures are taught to students. Appropriate equipment/workspaces provided. Adequate hygiene provided. Lockable cabinets	2	The kitchen has adequate space to ensure that safety rules and procedures can be followed (recommended 900mm bench space per student; and a maximum of three students per stove). Work stations that are the appropriate height (recommended height is 800mm to 1 metre) with access for all students. Sufficient light and ventilation (i.e. windows that can open and/or extraction fans). Level floor surfaces with non-slip coverings; no damage or cracks which can pose potential hygiene risks; and no tripping hazards. Work areas that have easy access to exits in case evacuation is required because of fire and/or gas leakage. Appropriate facilities available on site to enable a satisfactory standard of hygiene (including hand washing facilities and garbage disposal).	All staff	At all times

## Risk management plan

### Health and Safety Directorate


				<p>Washing-up facilities (including adequate supply of hot water and cleaning agents).</p> <p>Adequate facilities for food storage (cold and dry) to ensure there is no risk of food contamination.</p> <p>Adequate and easily accessible power outlets.</p> <p>A place to store potentially hazardous chemicals that is lockable, well-ventilated, secure against forced entry and separate from where foodstuffs are stored.</p>		
Equipment Requirements	<p>Burns</p> <p>Electrocution</p> <p>Cuts</p> <p>Chemical contact</p>	<p>Ensure <b>'explicit'</b> instruction is provided in:</p> <ul style="list-style-type: none"> <li>- how to work safely in relation to extreme temperatures (e.g. boiling water, hot ovens)</li> <li>- appropriate emergency responses</li> <li>- the safe handling of food and liquid heated in the microwave (eg.steam)</li> </ul>	2	<p>Electrical cords that are inspected regularly for damage and stored in such a way to prevent curling and stress on wires.</p> <p>Preparation surfaces on benches or tables have been cleaned and sanitised with commercial cleaning agents.</p> <p>Appropriate personal protective equipment (including covered, non-porous footwear; clean apron; and gloves).</p> <p>Ready access to appropriate safety equipment (including fire extinguishers and fire blankets).</p> <p>Clean up equipment (including a broom, dustpan, breakages bin, and spill kit).</p> <p>Equipment that is clean, in good</p>	All staff	At all times

## Risk management plan

### Health and Safety Directorate

				condition and regularly maintained.		
Eating meals	<ul style="list-style-type: none"> <li>Allergic reaction to food (including anaphylaxis)</li> <li>Choking</li> <li>Burns</li> </ul>	<ul style="list-style-type: none"> <li>Confirm any food allergies/intolerances with parents/carers via permission note/ other means <b>prior</b> to cooking lessons.</li> <li>All staff trained in relevant severe allergic reactions procedures.</li> <li>No cooking with nuts or nut products. Only vegan produce used.</li> <li>Supervise students' eating in a suitable environment e.g sitting with appropriate space</li> <li>Hot food or liquid never to be left unattended and always placed out of reach.</li> <li>Food/liquids to be warm, not hot.</li> </ul>	1	<p>A (medical info) list of students is provided by the classroom teacher to the kitchen gardens teacher prior to any cooking lessons, <b>highlighting</b> at risk students. Kitchen Gardens teacher will also each cooking lesson outline the ingredients used and double check for allergies.</p>	Teachers	During cooking lessons


## Risk management plan Health and Safety Directorate

Knives	Cuts		4  4  4  4  4  4	<ul style="list-style-type: none"> <li>All sharp knives (and other sharp equipment eg skewers) to be locked in appropriate place when not in use</li> <li>Knives to be counted out and in (max of <b>4</b> at any one time) closely supervised</li> <li>Appropriate type and size of knives to be selected for age/ability of students</li> <li>Chopping boards always to be used in conjunction with knives</li> <li>Knives to be washed up separately by adult</li> <li>Students with behavioral difficulties <b>not</b> to use knives. Seek advice from supervisor if unsure.</li> <li>'Bridge' and 'Claw' safe cutting techniques to be taught and directly supervised (refer to pictures below)</li> </ul>	Teachers	During cooking lessons	
							
				<b>Claw</b>			

## Risk management plan

### Health and Safety Directorate



						
				<b>Bridge</b>		
Biological Risk	Food poisoning Transfer of infections/diseases	Ensure <b>'explicit'</b> instruction is provided in: the safe handling and storage of food. Kitchen Hygiene	3	<ul style="list-style-type: none"> <li>- Keep uncooked food separate from cooked food and food to be eaten raw.</li> <li>- Ensure the same equipment and utensils are not used for raw meat, poultry and seafood as for cooked foods and food to be eaten raw (e.g. salads).</li> <li>- Store food that needs refrigeration or freezing in containers with lids or covers such as plastic wrap and ensure they are labelled and dated clearly.</li> <li>- Ensure unprocessed produce that contains high levels of microorganisms, such as unwashed potatoes and dirty eggs, do not contaminate other food, especially cooked and ready-to-eat food.</li> <li>- Ensure the kitchen, equipment and clothing are kept clean.</li> <li>- Ensure cleaning agents are used at the minimum strength necessary to maintain hygienic surfaces.</li> <li>- Where possible, use clean equipment to pick up food rather than hands (e.g. tongs and/or serving spoons).</li> <li>- Treat all clothing, equipment and surfaces contaminated by blood or saliva as infectious.</li> <li>- Wash fruit and vegetables that are to be eaten raw, under running water.</li> </ul>	Attending Staff	At all times

## Risk management plan Health and Safety Directorate

				- Do not allow students to share tasting equipment. - Do not allow people who are sick to prepare food, especially if they have vomiting or diarrhoea.		
Emergency evacuation	<b>Evacuation</b>	Teachers, volunteers and students follow directions of Chief Warden/school			All staff	During school hours
<p>Relevant additional information reviewed and attached: Student Allergies/Medical attached.</p> <p>Plan prepared by: Penrith Lakes Environmental Education Centre 'Kitchen Garden Team' (Bran, Principal), Cassandra, John and Emma (teachers).</p> <p>Relevant additional information reviewed and attached:                    Yes                    No</p> <p>Date: 28/10/19</p> <p>Prepared in consultation with: 2019 participating schools</p>				<p>Communicated to: <b>All staff</b> participating in the Kitchen Garden Program</p> <p>* Note assessments of risk vary with the particular circumstances (eg. nature of the workplace, student group etc.,</p>		

\*

# Risk management plan

