

Kitchen Risk Management Plan

The Risk Matrix used by KCC is as shown below:

		Consequences					
		Risk Assessment Matrix	1 Noted and treated	2 Minor	3 Moderate	4 Major	5 Catastrophic
		Assessing the level of risk associated with a hazard before applying management strategies.	Dealt with by staff First Aid	Treatment by medical professional / hospital outpatient	Significant non-permanent injury Overnight hospitalization	Extensive permanent injury e.g. loss of fingers Extended hospitalization	Permanent disabling injury e.g. blindness, quadriplegia, loss of hand/s Death
Likelihood	5	Almost certain to occur in most circumstances	High	High	Extreme	Extreme	Extreme
	4	Likely to occur frequently	Moderate	High	Extreme	Extreme	Extreme
	3	Possible and likely to occur at some time	Moderate	High	High	Extreme	Extreme
	2	Unlikely to occur but could happen	Low	Moderate	High	High	Extreme
	1	May occur but only in rare and exceptional circumstances	Low	Low	Moderate	Moderate	High

Insert Category Here

Activity Or Location	Hazard Identification	Like-likelihood	Consequences	Management Strategy	Who	When	Managed Risk Assessment
Kitchen use/Cooking Classes	Fire Burns Scalds Smoke Inhalation Contact with steam, hot water, hot oil and hot surfaces			<ul style="list-style-type: none"> No open flames are allowed on site without the Facilities Manager or Fire Wardens approval StayKCC to advise Guest Group Leaders smoking is not allowed onsite unless arranged with Office team or Facilities manager prior to group arrival In the event that there is a fire, participants on site are to evacuate to the Emergency Evacuation Area by following StayKCC staff directions. Alert KCC staff of the fire and KCC Fire wardens will assess the situation and commence appropriate action. StayKCC to maintain all kitchen Fire equipment is maintained in line with IAW AS1851. Caterers, StayKCC staff and participants to use adequate handling protection when handling hot cooking trays and equipment. StayKCC Staff trained in risks of releasing steam. StayKCC to provide Heat-resistant gloves/cloths/aprons in every kitchen. StayKCC to display 'hot water' signs at sinks and 'hot surface' signs at hot plates. - we need these StayKCC to ensure handles on pans maintained. 	StayKCC Caterer StayKCC activities Staff StayKCC Facilities Manager	Before activity Ongoing	
	Slip & Trip Injuries			<ul style="list-style-type: none"> Enclosed non slip shoes are to worn at all times whilst in the kitchen. Care is to be taken to prevent falls and trips whilst on the kitchen. Walkways are to be kept clear of items at all times. Standing water is to be mopped and dried immediately. Kitchen equipment maintained to prevent leaks onto floor. Suitable cleaning materials to be available. Good lighting in all areas including cold storage areas. Steps and changes in level highlighted. 			

	<p>Manual Handling Muscular injuries Skeletal injuries (bending, reaching, stretching, pulling, lifting, repetitive motions)</p>			<ul style="list-style-type: none"> • StayKCC staff and caterers instructed on correct manual handling techniques. • StayKCC to provide trollies and the like when movement of heavy items are required. • StayKCC Staff, Caterer, Guest Group Leaders, Volunteers and Participants advised to not lift more than 20kg or above their capabilities. • StayKCC Staff to risk assess prior to manual handling tasks. • StayKCC staff and Catering Staff to rotate jobs to reduce burn out as required. • StayKCC to provide approved stepladder or step for stacking items above shoulder height. • StayKCC to provide mechanical aids (e.g. forklift) and operator for large items (i.e. pallets of water or jumpers). • Schedule regular breaks when heavy lifting is involved. • StayKCC staff and Caterers advised to store heavy items on lower shelves. • StayKCC staff and catering staff advised to seek help from other staff when lifting heavy items. 			
	<p>Sharp Knives Cuts Injuries</p>			<ul style="list-style-type: none"> • StayKCC staff and Caterer to always keep knives sharp, a dull knife requires more force for cutting. • StayKCC caterer to ensure correct knife cutting and holding techniques are used by staff. • Knives suitably stored in safe location when not in use. 			

	Kitchen Equipment General		<ul style="list-style-type: none"> • StayKCC staff and caterer to always follow manufacturers recommendations. • StayKCC staff to advise Guest Group Leader of correct way to use kitchen equipment. • Guest Group Leader to ensure kitchen equipment is used correctly. • Guest Group Leaders advised to not remove or modify machinery guards. • StayKCC staff and caterer to ensure all dangerous parts to machinery suitably guarded. • StayKCC staff and Caterer to check machinery guards in working order before use. • All pilot lights are to be left on when the kitchen is not in use. • Staff head caterer trained in cleaning, assembly and operating procedures. • Staff trained to spot and report any defective machinery. • Safety-critical repairs carried out by Competent or qualified person if required. • StayKCC to provide operating instructions as required. • StayKCC to organise gas compliance checks on a regular basis. • StayKCC Staff and Cater know where main isolation tap is and how to turn supply off in an emergency (GAS). 			
	Food Handling		<ul style="list-style-type: none"> • StayKCC Staff, caterer, teachers and students to use tools (cutlery, tongs scoops, gloves etc) to handle food • Food grade, single- use, non-latex gloves are used for tasks that can cause skin problems, eg salad washing, vegetable peeling, fish filtering and serving food. • Where handling cannot be avoided, hands are washed promptly before starting the task and after finishing the task using provided hand soap. • StayKCC Staff, caterer, teachers and students reminded to thoroughly dry hands after washing. 			
	Electrical		<ul style="list-style-type: none"> • StayKCC Staff trained to check equipment before use and to report any defective plugs, discoloured sockets or damaged cable and equipment to facilities manager. • StayKCC Staff and caterer to know where fuse box is and how to safely switch off electricity in an emergency. 			

				<ul style="list-style-type: none"> • StayKCC to organise an electrician to inspect electrical equipment and advise on how often these should be inspected and tested. • System inspected and tested by an electrician every 5 years or as often as required upon advice from the device manufacturer or electrician or government regulations. • All electrical items to be tested and tagged every 12 months. StayKCC staff and Catering staff to stop using any equipment without a test tag or with an out-of-date tag and to report it to maintenance. 			
	Noise (including kitchen equipment, customers, and noise from outside)			<ul style="list-style-type: none"> • StayKCC Caterer select and use the quietest equipment possible • StayKCC to replace or isolate equipment which is excessively loud. • StayKCC staff and Catering staff to wear appropriate ear protections as necessary when operating machinery which makes excessive noise. 			
	Cleaning products			<ul style="list-style-type: none"> • StayKCC Staff and caterer to use the correct cleaning product supplied for each task. Signage identifying the correct usage for cleaning products in place. Staff to follow colour labelling system on bottles. • Ensure good ventilation. • Make sure safety information is on label and material safety data sheet (MSDS) are provided. Provide appropriate personal protective equipment (PPE). • Provide chemical handling training. 			
	Ovens Microwaves			<ul style="list-style-type: none"> • StayKCC Caterer to regularly check the door seal and report for repair if damaged. • StayKCC staff/caterer to remove unit from kitchen or dining room if seal is broken • StayKCC staff and caterer to keep records of leakage checks and maintenance. • StayKCC staff and caterer advised to not over fill the containers and leave a gap on lids so that steam can escape, reducing the risk of it exploding in the microwave oven. • StayKCC staff and caterer to manage cooking to avoid overheating the containers or allowing the contents to overflow. • StayKCC staff to handle containers with appropriate oven gloves 			

	Food preparation			<ul style="list-style-type: none"> • StayKCC Caterer to purchased food within it's used by dates and throw out any food not finished before its used by date. • StayKCC to ensure all meat to remain frozen or refrigerated during storage • Separate chopping boards and utensils to be used when preparing meats and salads/ready to eat food, (Chopping board usage signage placed on walls in each kitchen. • StayKCC caterer to ensure separate utensils for cooked and raw meats. • StayKCC caterer to observe and maintain good hygiene standards, hands must be washed between handling uncooked meats and ready to eat foods. • StayKCC caterer keep salads separate from raw meats to prevent contamination. • Food handlers to keep cuts covered appropriately or stop doing the task. - I don't understand what you mean here • StayKCC caterer required to ensure all their staff have not been ill in the last 48hrs. • StayKCC to ensure food is protected from likely contamination by customers, dust, fumes and insects using plastic wrap covers. • Disposable eating and drinking utensils to be used or use supplied eating and drinking utensils, which are to be cleaned immediately after the meal is finished in commercial grade dishwasher supplied in kitchens. • StayKCC caterer to endure Food Standards for Australia/New Zealand to be complied with. • StayKCC Caterer to ensure that at least one staff member is always current as a Food Safety Supervisor. 			
	Cooking food			<ul style="list-style-type: none"> • StayKCC caterer to ensure BBQ is not overloaded. • Guest Group leader advised to endure BBQ is not overloaded. • StayKCC staff, Caterer and Guest Group Leader to use clean, suitable utensils to handle food. • StayKCC Staff and Caterer and Guest Group Leader to ensure BBQ is always to be attended when in use. • StayKCC Staff, and Cater and Guest Group Leader to ensure separate tongs/plate are used for raw and cooked meats 			

				<ul style="list-style-type: none"> • StayKCC Staff and Caterer and Guest Group Leader to ensure that anyone involved in food preparation or cooking washes their hands thoroughly and regularly. StayKCC caterer and Guest Group Leader to ensure only food which can be cooked at any one time is taken out of the cool box/refrigerator. • StayKCC caterer and Guest Group Leader to ensure uncooked food is stored in a cool box/refrigerator. • StayKCC caterer and Guest Group Leader to turn food regularly and ensure to move it around the BBQ to ensure it cooks thoroughly • StayKCC caterer and Guest Group Leader to ensure all meat is well done and is served hot and above 65 degrees and that temperature is checked by a meat thermomator. • StayKCC caterer and Guest Group Leader to serve food immediately after cooking where possible. • Dispose of all left-over food unless refrigeration equipment is available to rapidly cool the food (use provided fridges) 			
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