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| <b>GENERIC RISK ASSESSMENT</b>             | <b>Food Preparation - primary</b>        |              |  |
| <b>Establishment: Morning Star Nursery</b> | <b>Assessment by: Beverleigh Bossman</b> | <b>Date:</b> |                                                                                     |
| <b>Review Date:15/09/2026</b>              | <b>Approved by: Georgina Bossman</b>     | <b>Date:</b> |                                                                                     |

| <b>Hazard / Risk</b>                           | <b>Who is at Risk?</b>           | <b>Normal Control Measures</b><br><i>(Brief description and/or reference to source of information).</i>                                                                                                                                                                                                                                                                                                      | <b>Additional Control Measures</b><br><i>(to take account of local/individual circumstances).</i> | <b>Risk Rating</b><br><b>H/M/L</b> |
|------------------------------------------------|----------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|------------------------------------|
| <b>Hot surfaces liquids /</b><br>Burns, scalds | Staff, pupils, volunteer helpers | <ul style="list-style-type: none"> <li>• Lifting lids off pans &amp; kettles, moving hot tins, dishes and water to be restricted to adults only.</li> <li>• Adequate supervision and safe working procedures in place</li> <li>• Position pan handles not to overhang the edge of the cooker</li> <li>• Ensure adequate space is available around the ovens at all times when handling hot items.</li> </ul> |                                                                                                   |                                    |
| <b>Sharp equipment /</b><br>Cuts               |                                  | <ul style="list-style-type: none"> <li>• Controlled storage and use of knives.</li> <li>• Pupils taught correct techniques for use of knives and use under supervision.</li> <li>• Knives are kept sharp as blunt knives can cause serious injuries.</li> <li>• Wash separately do not leave in sink</li> </ul>                                                                                              |                                                                                                   |                                    |

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| <b>Slippery floors / Slips and trips</b>                                        |  | <ul style="list-style-type: none"> <li>• No obstacles in walkways and regular cleaning of floors</li> <li>• Prompt maintenance of defects</li> <li>• Spillages should be dealt with immediately.</li> <li>• Paper towels to be used on small areas of water-based contamination.</li> <li>• Ensure good housekeeping and that any spills / food debris are cleared up immediately.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                  |  |  |
| <b>Use of cookers (Electric / gas)</b><br><br>Electric shock<br>Fire, explosion |  | <ul style="list-style-type: none"> <li>• Electrical equipment is subject to regular safety inspection and test ('PAT testing)</li> <li>• Gas equipment is under planned maintenance</li> <li>• A gas isolation valve should be available to isolate the gas supply when not in use.</li> <li>• Children must be supervised at all times.</li> <li>• Portable cookers permanently wired into a fixed spur.</li> <li>• Ovens for food preparation not to be used for other purposes e.g. heating plastics.</li> <li>• Fire blanket kept in the area and staff should know how to use it.</li> <li>• Cookers and ovens should be sited away from flammable materials, doorways, passageways and fire escape routes.</li> <li>• There should be no wall displays, pin boards etc in the close vicinity.</li> </ul> |  |  |

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| <p><b>Food poisoning</b><br/>         Poor standards of hygiene<br/>         Incorrect storage of food)</p> |  | <p><b>Personal hygiene</b></p> <ul style="list-style-type: none"> <li>• Children taught the need for personal hygiene. Staff and children to wash hands before handling food and after visits to the toilet.</li> <li>• Ensure that warm water, soap and towels (disposable) are available.</li> <li>• Cuts etc. are covered with waterproof adhesive dressings.</li> <li>• Tie back long hair.</li> <li>• Aprons hygienically maintained</li> </ul> <p><b>Storage</b></p> <ul style="list-style-type: none"> <li>• Avoid the use of foods that require refrigeration if safe temperatures cannot be maintained</li> <li>• Only small quantities of food should be stored, and correct stock rotation should be ensured.</li> <li>• “Use by” and “best before” dates should be checked.</li> <li>• Food stored in suitable containers. ( covered / protected from contamination)</li> <li>• Foods appropriately covered / wrapped and stored prior to taking home. Pupils provided with instruction on safe storage / consumption.</li> </ul> | <p>Separate chopping boards and utensils should be used for raw and cooked foods. If this is not practical, the chopping board should be cleaned and disinfected between use.</p> |  |
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|                                                                                                          |  | <b>Food handling</b> <ul style="list-style-type: none"> <li>• High risk / raw foods kept apart at all times</li> <li>• Separate chopping boards and utensils used for raw and cooked foods.</li> <li>• Equipment, including cutlery, should be stored in secure, clean conditions and used only for food preparation.</li> </ul><br><b>Cleaning</b> <ul style="list-style-type: none"> <li>• Work surfaces cleaned with a multi-purpose cleaner and then disinfected prior to any food preparation.</li> <li>• Where a classroom table has to be used for food preparation it should be covered with a clean plastic sheet</li> <li>• Equipment, including cutlery, should be stored in secure, clean conditions and used only for food preparation.</li> <li>• Adequate rubbish bins for waste food and they must be emptied daily.</li> </ul> |  |  |
| <b>Pupils with food allergies</b><br><br>Inadvertent contact<br><br>Staff not aware of pupil's allergies |  | <ul style="list-style-type: none"> <li>• All staff/volunteers are made aware of pupils who are sensitive to foods and food additives.</li> <li>• Staff should be aware of ingredients/food additives present in foodstuffs.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  |

**REVIEWS:**
**REVIEWED BY:**
**COMMENTS:**

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