



PLAN

Standard Core Activity Plan Cooking Activities



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Policy: Develop Program Elements

This is a transition document, initially within QBSI, in a format to facilitate migration to SharePoint as part of the Document Hierarchy Project. The document reference number aligns with the Document Hierarchy Project.



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1 Purpose

The purpose of this document is to provide good cooking activity (including camp cooking) practices supported by a static risk assessment which can be used as the basis for training.

This will eliminate the need for a risk assessment to be conducted from first principles for every cooking activity.

A situational risk assessment will need to be conducted immediately before cooking activities in particular focusing on the conditions considered for the static risk assessment described in SPE-PLN-41-RA Core Scouting Cooking Activities Risk Assessment. SRM-FOR-02 Risk Management ASK Tool should be used for this review.

2 Activity Scope

This document relates to Member participation in cooking activities as either a Unit or a Patrol activity.

3 Cooking Preparation

Before camp cooking it is important to check:

- This document and the associated risk assessment SPE-PLN-41-RA Cooking Activities
- Activity or camp menu is agreed
- Any food allergies have been catered for
- Potable water supplies are either being carried or have been confirmed as being available at the site of the activity or camp
- Ingredients are kept in storage that provides the required temperature range, ventilation and with insect or vermin security
- Ingredients are checked to be within the “best before” or “used by” dates and any ingredients found outside these dates are disposed of in a suitable manner
- Tables, table frame, table tops or equivalent are in a safe condition
- There is a stocked first aid kit available for the activity or camp
- Personal clothing has been selected and packed to suit the expected conditions
- Wash hands

4 Cooking

Make sure there is a person in charge of the cooking who:

- Review the SPE-PLN-41-RA Cooking Activities and then complete the Risk Assessment SRM-FOR-02 Risk Management ASK Tool
- Checks that food is appropriately stored – and in good condition before use
- Briefs team members of the hazards associated with cooking, in particular
 - o heat relating to the heat source and the elevated temperature of cooking vessels whilst in use,
 - o the use of sharp knives for cutting and
 - o the movement of hot items within the kitchen environment
- Briefs team members about the need to maintain high standards of hygiene and provides practical rules including
 - o Washing hands with soap before commencing food preparation
 - o Use of separate cutting boards for meat and vegetables
 - o Washing hands between preparation of different type of food
 - o Not mixing cooking utensils for different types of foods.
- Assigns role to team members reflecting their skills and ability to learn and recognising the sequence in which the various activities need to take place
- Instructs inexperienced team members in the use of hot or sharp items



- Checks that whole of Unit or patrol members wash plates and utensils before and after use
- Checks that food is plated up by the team in charge of the cooking and quantities are appropriate for each individual
- Checks that all cooking equipment is washed thoroughly after use to a standard where it can be reused without further cleaning and appropriately stored in clean dry storage

5 Activity or camp cooking over fire

Person in charge of the activity needs to make sure the following arrangements take place:

- Minimum 4m clearance from overhanging branches
- 1.5m cleared area of combustible material around the fire
- Physical barriers to contain the fire such as rocks or the fire is contained within a pit
- Timber to be used within the fire is stacked and accessible but not within 1m of the fireplace
- Matches kept under the control of a responsible person
- Cooking fire not left unattended
- Individuals do not play with burning timber
- Fireproof tools available to move elements of the fire
- Bucket of water or sand within a metre of the fire to douse a fire getting out of control

6 Activity or camp cooking using gas

Make sure there is a person in charge of the cooking who:

- Arranges pre-departure checks of the gas equipment to identify and repair prior to use, gas hoses or fittings, piezo ignition system in poor condition,
- Checks that gas cylinders within test
- Checks that gas cylinders are filled
- Arranges for on site check that all fittings are tight before gas is turned on, including onsite check with squirt bottle with soapy water solution to test for leaks.
- Fire extinguisher or fire blanket available

7 Cooking using electric heat source

Make sure there is a person in charge of the cooking who:

- Carefully checking that the selected hotplate control is heating the desired hotplate.
- Maintaining awareness of the hot plates that are heating or heated
- Limiting access to hotplate controls
- Limiting the number of people accessing electric hotplates simultaneously
- Fire extinguisher or fire blanket available

8 Cooking pans, pots, etc., cleanliness

The person in charge of the activity needs to make sure that the following arrangements take place:

- Inspect and clean all cooking pans, pots and billies before use

9 Preparation of ingredients

- Food preparation surfaces must be kept in a clean condition.
- Food preparation surfaces must not be used for multiple foods where cross-contamination would present a risk for persons for who the food is being prepared. This is a particular issue for ingredients such as chickens, tree nuts, shellfish, fish, milk, eggs and preservatives.



- Anaphylaxis treatment is available for all allergy sufferers and first aiders are present with knowledge on the application of those treatments

10 Hot cooking plans, pots, billies et.

- Person responsible for cooking briefs others present of the risk associated with hot cooking pans, pots and billies
- Provision of heat proof material to separate hands from covers for handles of hot cooking pans, pots and billies
- Reminder to any person being asked to move a hot cooking pans, pots and billies of the potential risk
- Alert those within the cooking area of hot cooking pans, pots and billies being moved and to provide clear access
- No running anywhere near cooking areas.

11 Cleanliness of plates, cutlery, and cups

- Plates and cutlery are to be dipped in a Milton or appropriate solution before use
- Plates and cutlery and to be washed in hot water and detergent after use.
- Plates and cutlery are to be dipped in Milton or appropriate solution after use and air dried within clean plate bags suspended within appropriate hanging space

12 Plating up and serving of meals

- Minimise the use of shared use of serving utensils between different foods.
- Use plate warming devices to keep food at an appropriate temperature before serving.
- Food is plated up by the team in charge of the cooking and quantities are appropriate for each individual.
- If a bain marie or similar is being used, provide shields to limit foreign bodies falling from persons into food.

13 References

The following references are used:

- SPE-PLN-41-RA Core Scouting Cooking Activities Risk Assessment
- SRM-FOR-02 Risk Management ASK Tool
- QBSI 7.15 Face-to-face Scouting under COVID-19 restrictions