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| Activity Description: | *Cooking Activities* | | | | |
| Current Version: | *01* |  |  | Content Developer: | *Daryl Scott* |
| First Released: | *October 2022* | Last Updated: | *October 2022* | Document Authoriser: | *Branch Commissioner (Core Scouting)* |
| Review Frequency: | *12 months* | Review Before: | *July 2023* | Audience: | *All Youth and Adult Members* |

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| **Minimum Qualifications and Supervision** | | | |
| Minimum qualifications needed to run this activity: | *Patrol Leader / Leader holding Certificate of Proficiency* | Maximum number of participants per qualified person: | *8/32* |

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| **Conditions considered for this risk assessment** | **YES** | **NO** | **N/A** | **Acceptable Range** | **Conditions considered for this risk assessment** | **YES** | **NO** | **N/A** | **Acceptable Range** |
| Wind | x | q | q | *Moderate wind (6 – 29 km/h)* | Physical Remoteness | x | q | q | *Within Mobile phone range* |
| Wet surfaces | x | q | q |  | Proximity to others | x | q | q | *Within 20 metres* |
| Flow rate of water | q | q | x |  | First Aid kit available | x | q | q | *Base and portable style first aid kits* |
| Wave height | q | q | x |  | Drinking water | x | q | q | *Potable water either taken to site or available at site, portable water bottles* |
| Grading of track | q | q | x |  | Camping equipment | x | q | q | *Clean and in good condition, checked before departure from Scout den* |
| Lighting | x | q | q | *Portable lighting (gas/battery electric etc) for night* |  | q | q | q |  |
| Rain | x | q | q | *Up to 50mm/day with good drainage* |  | q | q | q |  |

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| **List of relevant guidelines etc from Governing Bodies /Associations /Legislation/Scouting** | **Are they followed?** | | | **Comments / Further information** |
| **YES** | **NO** | **N/A** |
| QBSI | q | q | q |  |
|  | q | q | q |  |

**Calculating the inherent risk level for your activity**

The Risk Analysis Matrix below can be used as a guide to assist with quantifying the risk level. **To use the matrix**, map the likelihood and consequence of an incident occurring with your activity to arrive at the risk level. Keep in mind that when assessing risk value judgements need to be made; and when making value judgements sometimes the risk level is not clear cut. If undecided on a risk level for an activity, a conservative approach would be to settle on the higher risk level being considered. Assessing the risk level is important. However, regardless of the assessed level of risk, we always have an obligation to reduce the risk to an acceptable level.

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| **RISK ANALYSIS MATRIX** | | | | | | |
|  | | **Consequences** | | | | |
| **Insignificant**  Loss of life: Nil.  Injury/Illness: No medical attention required. | **Low**  Loss of life: Nil.  Injury/Illness: Medical attention required. | **Medium**  Loss of life: Nil.  Injury/Illness: Minor medical or hospitalisation required with no long term effects. | **Major**  Loss of life: A fatality.  Injury/Illness: Serious Injury/illness hospitalisation has occurred. Some ongoing treatment required. | **Severe**  Loss of life: Fatalities have occurred.  Injury/Illness: Significant injury/illness has occurred requiring hospitalisation and ongoing treatment. |
| **Likelihood** | **Almost Certain**  Expected to occur in most circumstances. | **M-10** | **H-20** | **H-30** | **E-40** | **E-50** |
| **Likely**  Will probably occur in most circumstances. | **M-8** | **M-16** | **H-24** | **E-32** | **E-40** |
| **Possible**  Might occur at some time. | **L-6** | **M-12** | **M-18** | **H-24** | **E-30** |
| **Unlikely**  Could occur at some time but it is improbable. | **L-4** | **L-8** | **M-12** | **M-16** | **H-20** |
| **Rare**  May occur only in exceptional circumstances. | **L-2** | **L-4** | **L-6** | **M-8** | **M-10** |

Each risk level has been grouped into categories, E = Extreme, H = High, M = Moderate, L = Low, and given a score between 2 and 50.

For further explanations of the risk analysis matrix refer to Scouts Queensland SRM-STD-01 Risk Management Standard.

| **What are the activities, tasks or work hazards?** | **What are the risks?** | **Risk Level before mitigation**  (Refer Risk Analysis matrix) | **Mitigation strategies:**  What controls are proposed to remove or  reduce the risk? | **Risk Level after mitigation**  (Refer Risk Analysis matrix) |
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| *Heat for cooking*  *(Open Flame)* | *Wood cooking fire is not contained* | *H20* | *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 – be wary of river type rocks or rocks that hold water as they can explode when placed near fire*  *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* | *M12* |
| *Poor or loose gas fittings associated with gas stove* | *H20* | *Pre-departure checks of the gas equipment to identify and repair prior to use, gas hoses or fittings, piezo ignition system in poor condition,*  *Gas cylinders within test*  *On site check that all fittings are tight before gas is turned on* | *M12* |
| *Inadvertent operation or accidental contact with electric hotplates* | *M16* | *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*  *Limiting reaching over hot hotplates to access cooking pots* | *M12* |
| *Unclean cooking pans, pots, billies etc* | *Health issues from cooking in unclean containers* | *M16* | *Inspect and clean all cooking plans, pots and billies before each use* | *L4* |
| *Hot cooking pans, pots, billies etc* | *Burns or scalds from hot cooking pans, pots, billies or hot content within that equipment or other hot content* | *M16* | *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.* | *M12* |
| *Storage of ingredients* | *Poor storage of ingredients leading to degradation and if used, health issues.* | *M18* | *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* | *M12* |
| *Preparation of ingredients* | *Ingredients are prepared on unclean or contaminated surfaces* | *H20* | *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* | *M12* |
| *Unclean plates and cutlery* | *Health issues caused by unclean plates cutlery and cups* | *H20* | *Plates and cutlery are to be dipped in a Milton or similar disinfectant 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 similar disinfectant solution after use and air dried within plate bags suspended within appropriate hanging space* | ***M12*** |
| *Plating up and serving of meals* | *Food is contaminated through being served at an inappropriate temperature* | *H20* | *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.*  *Keep insects away from exposed food* | *M12* |
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| **Document Authoriser’s approval** | | |
| Name: *David Wright* | Appointment: *Branch Commissioner (Core Scouting)* | |
| Signed: | | Date: |

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| **Document audience acceptance of this risk assessment** | | | | | |
| Scouting role: | *Branch Commissioner Joey Scouts* | Name: | *Nick Warwick* | Date Endorsed: | *29 August 2022* |
| Scouting role: | *Branch Commissioner Cub Scouts* | Name: | *Michael Vanderputten* | Date Endorsed: | *31 August 2022* |
| Scouting role: | *Branch Commissioner Scouts* | Name: | *Chris Foreman* | Date Endorsed: | *2 September 2022* |
| Scouting role: | *Branch Commissioner Venturer Scouts* | Name: | *Jemma See* | Date Endorsed: | *29 August 2022* |
| Scouting role: | *Branch Adviser Rover Scouts* | Name: | *Paul (Caesar) Lappin* | Date Endorsed: | *29 August 2022* |
| Scouting role: | *Branch Commissioner Risk Management* | Name: | *Jane Tijou* | Date Endorsed: | *2 September 2022* |
| Scouting role: |  | Name: |  | Date Endorsed: |  |
| Scouting role: |  | Name: |  | Date Endorsed: |  |