

EXCURSION KAI ROOM - RISK ASSESSMENT METHOD STATEMENTS

KAI ROOM – RISK ANALYSIS & MANAGEMENT						
Risk/Hazard	What would cause this	Risk Rating	Pre, During or Post Excursion Risk	Control Measure	Risk Level Remaining Once Control Measure in Place	Person Responsible
<p>Children choking, reduction in food related choking</p>	<p>Food prepared incorrectly for age-appropriate children. Eg: popcorn, grapes etc</p> <p>Children putting too much in their mouths</p>	<p>Moderate</p>	<p>During</p>	<p>Parents/whānau prepare and provide food as per the Food & Nutrition Policy, Policy is given to parents on enrolment & available on the website.</p> <p>Foods not allowed are not provided to children with a high risk of choking eg: popcorn if provided by parents. Notes are placed into lunchboxes.</p> <p>Staff are trained in First Aid how to respond to a choking child.</p>	<p>Low</p>	<p>Person responsible of excursion</p>
<p>Accident or injury, particularly with sharp objects, burns, cuts</p>	<p>Leaving knife or sharp objects and inadequate supervision</p> <p>Tripping or losing balance</p>	<p>Low</p>	<p>During</p>	<p>Staff to place sharp object up high after use or keep close to them.</p> <p>Ensure all safety gates to kitchen are kept closed at all times. Children to be always supervised.</p> <p>Kaiako to pre teach about any new equipment being used and explain to children safety precautions.</p> <p>Awareness in child to teacher ratio when kai room is in use, particularly if they are eating.</p> <p>Ensure children walk inside spaces</p> <p>Ensure first aid stocked accordingly.</p>	<p>Low</p>	<p>All Teachers</p>

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Fire Risk	Fire due to hot stoves Burning food	Moderate	During	Staff to be vigilant about using equipment and ensuring it is turned off (switch stove off at wall/main power point when not in use). Keep good attention on food cooking to reduce any burning or risk of catching fire. Fire blanket stored in the kitchen to use if fire break outs.	Low	Person Responsible & all teachers to supervise.
Hygiene when food handling	Lack of good hygiene practices	Moderate	During	Staff member to always make sure they clean their hands before food handling. Keep cuts, rashes, open wounds covered by a plaster or appropriate covering. Children to wash hands before taking part in cooking or baking. Food steriliser is used for all equipment, to kill any bacteria. Regular cleaning completed each day and after use with appropriate cleaning product.	Low	Person Responsible All Teachers
Natural disaster Occurs or Fire	Natural process	Moderate	Pre, during and post	All staff to implement "Emergency Procedure" including evacuation procedures if required. If earthquake occurs drop, cover & hold, move children away from tall objects. Gather children together for protections.	Low	Person Responsible