

## UCET Work Method Statement or Standing Operating Procedure

### **MUST READ RAMS**

For other instructions relevant to this activity, you must read the following:

- ED 1 RAMS Activities Outdoors with Children (or Indoors)
- ED 11 RAMS Firelighting

#### 1. **The Activity: Method Statement**

##### **Activity being carried out: Cooking with Children**

##### **How is the activity completed?**

The activity can be carried out either indoors or outdoors. In both instances, children are taught how to prepare food including pouring, mixing, chopping, slicing, cutting and cleaning, usually in an indoor kitchen environment but might be in the outdoor kitchen environment depending on what food needs to be prepared. Children follow a recipe card when cooking indoors. This gives step by step instructions and includes H&S notes.

Food is then cooked using one of the following:

- An open camp fire (hot ash or flame, frying, baking, boiling)
- Combi oven
- Conventional oven
- Micro wave oven
- Pizza oven

Food temperatures are always checked before eating

Children then wash up and clear away dishes and equipment.

The activity is always led by Ufton Education team with supervisory help from the school staff team.

##### **What equipment is used?**

Camp fire specific pots and pans, food preparation knives, colour coded chopping boards, crockery, cutlery, ovens (as listed above) hot cupboard, electric mixer, waste disposal unit, dishwasher, pizza trays, cooking dishes, first aid, outdoor rucksack for outdoor cooking

##### **What locations are approved for this activity?**

Kitchen cabin and patio, barn kitchen, Reserve dining room, dining rooms, Adventure woods, Ufton Adventure camp fire, History woods, Viking and Dark Age settlement

Reviewed annually unless procedure needs to change. Next Review due: Oct 2024

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## Education RAMS 20 Cooking with Children

### **Who can lead this activity?**

Members of Ufton staff who hold an in date food hygiene level 2 certificate, have completed allergen training and completed knife skill and food preparation training. Has been deemed competent to lead a session following training by Head of Learning and Safeguarding

### **Leader: student ratios**

**Outdoor** – 1 Ufton staff to 15 children + school staff

**Indoor** - 1 Ufton staff to 20 children + school staff

### **What else are we expecting visiting schools to do in addition to RAMS 1?**

Follow the instructions of the activity leader; Assist with the supervision of the activity as required; Follow recipe cards as written; Only adults may put pizzas into and take out of the pizza oven; Only adults will put dishes into and take out of ovens; Any lifting and carrying will be supervised.

### **What else are we expecting Ufton Staff to do in addition to RAMS 1?**

Check any allergies; Give a clear briefing before activity starts; Demonstrate safe use of all equipment and cleaning; Light the pizza oven if being used

### **Which parts of this activity are visiting schools prohibited from doing?**

Only adults may remove dishes from the ovens

2. **PPE to be issued and worn:** Oven gloves, fire gloves

### 3. **The Risk Assessment**

#### **Who is at Risk:**

The following people may be at risk of injury either when taking part in this activity or being in the area:

Children engaged in the activity, Their leaders, Members of staff, Wedding guests, Anyone else who may visit the site whilst the activity is in progress.

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Significant Hazards (These are in addition to those on any of the MUST READ RAMS)	Control measures in Place	Risk Controls Applied				Overall risk and additional comments
		Likelihood	Injury Outcome	Business Risk	Environmental impact	
Food poisoning	<ul style="list-style-type: none"> <li>All activity leaders hold level 2 Food Hygiene</li> <li>All containers, dishes, cutlery are thoroughly washed and kept in a clean environment when not in use</li> <li>Colour coded chopping boards are used in food preparation</li> <li>Food temperatures are always checked before eating</li> <li>All equipment and surfaces will be cleaned and sanitised in accordance with current advice from Public Health</li> <li>Hands washed thoroughly before food prep and eating</li> <li>No muddy outdoor shoes allowed in the kitchen</li> </ul>	1	4	4	1	16
Allergic reaction	<ul style="list-style-type: none"> <li>Dietary information is checked upon arrival and any allergies noted and avoided. (including staff members)</li> <li>Visiting staff serve dietary requirements</li> <li>Allergy free foods are kept away from others so cross contamination cannot occur</li> </ul>	1	5	4	1	20
Accidental exposure of food to toxins or poisons in the outdoor environment	<ul style="list-style-type: none"> <li>Ingredients will be purchased and used according to Stock Rotation procedures</li> <li>No wild food will be used</li> </ul>	1	5	4	1	20
Burns and scalds	<ul style="list-style-type: none"> <li>Long hair to be tied back</li> <li>Flammable clothing and other items worn to be moved out of the way of the heat source</li> </ul>	2	3	3	1	18

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	<ul style="list-style-type: none"> <li>• Ufton staff will demonstrate the correct posture and behaviours to adopt around the fire and how to use equipment safely</li> <li>• Area around fire has a clear exclusion boundary</li> <li>• Only adults will carry hot liquids using any PPE provided</li> <li>• Trays will not be overfilled making them too heavy</li> <li>• PPE will be used when removing hot dishes, trays from the ovens or from the fire</li> <li>• Containers with hot water will not be left unattended</li> <li>• Hot surfaces, ovens, trays dishes are allowed to cool before cleaning begins</li> <li>• Burns first aid kit readily available wherever there is cooking</li> </ul>					
Uncontrolled spread of fire	<ul style="list-style-type: none"> <li>• Water available for putting out flames</li> <li>• Fires always extinguished at end of activity by Activity leader and checked to ensure that it is out</li> </ul>	1	2	3	4	24
Cuts from use of knives	<ul style="list-style-type: none"> <li>• Pre-prepared ingredients used when possible</li> <li>• Students shown how to use knives correctly and supervised whilst using them</li> <li>• Knife guards are available for use.</li> <li>• Adults only wash sharp knives</li> </ul>	2	3	3	1	18
Stabbing	<ul style="list-style-type: none"> <li>• Sharp knives are kept locked away when not in use and locked away immediately after washing</li> </ul>	1	4	4	1	16
Electric shock	<ul style="list-style-type: none"> <li>• Staff only switch electrical equipment on.</li> <li>• All electrical equipment is PAT tested</li> <li>• Condition of equipment, plugs and leads checked before use.</li> <li>• Equipment used for correct purpose</li> <li>• Machines serviced regularly</li> <li>• Only fully trained staff use cooking equipment</li> </ul>	1	5	4	1	20

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Injuries sustained from use of equipment	<ul style="list-style-type: none"> <li>• Recipes cards provided with H&amp;S notes</li> <li>• All activity leaders have a radio to summon help</li> </ul>	1	4	3	1	12
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**Key**

Likelihood	Injury Outcome	Business Risk	Environmental Impact
1 Remote – no historical occurrences here but has happened elsewhere	1 No treatment	1 No impact	1 No impact
2 Unlikely – Occurs here but extremely rare (not in last year)	2 On site first aid administered	2 Minor impact	2 Minor Impact
3 Possible – has occurred in the last year	3 Treatment by external medical professional and same day discharge	3 Moderate short term impact	3 Moderate short term impact
4 Foreseeable – occurs occasionally (once per term)	4 Admission to hospital	4 Serious medium term impact	4 Serious medium term impact
5 Regular – occurs regularly (weekly)	5 Death or life changing injury	5 Very serious long term impact	5 very serious long term impact
<b>Multiply Likelihood x Injury Outcome x Business Risk x Environmental Impact. Any score above 25 must result in control measures being applied in the additional comments column</b>			

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