

Halls Gap Baptist Centre Risk Management Plan		Kitchen & Food Preparation												
<p>Group Name:</p> <p>Location: Halls Gap Baptist Centre, 69-71 Grampians Road, Halls Gap 3381</p> <p>Date(s) November 2009, reviewed May 2015</p> <p>This RMP covers use of the kitchen at Halls Gap Baptist Centre</p> <p>This area must be supervised by an adult</p>		<p>Group: Client using Kitchen</p> <p>Accompanying staff: One qualified food handling person</p> <p>Number in group: Required number to prepared the food</p> <p>Volunteers: They can be used</p> <p>Camp staff: Caretaker and Volunteers</p> <p>Contact Numbers: Caretaker: 0439 001 547 Baptist Camping Victoria Office: 03 5263 3222</p>												
<p>Hazard/Risk Identification Type/Cause</p> <p>Equipment includes all electrical mixers, slicers, toasters and ovens.</p> <p>Knives, and all other kitchen utensils etc.</p>	<p>Priority</p> <table border="1"> <thead> <tr> <th>Severity</th> <th>Likelihood</th> </tr> </thead> <tbody> <tr> <td>N-Negligible</td> <td>AC–Almost Certain</td> </tr> <tr> <td>FA-First Aid</td> <td>L - Likely</td> </tr> <tr> <td>M-Moderate</td> <td>P-Possible</td> </tr> <tr> <td>M+ - Major</td> <td>U-Unlikely</td> </tr> <tr> <td>C-Catastrophic</td> <td>R-Rare</td> </tr> </tbody> </table>	Severity	Likelihood	N-Negligible	AC–Almost Certain	FA-First Aid	L - Likely	M-Moderate	P-Possible	M+ - Major	U-Unlikely	C-Catastrophic	R-Rare	<p>Risk Management Plan - Elimination or Control Measures</p> <p>Elimination Substitution Isolation Engineering Administration PPE Who When</p>
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<ol style="list-style-type: none"> 1. Cuts 2. Burns 3. Slipping 4. Electrocutation 5. Food Poisoning 6. RSI or strain injuries. 7. All of the above for self caterers. 	<ol style="list-style-type: none"> 1. FA + P = Medium 2. FA + P = Medium 3. FA + P = Medium 4. C + R = Medium 5. FA + U = Low 6. M + U = Medium <ol style="list-style-type: none"> 1. Reduction by Instruction those who use the equipment are made aware of the dangers and how to safely clean and care for these items. Only people familiar with this equipment or trained are to use it. 2. Reduction by Self Catered camps to be given clear information and instruction of use of all kitchen equipment. Authority for using kitchen equipment form signed by them that they are aware and comfortable with the use of the kitchen equipment. 3. Reduction by instruction. Stay clear of hot surfaces. Always approach ovens with caution, watching for steam. First aid kit on hand and trained staff onsite. Use heat resistant protective mitts and gloves when needed. 	<ol style="list-style-type: none"> 3. Reduction by instruction. Stay clear of hot surfaces. Always approach ovens with Caution, watching for steam. First aid kit on hand and trained staff onsite. Use heat resistant protective mitts and gloves when needed. Be aware of slippery or wet surfaces. Signs used when surfaces are wet. Correct use of equipment at all times 4. Correct use of equipment at all times. No use of electrical equipment in wet areas. Weekly maintenance checks on all electrical equipment. All equipment tested and tagged. 5. Keep all equipment clean dry and sanitised and in good working order. Stored in clean areas ready for their next use. Staff to be trained in food and equipment handling techniques. 6. Take appropriate breaks, seek help when lifting heavy objects or equipment. Use correct lifting techniques. Knives and equipment to be serviced and kept in good working order to avoid unnecessary strain. 	<p>As all of the risks identified are in the Low, and Medium Risk Matrix categories, this area may be supervised by an adult who has a food handling certificate and is competent to perform ALL the tasks indicated in this plan.</p> <p>This may be a Teacher, Group Leader, adult or staff member, however MUST indicate that they meet this criteria to Halls Gap Baptist Centre management prior to commencing supervision.</p>	<p>Prior to commencing the food preparation, and with constant supervision by food handling certified person during the activity and with review at the conclusion of the activity (including final care as required). All treatment for injury – even minor – is to be recorded appropriately</p>
Excursion Coordinator: _____ Date: _____		Plan developed by Halls Gap Baptist Centre staff in conjunction with the plan on CCI website to meet the OHS standards set by Work care. Risk Management Plan communicated to: Geoff Caldwell		
Principal: _____		Signature: _____		Who ? _____
Monitor & Review: <ul style="list-style-type: none"> Were the controls effective? Were all those involved in the excursion aware of the controls? Were new hazards identified? What further actions are required at camp? 		Review Date: _____		Where? _____