



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Cooking Check List

In addition to the Section Meeting and Event Check List

Event: _____

<p>Location: Scout Hall, surrounding area, Kesgrave and generally for any building, location, activity, event, or meeting.</p>	
<p>Operation covered by this assessment: This covers everything that should be in place for cooking.</p>	
<p>Item</p>	<p>Checked/Action</p>
<p>Lone working - lone working measures in place.</p>	
<p>Venue - does the venue / location need visiting / physically checking before the cooking activity takes place. - can the cooking be catered for safely taking account of numbers taking part, space required for tables, cookers, fires etc. - is the area suitable eg level enough, no drops, not too near water etc. - is the area at risk from mosquitos, ticks etc and appropriate measures taken.</p>	
<p>Protrusions, slips, trips, falls - is the cooking area suitable and safe eg level, free from bumps and holes, loose carpet edges, electrical cables etc. - are lighting levels commensurate with the cooking being undertaken. - is the area free from clutter, rubbish, spills, shards etc. - is the area free from sharp, damaged, or protruding permanent and movable fixtures eg cupboards, shelving, play equipment etc. - are doors and gates appropriately open or closed/locked. - are appropriate barriers / bollards / cordoned off areas required and in place. - is the area laid out safely ie structures in straight lines, tied down, hazard tape used where appropriate, gaps between items suitable, etc. - are all walkways, public areas etc clear and free from trip hazards, protrusions etc</p>	
<p>Manual Handling - are protective gloves and safety footwear needed and available. - are appropriate transportation mechanisms required and in place to move kit and equipment for the cooking to and from the area used and during the cooking. - is any equipment and kit required for the cooking within the capability of the individuals carrying it and safe. - is any equipment and kit required for cooking, that is on top of cupboards or above</p>	

head height, safe and can be lifted down and put back safely.	
<p>Facilities</p> <ul style="list-style-type: none"> - does the cooking area have all the necessary facilities eg fresh drinking water, waste disposal points etc. - are additional facilities required eg gazebos, dining shelters etc. 	
<p>Storage Area</p> <ul style="list-style-type: none"> - are designated areas set aside for the storage of cooking kit, food and potentially dangerous items eg gas, knives, fuels etc and for dangerous items ideally locked away. 	
<p>Kit / Equipment</p> <ul style="list-style-type: none"> - is any provided cooking equipment and kit being used in good working order and fit for purpose ie inspected for obvious damage, faults, sharp edges etc, not being fit for purpose or unsafe to use and taken out of service as appropriate. - is any provided cooking equipment and kit being used, appropriate for the age of the people involved ie can they use it etc. - is all the cooking equipment and kit, combustible materials/substances, waste, fuels, etc being stored and stacked safely when used and not being used and removed when no longer required. - are any combustible materials/substances, waste, fuels, etc being stored and stacked safely when used and not being used and removed when no longer required. - if electrical equipment is required, appropriate electrical equipment is used and safety trips in place, especially if used outside or likely to suffer from condensation or water ingress. - has the cooking equipment and kit been put away clean and dry at the end of the meeting or event, appropriately stacked/stored and in the correct locations. 	
<p>Fuel Considerations (if applicable)</p> <ul style="list-style-type: none"> - if appropriate are measures (storage, handling, PPE, use etc) in place for the use of any fuels etc - is the area well ventilated. 	
<p>Gas Considerations (if applicable)</p> <ul style="list-style-type: none"> - is a gas management strategy in place. - are carbon dioxide detectors in place. 	
<p>Materials / Rubbish</p> <ul style="list-style-type: none"> - are arrangements in place to remove rubbish and unused materials at appropriate intervals during the activity. - at the end of the cooking activity ensure the building/venue/area being used and surroundings are clean and tidy, fit to be used by the next user and personal items, debris and litter are disposed of or taken away. 	
<p>Clothing / Personal kit</p> <ul style="list-style-type: none"> - has everyone been provided with a kit list that covers footwear, headwear, clothing, and kit required that is commensurate for the venue, cooking being undertaken, terrain, forecast weather and time of year, along with any spares that should be brought. - have additional requirements been identified and specified eg aprons, etc. - are there any additional safety requirements required and specified - no jewellery, hairbands etc. 	
<p>Erecting Equipment</p> <ul style="list-style-type: none"> - is all erectable kit eg tables, gazebos, burners, bbq's etc erected safely – adults have suitable experience / training. Young people supervised as required. 	

<p>Menu / Food Storage</p> <ul style="list-style-type: none"> - has a menu/food list been produced for the cooking activity that takes account of the facilities available and the type of cooking being undertaken. - are food storage arrangements available to meet food safety guidelines ie chilled, frozen etc and food stored off the ground and adequately protect against animals, birds, insects etc. 	
<p>Cooking Area</p> <ul style="list-style-type: none"> - is the area and set up/layout, appropriate for the cooking activity eg surfaces, spacing, kit used etc. - does the cooking area need cordoning off and inaccessible to others and the public. - is area organised/laid out to minimise risks eg making drinks in a different area to cooking food and preparing food. - are additional coverings/protective surfaces required and in place eg cutting boards, metal trays under burners etc to prevent damage caused by heat sources, cutting tools, food / ingredient spillage etc. - are wind shields / wind breaks required and in place to stop people touching hot surfaces, flames being extinguished or to improve the efficiency of the heat source. - is the area ventilated adequately (when cooking with gas). - is access to and transporting of hot water being managed safely. 	
<p>Food preparation, cooking, and hot food</p> <ul style="list-style-type: none"> - are good food hygiene practices in place / available eg hand washing facilities, washing up facilities, cooked and raw food separated and stored correctly, catering gloves, surfaces being cleaned, coloured preparation boards, food waste containers in place etc to avoid cross contamination. - have ingredients, food, tuck etc been checked for being in date. - are temperature probes available to ensure food is properly cooked. - are appropriate food and material waste disposal facilities in place. - are suitable cleaning products and equipment available 	
<p>Cooking Activity</p> <ul style="list-style-type: none"> - have participants turned up: <ul style="list-style-type: none"> • wearing the appropriate footwear, headwear and clothing for the venue, cooking activity, terrain, weather conditions and time of year, • bringing any necessary kit, fuel, food, water and any other additional requirements specified. • and being worn/carried appropriately ie no loose clothing, shoelaces tied, pockets emptied of inappropriate items etc. <p>If not act accordingly.</p> <ul style="list-style-type: none"> - is any clothing, equipment or kit brought by participants not fit for purpose ie damaged, unsafe or not suitable and if so act accordingly. - is any cooking equipment and kit being carried by participants within the capability of the individuals carrying it and safe. If not act accordingly. - is personal PPE such as eye protection, catering gloves, hair covers, required, available and being worn. - is PPE, kit and tools required to handle hot items eg pots, pans, lids etc, safely, available and being usedy eg oven gloves, hot cloths, tea towels, tongs, or appropriate lifting devices etc. - do participants need sorting into smaller groups/teams. Do groups need to be well matched in terms of cooking ability, age, temperament, working together, etc - are any cooking rules and guidelines required and available and need explaining clearly and concisely before commencing inc agreeing on any ingredients that should not be added because they don't like them (or added at the end to their 	

<p>portion) etc.</p> <ul style="list-style-type: none"> - do participants need to be given a demonstration of how to use the cooking equipment correctly and/or how to undertake the preparation / cooking. 	
<p>Personal Hygiene and Well Being</p> <ul style="list-style-type: none"> - do participants have sufficient/adequate personal care products for the cooking activity taking in to account the venue, time of day and the time of year eg sun cream, paracetamol, lip balm, glasses, hats etc. - are checks in place to ensure that everyone is eating and drinking adequately and in a good temperament and any injuries have been dealt with quickly. - If any participant is taking regular medicines, they have them with them or with a designated person and take at the prescribed time. - If someone has a serious medical condition, they are carrying appropriate medicines eg inhalers, EpiPens etc. with them or given to an adult to carry. Ensure it is in a suitable container and location known and someone can administer it in an emergency. 	
<p>Behaviour – General</p> <ul style="list-style-type: none"> - are any participants likely to be unsafe due to their behaviour and appropriate measures taken. - have participants been briefed on behaviour and safety rules for the cooking activity and a clear communication method in place to stop the cooking in an emergency. 	
<p>Behaviour – Leadership</p> <ul style="list-style-type: none"> - have leaders been briefed on their roles eg supervising, watching, instructing, monitoring, time keeping etc. - are there sufficient leaders / helpers available to run the cooking activity safely. - do the leaders and helpers running the cooking activity have necessary experience to run them safely. - Ideally ensure that someone present has a food hygiene certificate or has a good understanding of food hygiene practices. 	
<p>Fire Alarm / Equipment / Doors / Emergencies / Exit Points / Access Routes</p> <ul style="list-style-type: none"> - is appropriate fire equipment available or locations known eg fire extinguishers, fire blankets etc. - are all emergency exits free from obstacles and not locked. - is an emergency evacuation process in place and participants informed of the signal and what they need to do if they hear the signal. - is a mobile phone or alternative arrangements (landline) available and easily accessible for emergencies. - are there sufficient mobile phones / landlines to deal with an emergency. - are mobile phone signals adequately guaranteed throughout the site. If not consider whether radios would be an appropriate alternative at times or ensure people know where to go to obtain a signal. - is a robust InTouch process in place. Is a home contact required. - are group details, Intouch and health information readily available in case of an incident or emergency either in paper format or electronic eg OSM. - have arrangements been put in place for personal/confidential/Intouch information being secured and only accessible to people that need to access it. - is a first aid, emergency, sending someone home or cancellation procedure required and in place and do leaders and participants know what it is. - can you accurately define the location in the event of an emergency ie contacting the emergency services, parents etc. 	
<p>Safeguarding / Lost</p>	

<ul style="list-style-type: none"> - are adequate supervision ratios in place. 	
<p>Weather Extremes</p> <ul style="list-style-type: none"> - has the weather been checked and appropriate adjustments made and bad weather activities ready if required. 	
<p>First Aid</p> <ul style="list-style-type: none"> - as a minimum does someone attending have a valid basic first aid certificate and first aid kit. - are there sufficient qualified first aiders available locally to deal with the numbers taking part and the types of injuries that might occur. Is a dedicated first aider required. - are sufficient basic first aid kits available plus any additions identified and available to treat scalds / burns etc ie cold water available along with appropriate first aid kit items. Catering plasters rather than standard plasters etc. - is a bucket of cold water or a running tap available nearby for the immersion of burns. 	
<p>Accessibility / Inclusiveness / Health Issues</p> <ul style="list-style-type: none"> - have accessibility, ability, disability, age, gender, dexterity, behavioural issues etc been taken account of in the planned cooking activity(s) and any cooking teams set up. - has allergy or other health issues (asthma etc) been taken account of for the cooking activity ie have health forms be checked for people with allergies, provided an ingredients list for allergens wherever possible and minimise the potential contact/use of possible allergens or use alternatives. For example, gluten free flour, no eggs etc - has the planned cooking activity taken account of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals. 	
<p>Emergency Exit Points / Access Routes</p> <ul style="list-style-type: none"> - is the building / location accessible to emergency vehicles and in particular ambulances. - are emergency exit points known and not locked or blocked. 	
<p>Notes:</p>	
<p>Signed:</p> <p>Position:</p>	<p>Date(s):</p> <p>Review date:</p>