



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: _____

Location: Scout Hall, surrounding area, Kesgrave and generally for any building, location, activity, event, or meeting.	
Operation covered by this assessment: This covers everything that should be in place for cooking.	
Item	Checked/Action
Lone working - lone working measures in place.	
Venue - does the venue / location need visiting / physically checking before the cooking activity takes place. - 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. - can the cooking be catered for safely in the area chosen, taking account of numbers taking part, space required, free movement of people etc. - is a draft site layout required to ensure everything fits and to help minimise concerns/issues.	
Facilities - does the cooking area have all the necessary facilities eg fresh drinking water, waste disposal points (water, food, packaging) hot water, hand washing facilities etc. - are the facilities suitable, safe and clean ie are inspected, cleaned regularly etc - are additional facilities required eg gazebos, dining shelters, washing up facilities, gas urns etc.	
Protrusions, slips, trips, falls, collisions - is the cooking area suitable eg level with no bumps, holes, loose carpet edges, electrical cable, water pipes, icy, tree roots etc. - is the area free from sharp, damaged, or protruding permanent and movable fixtures eg cupboards, shelving, play equipment etc. - is the area free from clutter, rubbish, spills, shards etc. - are all electrical cables, water pipes etc crossing walkable areas adequately protected to prevent them becoming trip hazards ie covered by cable protectors or similar solutions. - are lighting levels commensurate with the cooking being undertaken. - are appropriate barriers / bollards / cordoned off areas required and in place. - are ramps required and in place (for wheelchairs, trolley's etc) - is the area laid out safely ie structures in straight lines, tied down adequately, hazard tape used where appropriate, gaps between items suitable, etc. - are all walkways, public areas etc clear and free from trip hazards, protrusions etc	
Sinks - do people need to be advised that care should be taken using hot water taps, etc ie they could scald themselves.	

Storage Areas - are designated areas set aside for the storage of activity kit, food and potentially dangerous items eg gas, knives, axes and saws etc and appropriately protected ie barriers/bollards, cupboards in place and for dangerous items ideally locked away.	
Kit / Equipment - 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, and if not fit for purpose or unsafe to use, taken out of service and repaired/replaced as appropriate. • appropriate for the planned activity eg right tool for the right job etc, suitable for the environment being used (indoors / outdoors) and for the age of the people involved ie can they use it safely etc. and as safe as practical ie soft, lightweight etc - are appropriate transportation mechanisms (trolleys, barrows etc) required and in place to move cooking kit and equipment to and from the locations used and fit for purpose, not overloaded etc. - consider counting in and out potentially harmful and attractive kit and equipment eg knives, lighters etc. - is all the potential hazardous cooking equipment and kit, combustible materials/substances, waste, fuels, matches etc being used, stored, locked and stacked safely when used and not being used. - are all cooking items, kit etc being removed and placed in a safe area or designated storage area when no longer required and appropriately stacked/stored and being put away clean and dry at the end of the meeting or event.	
Electrical Considerations (if applicable) - is any electrical equipment being used appropriate, PAT tested, inspected and safety trips in place, especially if used outside or likely to suffer from condensation or water ingress. - are any electrical installations (urns, hot plates etc) set up, connected and working correctly with sockets not overloaded, no multiple way adaptors cascaded, protected by trips etc. - has any electrical 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.	
Gas Considerations (if applicable) - is any gas equipment being used appropriate, tested and inspected for damage. - are any gas appliances set up correctly ie tested for leaks, bottles upright and positioned correctly, stored correctly etc - is a gas management strategy in place. - are carbon dioxide detectors in place. - has any gas 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.	
Fire / Hot Surface Considerations (if applicable) - is any equipment being used appropriate, tested and inspected for damage. - if appropriate, are measures (storage, handling, PPE, use, fire precautions, emergency procedures, first aid /burns kits etc) in place for the use of any fires, hot surfaces etc. - are naked flames (burners, fires etc) or hot surfaces located away from flammable substances or materials and not being used directly on inappropriate surfaces such as tables, tarmac surfaces, grass etc to minimise burn risks, damage and fires getting out of hand. - has any fire / hot surface equipment and kit been extinguished, left to cool and if appropriate put away clean and dry at the end of the meeting or event, appropriately stacked/stored and in the correct locations. (use additional check lists for any fires being lit)	
Fuel / Chemical Considerations (if applicable) - are any fuels, chemicals etc being used, stored in appropriate safe containers/ packaging. - if appropriate are measures (storage, handling, PPE, use, training, emergency procedures/equipment, first aid/burns kit etc) in place for the use of any fuels, cleaning fluids etc - is the area well ventilated.	

- are any fuels, chemicals etc been put away clean and dry at the end of the meeting or event, stored in a safe container /packaging, and appropriately stacked/stored and in the correct locations.	
Materials / Rubbish - 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.	
Clothing / Personal kit - 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.	
Putting Out / Erecting Equipment - is all erectable kit eg tables, gazebos, burners, bbq's etc erected safely – adults have suitable experience / training. Young people supervised as required.	
Menu / Food Storage - 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, that is nutritionally healthy and provides sufficient calories to cover the expected energy levels required and takes account of dietary and allergy requirements of the participants. - 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. - are appropriate food and waste material arrangements available to store correctly and dispose of at the end.	
Kitchen/Cooking Area, Drinks, Tuck, Refreshments, Food - is the catering area(s) and set up/layout, appropriate and safe for the catering activities eg surfaces, spacing, kit used, storage areas etc. - is the catering area organised/laid out to minimise risks eg making drinks in a different area to cooking food and preparing food. - do any catering areas need cordoning off and inaccessible to others and the public. - 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). - 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. - has water supply been checked to ascertain which taps supply drinking water and those that shouldn't be used for drinking water and for hot taps that water isn't too hot and measures in place if it is. - are appropriate food and material waste disposal facilities in place. - are suitable cleaning products and equipment available - is access to and transporting of hot water being managed safely. - is all cutlery, sharp objects eg knives etc being safely stored in suitable containers, cupboards or drawer when not being used. - when no longer required are any sharp or dangerous items used, being removed and either placed in a safe area or back in its designated storage area. - are signs required in the kitchen/cooking area to warn of hot areas, food preparation surfaces etc.	

Preparation - Do parents need informing of the outline details of the cooking event/activity especially if away from the hall – where, duration, activities undertaken, clothing and kit required etc.	
Cooking Activity - have participants turned up: • wearing the appropriate footwear, headwear and clothing for the venue, cooking activity terrain, weather conditions and time of year, • with any jewellery, hair etc appropriately worn for the venue/activity. • with 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. If not act accordingly. - 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 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 used 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 - is a participant's briefing required covering issues such as: • rules / instructions / guidelines for the cooking inc what they are cooking, how to prepare it, how to cook it, how to tell when it's cooked, timings, being careful when re-heating food etc. • handling hot food and kit, placing and removing cooking pots/pans on fires/burners/ovens etc. • hygiene (surfaces and hands) and use of tools eg knives, peelers, mixers etc. • agree as a team, on any ingredients that should not be added because they don't like them or are allergic to them etc (or added at the end to their portion). before they start cooking. This includes spices, salts, flavourings etc - is training / a demonstration required on using the cooking equipment correctly and/or how to undertake the preparation / cooking.	
Manual Handling - has the venue been laid out to minimise the need to carry kit, equipment, food etc any further than is necessary. - are protective gloves, safety footwear, googles etc needed and available. - if appropriate are mechanical aids available to lift heavy cooking kit and equipment during the activity. - is any lifting training/reminders required. - 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 any equipment and kit required for cooking, that is on top of cupboards or above head height, safe and can be lifted down and put back safely.	
Personal Hygiene and Well Being - 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. - have issues such as ticks, mosquitos etc been taken account of eg wearing long trousers/shirts, insect repellent, UV insect killers etc. - 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. - has the event been assessed for needing measures to be put in place to identify health issues including emergency situations eg arm/wrist bands, id cards, stickers etc marked with the issue – EpiPen, serious allergy, gluten free etc.	

General Behaviour - 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. - are there separate quiet/safe areas available for people not taking part in the cooking activity.	
Leadership - 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.	
Per Led Activities - are the young people adequately trained and capable of running the activity. - is a supervision plan required and in place.	
Accessibility / Inclusiveness / Health Issues - 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 dietary, allergy or other health issues (asthma etc, weak bones, claustrophobia, vertigo etc) been taken account of for the cooking activity. Also 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.	
Fire Alarm / Equipment / Emergencies / Incidents - is appropriate fire equipment available or locations known eg fire extinguishers, fire blankets etc. - 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. - are group details, Intouch and health information readily available in case of an incident or emergency either in paper format or electronic eg OSM. - is a first aid or emergency procedure 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. - are any non-automatic closing fire doors closed.	
Emergency Exit Points / Access Routes - is the location accessible to emergency vehicles and in particular ambulances. - are emergency exit points known and not locked or blocked.	
First Aid / Injuries that need treatment - 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. - have first aid kits been inspected for out-of-date items and put aside/ replace. - check that no pills or medication is stored in general first aid kits and if any pills/medication is required it is stored separately. - if appropriate have instructions been provided for certain diseases – ticks etc. - if required has an accident form / HQ process been completed.	
Security / Theft - is a secure facility for valuable or dangerous items/kit required and available. - have measures been put in place to minimise theft.	
Safeguarding - are adequate supervision ratios in place.	
DBS / Scouting - are all adults (leaders and any helpers) and young leaders aware of current scouting guidelines eg yellow card etc or recent rule changes.	
Other Control Measures - do all cooking activities comply with all relevant legislation and legal. This includes environmental health legislation, appropriate licenses (alcohol etc). - have any injuries, near misses, loss or damage of property, faulty/unsafe equipment, out of date or missing first aid items, etc been reported to the Trustees for discussion at their regular meetings.	
Weather - has the weather forecast been monitored leading up to the cooking event and appropriate adjustments made and bad weather activities ready if required. Are plans in place to monitor the weather during the event and adjust the cooking activity as required. - are torches required	
Notes:	
Signed: Position:	Date(s): Review date: