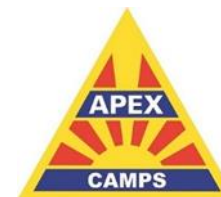


# Risk Assessment for Camp Kitchen - Staff



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## Reviews

Complete By	Revision Date	Approved By	Approval Date
Peta Bebb	11/09/2019	A Daykin	11/09/2019

Risk level	Action required/approval
<b>Low</b> Little chance of incident or injury	<b>Monitor and Review as required</b>

### Description

Apex Camps has a fully equipped commercial kitchen which is operated and managed by Apex Camps.

### Mandatory

- Only Apex staff that are required to be in the kitchen are allowed in the kitchen
- Enclosed non slip shoes are to be worn in the kitchen
- Any standing liquid is to be mopped and dried immediately
- All staff handling food are to comply with the health and hygiene provisions of Food Safety Standard 3.2.2
- Maintain a high standard of personal hygiene
- Wash hands prior to handling food
- All kitchen staff are to have read, understood and abide by the "Apex Camps Food Safety Program"
- All kitchen staff are to report illness and/or condition to their supervisor prior to commencing their duties
- All pilot lights are to be turned off when kitchen is not in use

### Training

- All food handlers are required to have been assessed as competent in – HLTFS001 or equivalent
- All food supervisors and managers are required to have been assessed as competent in HLTFS001 or equivalent, HLTFS005 or equivalent, HLTFS007 or equivalent.

In assessing the level of risk, considerations such as the likelihood of an incident happening in combination with the seriousness of a consequence are used to gauge the overall risk level for an activity. The matrix below has been used as a guide to assist with developing the risk assessment:

Likelihood	Consequence				
	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Critical
5 Almost Certain	Medium	Medium	High	Extreme	Extreme
4 Likely	Low	Medium	High	High	Extreme
3 Possible	Low	Medium	High	High	High
2 Unlikely	Low	Low	Medium	Medium	High
1 Rare	Low	Low	Low	Low	Medium

Risk Level	
Low	Little chance of incident or serious injury.
Medium	Some chance of an incident and injury requiring first aid.
High	Likely chance of a serious incident and injury requiring medical treatment.
Extreme	High chance of a serious incident resulting in highly debilitating injury.

Hazards/Risks	Control Measures
<p><b>Fire</b></p> <ul style="list-style-type: none"> <li>• Burns</li> <li>• Scalds</li> <li>• Smoke Inhalation</li> </ul>	<ul style="list-style-type: none"> <li>• No open flames are allowed on site without the Camp Managers approval</li> <li>• Smoking is to be conducted in the designated smoking area off site</li> <li>• No self catering allowed on site</li> <li>• In the event that there is a fire, all people on site are to evacuate to the Emergency Evacuation Area. Alert Apex Camps staff of the fire and Apex Camps Fire wardens will assess the situation and commence appropriate action.</li> <li>• All kitchen Fire equipment is maintained IAW AS1851</li> <li>• Adequate handling protection is to be used/worn when handling hot cooking trays and equipment</li> </ul>
<p><b>Slips &amp; Trips</b></p> <ul style="list-style-type: none"> <li>• Injuries</li> </ul>	<ul style="list-style-type: none"> <li>• Enclosed non slip shoes are to worn at all times whilst in the kitchen</li> <li>• Care is to be taken to prevent falls and trips whilst on the kitchen</li> <li>• Walkways are to be kept clear of items at all times</li> <li>• Standing water is to be mopped and dried immediately</li> </ul>
<p><b>Manual Handling</b></p> <ul style="list-style-type: none"> <li>• Muscular injuries</li> <li>• Skeletal injuries</li> </ul>	<ul style="list-style-type: none"> <li>• Correct manual handling techniques are to be used at all times</li> <li>• Use mechanical methods of moving heavy and bulky items</li> <li>• Do not lift, push or twist beyond your limits</li> <li>• Risk assess prior to manual handling tasks</li> </ul>
<p><b>Sharps</b></p> <ul style="list-style-type: none"> <li>• Cuts</li> <li>• Injuries</li> </ul>	<ul style="list-style-type: none"> <li>• Always keep knives sharp, a dull knife requires more force for cutting</li> <li>• Ensure correct Knife cutting and holding techniques</li> <li>• Pay attention and reduce distractions when using knives</li> </ul>
<p><b>Kitchen Equipment</b></p>	<ul style="list-style-type: none"> <li>• Always follow manufacturers recommendations</li> <li>• Do not remove or modify machinery guards</li> <li>• Use equipment in the way it was intended for use</li> <li>• Carry out a visual check of equipment prior to use</li> <li>• All pilot lights are to be turned off when the kitchen is not in use</li> </ul>