

Risk Assessment for the Kitchen

Magnetic Island Site

Completed by:	Revision date:	Approved by:	Approved date:
Laura Juniper Operations Manager	November 2025	Laura Juniper Operations Manager	November 2025
Greg Henderson – Catering Manager and Laura Juniper Operations Manager	6 June 2024	Keith Fullerton CEO – Apex Camps	6 June 2024



Risk Level	Action required/approval
LOW – Little chance of injury of incident or injury	Monitor and review as required

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 nonslip shoes are to be worn in the kitchen.

Any spilled liquid is to be mopped and dried immediately and signage is to be use when necessary.

All staff handling food are to comply with the health and hygiene provisions of the Food Safety Standard 3.2.2. and 3.2.2A.

All kitchen staff are to read, understand and abide by the 'Apex Camps Food Safety Program'. A copy of ANZFS code is on site.

All kitchen staff are to report illness and /or condition to their supervisor prior to commencing their duties.

All kitchen staff are to maintain a high standard of personal hygiene and wash hands prior to handling food.

All kitchen equipment is to be maintained and serviced.

All kitchen staff to have completed a site induction and kitchen induction.

Every group to receive a site and kitchen induction.

Training

All food handlers are required to have been assessed as competent in – HLTFSE001 or equivalent.

Reviewed: Nov 2025

Operations Manager

Apex Camps

All food Handlers are required to have completed the 'The Food Handlers Certificate Course'. In line with Standard 3.2.2A.
All food supervisors and managers are required to have been assessed as competent in – SITSS00069 or equivalent.

Listed below are the indicative hazards/risks and the control measures:

Hazards/Risks	Control Measures
Fire: • Burns • Scalds • Smoke Inhalation	• No open flames are allowed on site without Camp managers approval. • Smoking is to be conducted in the designated smoking area off site. • No self-catering allowed on site. No alcohol is allowed on site. • All staff are trained according to the Building and Fire Safety Regulation 2009- Section 21 (f) and Section 32 (2) • All firefighting equipment is maintained to the AS1851 standard. • Sufficient fire equipment is appropriate for the kitchen and all staff are trained to use the fire protection equipment. • All equipment is regularly serviced and cleaned. • A First Aid kit and Incident report forms are available in the kitchen. • Adequate handling protection is used for handling hot cooking trays and equipment.
Slips and Trips: • Injuries	• Enclosed nonslip shoes are to be worn at all times whilst in the kitchen. • Care is to be taken to prevent falls and trips whilst in the kitchen. • Walkways are to be kept clear of items at all times. • Standing liquid is to be mopped and dried immediately and signage displayed. • Apex Camps follows the Food Standard Australia 3.2.1, AS3.2.2, AS 3.2.2(A) and AS3.2.3 with regard to lighting, housekeeping and flooring.
Manual Handling: • Injuries	• All staff are trained in manual handling. • Correct manual handling techniques are to be used at all times. • Use mechanical methods of moving heavy and bulky items. • Do not lift, push or twist beyond your limits. • Staff to risk assess prior to manual handling tasks.
Sharps: • Cuts	• Always keep knives sharp. • Ensure correct knife cutting and holing techniques.

• Injuries	• Ensure correct chopping board placement when using sharp objects. • Pay attention and reduce distractions when using knives. • All sharp objects to be stored in a lockable container.
Kitchen Equipment:	• Always follow manufacturers recommendations. • Do not remove or modify machinery in any way. • Use equipment in the way it was intended for use. • Carry out a visual check of equipment prior to use. • Clean and regularly service all equipment. • Chemical all stored in a lockable cupboard.
Food Hygiene: • Illness • Allergic reaction	• All staff have read and follow the Apex Food Safety program. A copy of ANZFS code is on site. • All staff have obtained their 'The Food Handlers Certificate'. • Apex Camps has a current food license. • Designated staff member that has completed 'The Food Allergen Management' course. • All staff that have contact with food have completed 'in house' allergen training. • Designated preparation and storage area for Allergen safety. • All kitchen staff are to report illness and /or condition to their supervisor prior to commencing their duties. • Every group are individually assessed and appropriate measures are put in place to accommodate all dietaries and health concerns. • All record keeping logs stored via 'Food Safety pro' app, as per the QLD Health Act 3.2.2, 3.2.2 (A) and 3.2.3.

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
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Risk Level	
Low	Little chance of incident or serious injury
Medium	Some chance of 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