

RISK ASSESSMENT: FOOD HANDLING

Business area:	Frankston Tech School	Campus:	Frankston	Building/Room/Area:	FR-F, Frankston Tech School	Revision number:	01
Leader: Diana Gilbert Members: Jo Dudley, Josh Neal-Kent, Carys Martin, Samantha Blair							

STEP 1 – ASSESSMENT INFORMATION

Description of activity/task:

Participants and staff may interact with a variety of food products, as well as various tools, equipment and utensils required to work with them, as they undertake learning experiences in Frankston Tech School, and associated spaces.

Workplace conditions:

As per Hazard Identification table (following).

Systems of work for the activity/task:

Emergency situations, existing controls, inspections, training.

Relevant past experience:

STEP 2: RISK RATING – RISK MATRIX AND DEFINITIONS

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost certain	Medium	High	High	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	High	High
	Rare	Low	Low	Low	Medium	High

Likelihood
Almost certain – will occur in most circumstances when the activity is undertaken (greater than 90% chance of occurring)
Likely - will probably occur in most circumstances when the activity is undertaken (51 to 90% chance of occurring)
Possible – might occur when the activity is undertaken (21 to 50% chance of occurring)
Unlikely – could happen at some time when the activity is undertaken (1 to 20% chance of occurring)
Rare – may happen only in exceptional circumstances when the activity is undertaken (less than 1% chance of occurring)

Consequence
Insignificant – First aid treatment, minor injury, no time off work
Minor – Single occurrence of medical treatment, minor injury, no time off work
Moderate – Multiple medical treatments, non-permanent injury, less than 10 days off work
Major – Extensive injuries requiring medical treatment (e.g. surgery), serious or permanent injury/illness, greater than 10 days off work
Severe – Severe injury/illness requiring life support, actual or potential fatality, greater than 250 days off work

Risk Rating	Priority for Action	Risk acceptance guide	Action	Recommended action time frame
Extreme		Not acceptable	Cease or isolate source of risk Implement further risk controls Monitor, review and document controls	Immediate Up to 1 month ongoing
High		Generally (in most circumstances) not acceptable	Implement risk controls if reasonably practicable Monitor, review and document controls	1 to 3 months ongoing
Medium		Generally (in most circumstances) acceptable	Implement risk controls if reasonably practicable Monitor, review and document controls	3 to 6 months Ongoing
Low		Acceptable	Monitor and review	Ongoing

STEP 3 – HAZARDS AND ASSOCIATED RISK RATINGS AND CONTROLS

Hierarchy of Control (Control Type)

A – Administrative
El – Elimination
En – Engineering

G – Guarding
H – Health Monitoring
In – Inspection

Is – Isolation
M – Monitoring
P – PPE

S – Substitution
Sh – Shielding
T – Training

Definitions

Food products

Foodstuffs used in the preparation and creation of chocolate products.

Equipment

Items, often powered (electrical, digital, or mechanical), that support or enable a task or process. Equipment is usually fixed in place or requires setup/operation, and may be shared by multiple users.
Examples: 3D printers, laser cutters, VR headsets, microscopes, ovens, computers.

Tools

Items used to carry out a specific making task, either powered (electric, battery) or hand-operated.
Examples: screwdrivers, soldering irons, drills, jigsaws, pliers, scalpels, stationary.

Utensils

Simple, hand-operated items, predominantly for food preparation.
Examples: mixing bowls, spatulas, moulds

Frankston Tech School Staff

Any staff member of Frankston Tech School.

Facilitators

Frankston Tech School teaching staff.

Accompanying Staff

Any person who regularly holds duty of care for the attending participants.
Examples: School teacher, lecturer/tutor, coordinator.

Participants

Anyone attending a program at Frankston Tech School, who is not Frankston Tech School Staff or an Accompanying Staff.

PHYSICAL HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Slip, Trip, or Fall	Spills of solutions, mixtures or materials	Low	En, M	<ul style="list-style-type: none"> Spills of mixtures or materials are cleaned immediately. Brooms and mops are available, or cones and markers are used to identify potential hazards. Light levels are controlled and adjusted by Facilitators to ensure clear visibility of potential hazards. Spills that occur in other parts of Frankston Tech School that Facilitators are made aware of, will be escalated to Operational Staff. 	Low
Cut, Stab, or Puncture	Improper use of equipment, tools and utensils.	Low	M, T	<ul style="list-style-type: none"> Facilitators monitor participant behaviour in the space. All participants are advised not to swing on the chairs or climb on or over furniture. 	Low
	Equipment, tools or utensils that are not in good working quality (damaged parts, electrical components etc)	Low	EI, In	<ul style="list-style-type: none"> Facilitators inspect all equipment before use. Where glass implements are used in workshops, they are to be toughened glass (eg. pyrex). 	Low
	Sharp (known) elements of equipment, tools or utensil.	Low	M, T	<ul style="list-style-type: none"> Facilitators demonstrate and encourage safe use of equipment, tools and utensils for participant use, with hazards identified and communicated. Participants are issued with written instruction on how to use relevant equipment, tools and utensils. Facilitators and Accompanying Staff monitor participants while using equipment, tools and utensils. 	Low
	Moving parts of electronics (equipment and/or tools)	Low	M, T	<ul style="list-style-type: none"> Facilitators demonstrate and encourage safe use of equipment, tools and utensils for participant use, with hazards identified and communicated. Participants are issued with written instruction on how to use relevant equipment, tools and utensils. Facilitators and Accompanying Staff monitor participants while using equipment, tools and utensils. 	Low
Struck, Crush, Pinch, or Entanglement	Falling large equipment	Low	En, A	<ul style="list-style-type: none"> Where possible, large pieces of equipment are kept on slip-resistant mats (if they do not have slip-resistant footings of their own). Where appropriate, freestanding equipment should be weighed down. Participants are instructed not to move large pieces of equipment. 	Low
	Moving parts of kitchen equipment (equipment and/or tools)	Low	M, T	<ul style="list-style-type: none"> Facilitators demonstrate and encourage safe use of equipment, tools and utensils for participant use, with hazards identified and communicated. Participants are issued with written instruction on how to use relevant equipment, tools and utensils. Facilitators and Accompanying Staff monitor participants while using equipment, tools and utensils. 	Low

PHYSICAL HAZARD IDENTIFICATION					
Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
	Hair, loose item, or jewellery caught in moving parts.	Low	M	<ul style="list-style-type: none"> Where possible, moving parts are to be inaccessible/enclosed away to minimise the opportunity of elements being caught in them. When not possible, long hair, loose items or jewellery items are to be tied back or removed, or hairnets to be worn. Facilitators are vigilant to ensure that there are no loose objects that can be caught in moving parts. 	Low
Burn	Improper use of equipment, tools and utensils with heating elements.	Med	M, T	<ul style="list-style-type: none"> Facilitators demonstrate and encourage safe use of equipment, tools and utensils for participant use, with hazards identified and communicated. Participants are issued with written instruction on how to use relevant equipment, tools and utensils. Facilitators and Accompanying Staff monitor participants while using equipment, tools and utensils. Participants are not permitted to use any powered equipment for the purposes of cooking/heating without the relevant instruction and training. Equipment with a high likelihood of injury is reserved for use by Facilitators. This is communicated to participants. Tools and containers that are heated are not provided to Participants until at a safe touch temperature. Running water station and first-aid kit available for treatment of burns, cuts, and general injuries. Appropriate PPE is identified and provided including <ul style="list-style-type: none"> Protective gloves 	Low
	Overheated equipment or tools.	Low	In, M	<ul style="list-style-type: none"> Equipment and tools are periodically inspected according to a cyclical maintenance schedule, to ensure proper working order. Devices are to be regularly tested and tagged following Chisholm testing and tagging policy. Running water station and first-aid kit available for treatment of burns, cuts, and general injuries. 	Low

ENVIRONMENTAL HAZARD IDENTIFICATION					
Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Distress and Injury	Exposure to loud or sustained noise from equipment and/or tools.	Low	M, En	<ul style="list-style-type: none"> Doors to spaces can be closed to minimise noise from the communal areas. Any audio content used in workshops is checked for its volume before presentation. Participants are offered the opportunity to step outside if discomfort becomes too high. 	Low

CHEMICAL HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Skin irritation	Injury from splashes or exposure to hot food products.	Med	S, PPE	<ul style="list-style-type: none"> Facilitators demonstrate and encourage safe procedures, with hazards identified and communicated. Appropriate PPE is identified and provided including: <ul style="list-style-type: none"> Aprons to protect student clothing Disposable gloves. 	Low
Eye injury	Eye injury from splashes or exposure to hot food products.	Med	S, PPE	<ul style="list-style-type: none"> Facilitators demonstrate and encourage safe procedures, with hazards identified and communicated. Appropriate PPE is identified and provided including: <ul style="list-style-type: none"> Protective glasses 	Low
Respiratory Complication	Exposure to small inhalants (dust, fumes etc.) created through <i>making</i> activities.	Med	A, EI, PPE, S	<ul style="list-style-type: none"> Accompanying Staff are required to provide any known allergen information in advance of the learning experience. Extraction systems will be utilised to keep the area as dust and fume free as possible. Any identified allergens will be removed from programming. Facilitators demonstrate and encourage safe procedures, with hazards identified and communicated. Where possible, non-toxic alternatives to materials are used. Appropriate PPE is identified and provided including: <ul style="list-style-type: none"> Masks for activities including off-gassing, fumes, or dust etc. Protective gloves. 	Low
	Interaction with heated mixtures or products.		M, T	<ul style="list-style-type: none"> Facilitators demonstrate and encourage safe procedures, with hazards identified and communicated. Facilitators and Accompanying Staff monitor participants while using equipment, tools and utensils. Any heated solutions or mixtures are not provided to Participants until at a safe touch temperature. Running water station and first-aid kit available for treatment of burns, cuts, and general injuries. Appropriate PPE is identified and provided including: <ul style="list-style-type: none"> Protective gloves. 	Low

CHEMICAL HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Allergic Reaction or Anaphylaxis	Exposure to food products, ingredients and/or solutions.	Med	A, EI, PPE, S	<ul style="list-style-type: none"> • Accompanying Staff are required to provide any known allergen information in advance of the learning experience. • Where food is provided by Frankston Tech School, any identified allergens will be removed from the program where practical and substituted with non-allergenic options. Traces of allergens, however, may still remain in the space and equipment etc. • A list of all ingredients used and potential allergens to be displayed prominently throughout program and referred to in safety briefing at the start of the day. A special mention to be made that a shellfish allergy can mean a reaction to insects (same allergen in shell/casing). • Appropriate PPE is identified and provided including protective gloves • All products used in the program are gluten-free. • General use EpiPens in first aid kits are located in the Frankston Tech School First Aid Room. • Facilitators to complete Frankston City Council online allergen training every 2 years. 	Low

INGESTION / INHALATION HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Food Poisoning or Contamination	Food products provided by Frankston Tech School or produced by participants.	Low	A, En	<ul style="list-style-type: none"> • A designated hand washing sink has been allocated and has clear signage. • Participants are always instructed to wash hands and use hand sanitiser before any food making or eating activities. • Participants must wear closed toe shoes and aprons. Long hair to be tied back or a hair net worn. • All surfaces will be cleaned and sanitised before and after use. • No non-food safe chemicals to be used on benches used for chocolate making. • Food products are stored in food-grade containers and refrigerated where required. • All containers shall be labelled clearly with contents and expiry dates. • All utensils and moulds to be placed to be placed in dishwasher hot cycle or hand washed in hot soapy water and sanitised. • Food products are to be stored separately to any non-food safe chemicals to avoid cross-contamination. • Facilitators to place ingredients in separate bowls for Participant use. • Single use tasting sticks are provided to Participants with instructions on how to discard after use. • Aprons and tea-towels to be laundered on hot cycle. • Facilitators to complete Safe Food Handling certificate and Frankston City Council Do Food Safely training every 2 years. 	Low
Illness	Excessive consumption of food products provided or created at Frankston Tech School	Low	A, En	<ul style="list-style-type: none"> • Facilitators and/or Accompanying Staff monitor participants while engaging in eating activities. • Facilitators undertake and maintain first aid training. 	Low
Choke	Food products provided by Frankston Tech School or produced by participants, lodged in throat.	Low	M, T	<ul style="list-style-type: none"> • Facilitators and/or Accompanying Staff monitor participants while engaging in eating activities. • Facilitators undertake and maintain first aid training. 	Low

INGESTION / INHALATION HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Allergic Reaction or Anaphylaxis	Food products provided by Frankston Tech School or produced by participants.	Med	A, EI, S	<ul style="list-style-type: none"> Accompanying Staff are required to provide any known allergen information in advance of the learning experience. Where food is provided by Frankston Tech School, any identified allergens will be removed from the program where practical and substituted with non-allergenic options. Traces of allergens, however, may still remain in the space and equipment etc. A list of all ingredients used and potential allergens to be displayed prominently throughout program and referred to in safety briefing at the start of the day. A special mention to be made that a shellfish allergy can mean a reaction to insects (same allergen in shell/casing). All products used in the program are gluten-free. General use EpiPens in first aid kits are located in the Frankston Tech School First Aid Room. Facilitators to complete Frankston City Council online allergen training every 2 years. 	Low

ELECTRICAL HAZARD IDENTIFICATION

Hazard	Cause	Inherent Risk Score	Control Type	Control Description	Residual Risk Score
Electrocution or Electric Shock	Damaged equipment or tools.	Med	In	<ul style="list-style-type: none"> Facilitators inspect all equipment before use. 	Low
	Damaged or incorrectly installed cabling to equipment or tools.	Med	In	<ul style="list-style-type: none"> Facilitators inspect all equipment before use. Devices are to be regularly tested and tagged following Chisholm testing and tagging policy. Cables that are not frequently tested and tagged will be cyclically inspected to ensure that they are free from damage and removed from usage if they are. 	Low
	Spills of liquids onto electrical equipment.	Low	M	<ul style="list-style-type: none"> Participants are required to have drink bottles with closeable openings, if they are to be used in spaces with electrical equipment or tools. Open cups of water etc. are not to be used on tabletops where electrical equipment is in use. This will be monitored by Facilitators and Accompanying Staff. The above is communicated to Participants. 	Low

STEP 4 – IMPLEMENTATION AND CONSULTATION PROCESS

- Determine the person responsible for reviewing and implementing the risk assessment including the identified controls.
- Ensure a **Health & Safety: Action Plan** has been completed, reviewed and signed off where proposed controls have been identified.
- Obtain the authorisation of the management representative.
- Ensure the HSR (if applicable) has been consulted. Ensure the employees undertaking the activity have been consulted. Record below the names of the persons consulted.

Management representative	Diana Gilbert
HSR/Employee representative	To Be Elected
Employee(s)	Operations Coordinator, STEAM Technician, Head of Programs, STEAM Teachers
Person Responsible for implementation or escalation	Diana Gilbert