

Christmas Cookies

Visit to: Holt Hall	Group Size: 25 pupils (max)	Age: KS2
Leader: Holt Hall Teaching Staff	Educational Objectives: To follow a recipe for making cookies	

Hazard	How To Manage It - What procedures will be in place (controlled measures)
<ul style="list-style-type: none"> • Contamination of food and/or preparation surfaces 	<ul style="list-style-type: none"> • Staff and pupils to wash hands before and after cooking • Everyone to wear clean clothes and shoes in food preparation areas, preferably ones that have not been worn outside • Long hair to be tied back. Elastic bands available for this purpose • Rings/wrist watches to be removed • Cuts and sores to be covered with a brightly coloured waterproof plaster or dressing • Surfaces to be cleaned before, during and after food preparation • Everyone taking part in this activity must wear an apron and roll up sleeves • Anyone with a transmissible disease or suffering from vomiting or diarrhoea is unable to take part in this activity • Nobody should eat, drink or chew gum during this activity • Young people should be told to avoid touching their face or nose when preparing food
<ul style="list-style-type: none"> • Movement around food preparation area (slips and trips) 	<ul style="list-style-type: none"> • Young people not taking part in this activity must not be allowed into or through the dining room • Young people work in pairs or small groups, each with their own set of ingredients/equipment to minimise movement/congestion. • Any dining room furniture not being used is to be stacked out of the way • Spills to be cleared up as quickly as possible: a bowl of warm soapy water and a cloth should be placed on the table just outside the dining room for this purpose. There is also a broom and dustpan and brush in this area.
<ul style="list-style-type: none"> • Storage of food 	<ul style="list-style-type: none"> • Ingredients stored in fridge or larder • Prepared food cooked as soon as possible after preparation • Cooked food to be stored in visiting staff room
<ul style="list-style-type: none"> • Food allergies 	<ul style="list-style-type: none"> • Holt Hall staff to check the nominal roll for any food allergies and alternative arrangements made
<ul style="list-style-type: none"> • Burns 	<ul style="list-style-type: none"> • Only Holt Hall kitchen staff to operate ovens and transfer food items to and from the oven.
<ul style="list-style-type: none"> • Cuts 	<ul style="list-style-type: none"> • Young people shown how to use knives and scissors correctly • Knives used are blunt

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Reference to Generic Risk Assessments/Polices and Operation Procedures:

Educational Visits and Journeys (School copy held by EVC or available at <http://www.norfolkesinet.org.uk/pages/viewpage.asp?unigid=2883>)

Food Standards Agency Caterers' regulations November 2007

Alternative Plans:

Review:

Ongoing/Dynamic Risk Assessments undertaken during visit

Assessment made by _____

Signed _____

Date Reviewed:

Created by J Armstrong

Date 25.11.06

Reviewed by S Woodhouse

Date 15.12.08