

LAST REVISION OF DOCUMENT:

DECEMBER 2024, EL PUERTO DE SANTA MARÍA

RISK ASSESSMENT COOKING LESSON (PAELLA)

This “Risk assessment - Cooking lesson (paella)” is the specific risk assessment for this activity. Please refer to our other risk assessment documents for other parts and details of our school trips. No rights can be derived from this document.

Stage /activity	Risk + risk level	Recommended procedure and existing control measures ¹	Notes
Cooking lesson (usually paella)	Cuts, burns, injuries - MEDIUM	<ul style="list-style-type: none"> ✓ The cooking class takes place in Spark's kitchen in smaller groups of max 16 students at a time. ✓ The cooking class is a workshop, meaning students are actively involved in preparing the paella. Unless otherwise clarified by the group leaders, the students will be involved in cutting up the vegetables and cooking the paella. ✓ Normally this lesson is given by a Spark staff member who does NOT speak English. Please note that due to the group size, the language and the use of knives and hot cooking devices, Spark recommends at least 1 group leader to be present during the entire and each cooking lesson. This will also help to ensure students understand instructions and participate in the activity whilst observing the code of conduct. ✓ Students' behaviour during the cooking lesson is at all times the responsibility of the group leaders. ✓ Dietary issues that might affect the paella are checked and passed on beforehand as part of the general school trip organization and Spark aims to offer an alternative to students by making a smaller paella on the side leaving out certain ingredients. Most common diets to be aware off: <ul style="list-style-type: none"> o vegetarian / hallal / chicken diets / vegan – leave out chicken o sea food / fish diets – leave out sea food o celiac – ensure there is gluten free rice or leave out rice ✓ Depending on group size and diets, we normally prepare 1 chicken paella, 1 mixed (chicken and sea food) and 1 vegetarian one, but this might vary from group to group. ✓ The chicken is cut and pre-cooked by the Spark cook to reduce the risk associated with students handling raw chicken. ✓ Knives and chopping boards are colour coded to ensure that different types of food don't get mixed. ✓ Before starting the activity, all students should wash their hands, using soap. ✓ Group leaders should warn students about potential dangers and the code of conduct for the cooking lesson: <ul style="list-style-type: none"> o knives should only be handled to cut the vegetables on the chopping board. 	<p>Unless otherwise informed or agreed, Spark staff members, including the group's chaperone, work of the following premises:</p> <ul style="list-style-type: none"> * The trip leader should ensure to inform students about general rules of what to do when they get lost. * The group leaders should do regular head counts, establish supervision rules, divide groups with a supervisor and establish buddy rules for students to look after each other if so needed. * The chaperone's principal responsibility is being a tour guide and facilitating the tour. Their principal role is NOT behaviour control.

¹ Group leaders = any staff members or volunteers from the school (teacher, head, governor etc) who come on the trip with the students and have assumed responsibility for the wellbeing and safety of the students. Trip leader = overall responsible of the trip from the school.

		<ul style="list-style-type: none">○ students should split up into smaller groups where everybody has a role assigned.○ when cooking the paella, students should be careful with the hot pans and the hot content of the pans.✓ Knives are locked away before and after the cooking lesson and are only accessible by Spark staff.	
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