



# RiskAssess for Food Tech

[www.riskassess.com.au](http://www.riskassess.com.au)

RiskAssess for Food Tech is a web-based risk assessment tool that makes performing risk assessments quick and easy. It helps you to document and share risk assessments between staff. It also assists with labelling, scheduling and ordering.

RiskAssess for Science has been running for 13 years and is now used by most high schools in Australia. Over the years, we received many requests for a Food Tech version. In collaboration with Food Tech assistants and teachers, we have built this new version specially designed for subjects that incorporate food and cooking.

## Avoid Accidents

RiskAssess for Food Tech provides a customised risk assessment template and includes over 1,000 food items and more than 600 items of kitchen equipment. Safety and allergy data about food and equipment are stored in RiskAssess. When you choose an item, RiskAssess automatically incorporates up-to-date safety information into the risk assessment. You assess the risks and enter the appropriate control measures.



Equipment	
mesh sieve	<a href="#">Remove</a>
fan-forced oven	<a href="#">Remove</a>
electric beater	<a href="#">Remove</a>
<input type="text"/>	<a href="#">Search &amp; Add</a>

Food	
white chocolate	<a href="#">Remove</a>
fresh egg	<a href="#">Remove</a>
<input type="text" value="flour"/>	<a href="#">Search &amp; Add</a>

Multiple results found. Click one below, or search again.

- wheat...
- plain flour
- self raising flour
- cake flour
- 00 flour
- gluten-free flour, plain
- gluten-free flour, self-raising
- wholemeal flour
- amaranth flour
- barley flour
- buckwheat flour
- chestnut flour
- chia flour
- hemp flour
- linseed flour
- lupin flour
- millet flour

## Meet Legal Obligations

It is legally required for all Australian schools to conduct risk assessments prior to practicals<sup>1</sup>. RiskAssess provides a convenient and rapid method to meet these obligations in a manner that closely follows the International Organization for Standardization Standard ISO 31000:2018.

## Store and Search Recipes

RiskAssess makes it easy to store recipes, search them and update them from year to year. Recipes are shared between all users.

## Save Time

RiskAssess provides an electronic template which makes it simple and fast to carry out risk assessments. Risk assessments can be easily shared between staff, copied and customised from year to year, saving time and sharing knowledge. Built in scheduling and ordering tools help with organisation and communication between teachers and food tech assistants.

<sup>1</sup> Please see [http://www.riskassess.com.au/info/legally\\_required](http://www.riskassess.com.au/info/legally_required) for a summary of the legislation.

## Scheduling System

RiskAssess saves time with an automatic scheduling system which provides views of future and past practicals. The scheduling system is an efficient way to communicate practical details and risk assessments between teachers and food tech assistants. It removes the need for diaries, booking systems and print outs of practicals. Food tech assistants can enter preparation notes and tick those practicals that are already prepared.

## Ordering

Teachers can order, on the risk assessment form, the items of food and equipment to be provided by a food tech assistant for each practical. The food tech assistant can see orders on the scheduling page of RiskAssess, as they are generated. This streamlines workflow.

## Save Paper and Filing

RiskAssess allows you to store your risk assessments as electronic documents. Risk assessments can be signed electronically and do not need to be printed or filed. You can retrieve your risk assessment using the easy search function or from the scheduling screen.

## Labelling

Using RiskAssess, you can quickly and easily print labels (in four different sizes) for stored food and equipment. On the label, you can include food allergies, equipment notes and even the flammable pictogram for items like hand sanitizer.

## Easy to Use

RiskAssess is user-friendly and includes online help and training videos. You can access RiskAssess from home, from school or from any other location which has an internet connection.

## Frequent Updates

RiskAssess is frequently updated to provide new features and safety information. If you find anything missing (eg, an item of food or equipment), you can let us know and we will include it in the next database update. We are also keen to hear your suggestions on how to improve the software. Most new features were suggestions from our users.

## Tried and Tested

More than 2,500 schools currently subscribe to RiskAssess for Science and over 5,500,000 risk assessments have been performed. RiskAssess for Food Tech uses the same software architecture.

## Subscribing

The cost of a year's subscription to RiskAssess for Food Tech is \$300 (+GST) per school campus. A subscription lasts 365 days from the date that payment is received and includes all upgrades during that period.

>> EXAMPLES

**See below** for RiskAssess in use.

**See next page** for a sample risk assessment.

### Risk Assessment and Practical Order

School:	Ecosolve School Food Tech																								
Author:	<input type="text" value="Joe West"/>																								
Practical name:	<input type="text" value="Raspberry and White Chocolate Muffins"/>																								
Text reference: (or procedure) Can include web links. Eg. http://www.example.com	<ol style="list-style-type: none"><li>1. Sift the flour into a large bowl. Add the caster sugar and the choc chips and stir to combine.</li><li>2. Combine the melted butter, the whisked egg, the vanilla essence and the milk in a large jug.</li><li>3. Make a well in the centre of the dry ingredients and pour the milk mixture in. Using a large metal spoon, mix ONLY until the ingredients are just incorporated. (Too much</li></ol>																								
Classes for Which Practical is Required																									
Teacher:	<input type="text" value="Joe West"/>																								
Year group:	<input type="text" value="9"/>																								
Scheduling: Use multiple rows if same teacher, class and facilities. Otherwise, do a separate risk assessment.	<table><tr><td>Room</td><td>Period</td><td>Date (d/m/yy)</td></tr><tr><td><input type="text" value="404"/></td><td><input type="text" value="5"/></td><td><input type="text" value="20/10/22"/></td></tr></table> <p><a href="#">More rows...</a></p>	Room	Period	Date (d/m/yy)	<input type="text" value="404"/>	<input type="text" value="5"/>	<input type="text" value="20/10/22"/>																		
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<input type="text" value="404"/>	<input type="text" value="5"/>	<input type="text" value="20/10/22"/>																							
Scheduling notes: Additional scheduling notes for the food tech assistant	<input type="text"/>																								
Items to be prepared by food tech assistant:	<input type="text" value="5"/> groups of:																								
For example 10 groups of: 6 x cupcake cases 1/2 cup self-raising flour	<table><tr><td>Quantity</td><td>x</td><td>Item</td></tr><tr><td>2</td><td>1/2 cups (375g)</td><td>self-raising flour</td></tr><tr><td>3/4</td><td>cup (150g)</td><td>caster sugar</td></tr><tr><td>2/3</td><td>cup</td><td>white choc chips</td></tr><tr><td>250</td><td>ml</td><td>milk</td></tr><tr><td>125</td><td>g</td><td>butter</td></tr><tr><td>1</td><td>teaspoon</td><td>vanilla essence</td></tr><tr><td>150</td><td>g</td><td>frozen raspberries (or blueberries)</td></tr></table>	Quantity	x	Item	2	1/2 cups (375g)	self-raising flour	3/4	cup (150g)	caster sugar	2/3	cup	white choc chips	250	ml	milk	125	g	butter	1	teaspoon	vanilla essence	150	g	frozen raspberries (or blueberries)
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### Items Used for the Practical

Search for equipment and ingredients. If an item cannot be found, enter it under Other items.

Equipment	
metal fork	<a href="#">Remove</a>
heatproof gloves	<a href="#">Remove</a>
plastic measuring jug	<a href="#">Remove</a>
paper patty case	<a href="#">Remove</a>
stainless-steel saucepan	<a href="#">Remove</a>
stainless-steel mixing bowl	<a href="#">Remove</a>
muffin tray	<a href="#">Remove</a>
fan-forced oven	<a href="#">Remove</a>
<input type="text"/>	<a href="#">Search &amp; Add</a>

Food	
white chocolate	<a href="#">Remove</a>
raspberry, frozen	<a href="#">Remove</a>
butter	<a href="#">Remove</a>
fresh egg	<a href="#">Remove</a>
caster sugar	<a href="#">Remove</a>
vanilla essence	<a href="#">Remove</a>
self raising flour	<a href="#">Remove</a>
<input type="text"/>	<a href="#">Search &amp; Add</a>

### LEGAL NOTE

Teachers and food techs carry out risk assessments on different activities. A teacher assesses activities in the classroom and a food tech assesses activities before class and after class. Only the person carrying out an activity can take into account all the factors, including facilities available, student behaviour, students with allergies and students with special needs.

# Raspberry and White Chocolate Muffins

Written by: Joe West

Commenced on: 8 Mar 2022

Expires: 8 Jun 2023

Classes for which practical is required

Teacher: Tina Jones

Year Group: 9

Room	Period	Date
402	3	Thu 31/3/22

Frozen raspberries can be allowed to thaw.

Please include milk from fridge just before prac.

## Items to be prepared by food tech assistant

2 1/2 cups (375g) self-raising flour

3/4 cup (150g) caster sugar

2/3 cup white choc chips

250ml milk

125g butter

1 teaspoon vanilla essence

1 egg

150g frozen raspberries (or blueberries)

## Procedure or reference, including variations

1. Sift the flour into a large bowl. Add the caster sugar and the choc chips and stir to combine.
  2. Combine the melted butter, the whisked egg, the vanilla essence and the milk in a large jug.
  3. Make a well in the centre of the dry ingredients and pour the milk mixture in. Using a large metal spoon, mix ONLY until the ingredients are just incorporated. (Too much mixing results in a tough and chewy muffin).
  4. Add the berries and gently fold through.
  5. Spoon the mixture into the prepared muffin cases and bake for 20-25 minutes (large muffins) or 15-18 minutes (mini muffins). Test with a skewer to see when they are cooked through.
- Serve warm or cold. They freeze well to use as part of school lunches.

## Equipment to be used

### metal fork

#### Potential hazards

Sharp tines may cause puncture wounds.

### heatproof gloves

#### Standard handling procedures

Do not use heatproof gloves containing asbestos.

### plastic measuring jug

### paper patty case

#### Potential hazards

Flammable.

#### Standard handling procedures

Avoid contact with an ignition source.

### stainless-steel saucepan (stainless steel pot)

#### Potential hazards

May cause burns when hot.

#### Standard handling procedures

Check handle is firmly attached prior to use.

### stainless steel spoon

#### Potential hazards

Spoons should not be shared between students when used for eating food, due to the possibility of spreading infection. Spoons that have been in contact with chemicals should not be used for food, due to the possibility of cross-contamination.

### metal skewer

#### Potential hazards

May cause puncture wounds due to sharp point. May

cause eye injury. Skewer forced up nose may cause brain injury and death.

### **stainless-steel mixing bowl**

#### **muffin tray**

*Potential hazards*

Hot tray from oven may cause burns.

*Standard handling procedures*

Use insulated gloves to remove tray from oven.

### **stainless-steel measuring cup set**

### **stainless-steel measuring spoon set**

#### **mesh sieve** (drum sieve)

*Standard handling procedures*

Take care to remove particles stuck in the mesh during cleaning.

#### **fan-forced oven**

*Potential hazards*

Hot oven or objects heated in oven may cause burns if touched.

*Standard handling procedures*

Check for electrical safety each time before use. Test and tag at regular intervals.

### **Food to be used**

#### **white chocolate**

*Potential hazards*

ALLERGY ALERT. May cause allergic reaction in individuals with allergies to chocolate, dairy, corn, nuts or other ingredients in chocolate.

*Standard handling procedures*

Store in a cool dry place.

#### **raspberry, frozen** (Rubus sp.)

*Potential hazards*

Raspberry allergy is generally observed in individuals who are allergic to salicylates.

*Standard handling procedures*

Individuals with berry or salicylate allergy should not handle raspberries.

#### **butter**

*Potential hazards*

May cause allergic reaction in some people with dairy allergies.

*Standard handling procedures*

Store in refrigerator.

#### **fresh egg** (raw egg)

*Potential hazards*

ALLERGY ALERT. Some individuals are allergic to egg.

*Standard handling procedures*

Store in refrigerator; dispose of eggs at expiry date.

#### **full cream milk**

*Potential hazards*

ALLERGY ALERT. Some individuals are allergic to dairy products.

*Standard handling procedures*

Store in refrigerator; dispose of milk to sink at expiry date.

#### **caster sugar**

*Potential hazards*

Heating produces noxious vapour/smoke, which should not be inhaled.

#### **vanilla essence** (vanilla extract)

*Potential hazards*

Typically contains 35% alcohol. Liquid may be flammable. Do not drink, since bitter and may cause drunkenness or

vomiting, if large amounts are ingested. Imitation vanilla essence may contain various additives. Allergic reactions are possible.

### self raising flour

#### Potential hazards

ALLERGY ALERT. Some individuals may be allergic to wheat flour.

### Knowledge

I have read and understood the potential hazards and standard handling procedures of all the equipment and food items, including any allergy advice.

### Risk assessment

I have considered the risks of:

hotplates & hot surfaces	sharp knives & blades	personal hygiene	allergies
boiling water	rotating/moving equipment	raw meat contamination	food intolerances
hot oil and hot oil spatter	breakage of glass/ceramics	improper food storage	food waste disposal
fire: gas, oil or fat	falling or flying objects	food exposure to pathogens	inappropriate behaviour
inhalation of fumes	electrical shock	food quality/preparation	communication issues
food materials in eyes	pests, eg flies, cockroaches	vibration or noise	special needs
cleaning chemicals/poisons	heavy lifting	slipping, tripping, falling	other risks

### Certification by Teacher

I have assessed the risks associated with performing this practical in the classroom on the basis of likelihood and consequences using the School's risk matrix, according to International Organization for Standardization Standard ISO 31000:2018.

I consider the inherent level of risk (risk level without control measures) to be:

Low risk      **Medium risk**      High risk      Extreme risk

#### Control measures:

Check no students with chocolate, egg, dairy or wheat allergies in class.  
Explain dangers of hot oven and hot oven trays and how to avoid contact with hot surfaces.  
Use heatproof oven gloves when inserting or removing oven trays.  
Additional measures: gloves

With the specified control measures in place, I have found that all the risks are "low risk". Risks will therefore be managed by routine procedures in the classroom, in combination with the specified control measures.

**Electronic Signature:** Tina Jones ..... **Date:** 1 Apr 2022 .....

*You have provided an electronic signature which is the equivalent of signing your name with a pen and as such will constitute a legally binding agreement between the relevant parties. We can give no warranty in respect to fraud or security breach resulting from the use of an electronic signature.*

### Certification by Food Tech Assistant

I have assessed the risks associated with preparing the equipment and food items for this practical and subsequently cleaning up after the practical and disposing of wastes, on the basis of likelihood and consequences using the School's risk matrix, according to International Organization for Standardization Standard ISO 31000:2018.

I consider the inherent level of risk (risk level without control measures) to be:

**Low risk**      Medium risk      High risk      Extreme risk

Risks will therefore be managed by routine procedures in the kitchen.

**Electronic Signature:** Bob Walker ..... **Date:** 1 Apr 2022 .....

*You have provided an electronic signature which is the equivalent of signing your name with a pen and as such will constitute a legally binding agreement between the relevant parties. We can give no warranty in respect to fraud or security breach resulting from the use of an electronic signature.*

### Monitoring and review

This risk assessment will be monitored using comments below and will be reviewed within 15 months from the date of certification.

Attach further pages as required