RiskAssess for Food Tech

www.riskassess.com.au

Schools are legally required to conduct risk assessments prior to practicals[1].
More than 100 schools in Australia and New Zealand subscribe to RiskAssess for Food Tech and over 21,000 risk assessments have been carried out.

RiskAssess is a web-based system that makes performing risk assessments quick and easy. Using RiskAssess, schools can meet their legal obligations and make their kitchens safer. RiskAssess also includes a number of tools to save time, such as shopping lists, scheduling, ordering and labelling.

RiskAssess is designed for use by teachers and food tech assistants and includes:
- an electronic template for risk assessments, following the ISO Standard on Risk Management
- safety information for over 1000 food items (including allergies)
- safety information for over 600 equipment items
- storage of risk assessments for legal purposes

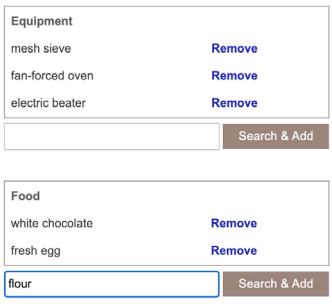
To save you time, RiskAssess provides:
- prac booking and scheduling system
- shopping lists and ingredient calculators
- recipe storage and sharing
- sharing of risk assessment templates
- label printing
- online help and training videos

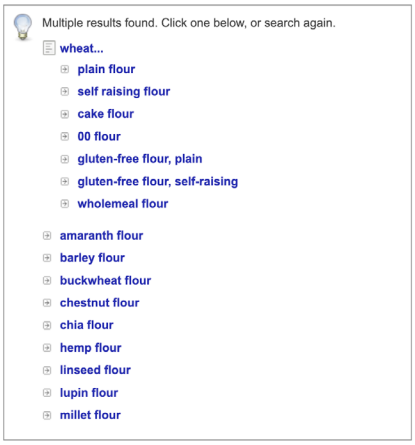
2 WEEK FREE TRIAL

send your school name to info@riskassess.com.au

The cost of a year's subscription to RiskAssess is $350.00 + GST per school campus. A subscription lasts 365 days from the date that payment is received and includes all upgrades during that period.

You can subscribe online at **www.riskassess.com.au** or contact Phillip Crisp on 02 9415 8677





[1] Please see https://www.riskassess.com.au/info/legally_required for a summary of the legislation.

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RiskAssess for Food Tech

RiskAssess is specially designed for subjects that incorporate food and cooking. It is ideal for Food Tech, Home Economics, Food Studies, Food Science, Hospitality, and Food and Nutrition.

Avoid Accidents and Meet Legal Obligations

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 template. You assess the inherent risks and enter the appropriate control measures.

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 at the school.

Shopping Lists

If you click the magic wand button, the shopping list will be automatically filled in, based on the Items to be Prepared box. It takes the number of groups into account, and also converts cups and teaspoons into grams and litres. You can also edit the shopping list further or add extra items.

There is also a Combined Shopping List that adds up the ingredients needed for all pracs in the next week (and other time periods). You can click an ingredient to see which pracs require it.

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 prac details and risk assessments between teachers and food tech assistants.

It removes the need for diaries, booking systems and print-outs. Food tech assistants can enter preparation notes and tick those practicals that are already prepared, as well as set the required notice for prac bookings and block-out days.

Labelling

Using RiskAssess, you can quickly and easily print labels 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.

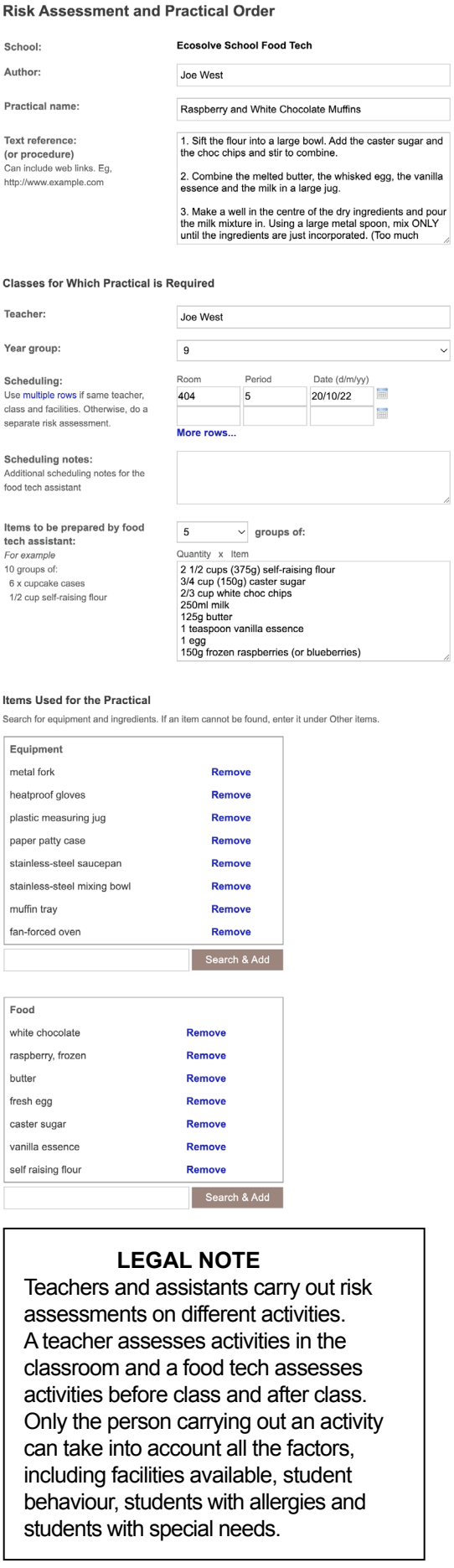
Easy to Use

RiskAssess is user-friendly and includes built-in help. There are also training videos to help you get started. RiskAssess can be used from school, home or any location with an internet connection.

>> 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: Joe West

Practical name: Raspberry and White Chocolate Muffins

Text reference: (or procedure)
Can include web links. Eg, http://www.example.com

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

Classes for Which Practical is Required

Teacher: Joe West

Year group: 9

Scheduling:
Use multiple rows if same teacher, class and facilities. Otherwise, do a separate risk assessment.

Room	Period	Date (d/m/yy)
404	5	20/10/22

More rows...

Scheduling notes:
Additional scheduling notes for the food tech assistant

Items to be prepared by food tech assistant:
For example
10 groups of:
6 x cupcake cases
1/2 cup self-raising flour

5 groups of:

Quantity x Item

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)

Items Used for the Practical

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

Equipment

metal fork	Remove
heatproof gloves	Remove
plastic measuring jug	Remove
paper patty case	Remove
stainless-steel saucepan	Remove
stainless-steel mixing bowl	Remove
muffin tray	Remove
fan-forced oven	Remove

Search & Add

Food

white chocolate	Remove
raspberry, frozen	Remove
butter	Remove
fresh egg	Remove
caster sugar	Remove
vanilla essence	Remove
self raising flour	Remove

Search & Add

LEGAL NOTE

Teachers and assistants 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.

RISK ASSESSMENT **Ecosolve High School Food Tech**

Raspberry and White Chocolate Muffins

Written by: Phillip Crisp **Commenced on:** 4 Aug 2025 **Expires:** 4 Nov 2026

Classes for which practical is required
Teacher: Phillip Crisp **Year Group:** 9

Room	Period	Date
403	3	Mon 11/8/25

Frozen raspberries can be allowed to thaw. Please include milk from fridge just before prac.

Items to be prepared by food tech assistant

6 groups of:
- 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

For shopping list

- 2.25 kg self-raising flour
- 900 g caster sugar
- 1.02 kg white choc chips
- 1.5 L milk
- 750 g butter
- 30 mL vanilla essence
- 6 egg
- 900 g frozen raspberries

Data entered by user are shown shaded. All other text is generated automatically by the RiskAssess system.

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.

plastic measuring jug

patty case (patty paper)

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. Unprotected forearm may receive burns if it touches heated interior of oven while objects are inserted or removed.

Standard handling procedures
Use oven gloves to insert and remove objects, preferably long gloves that provide forearm protection. Check for electrical safety each time before use. Test and tag at regular intervals.

oven gloves

Potential hazards
Exposed skin of forearm may receive burns if inside of oven is touched.

Standard handling procedures
Long gloves are recommended to provide side protection to forearms.

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

For **outdoor activities**, consider wind, temperature, rain/hail/snow, UV, air quality, fire danger, pollen, bites/stings etc

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 long oven gloves to protect forearms when inserting or removing oven trays.
Additional measures: apron

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: Phillip Crisp **Date:** 4 Aug 2025

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: Mia Crisp **Date:** 4 Aug 2025

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 electronic review notes or hand-written notes on a printout. It will be reviewed within 15 months as part of the regular review process.

Shopping lists

for a prac

Items to be prepared by food tech assistant:

For example

5 groups of:

- 6 x cupcake cases
- 2 1/2 cups (360g) plain flour
- 3/4 cup caster sugar

5 groups of:

Quantity x Item

```
2 1/2 cups self-raising flour
3/4 cup (150g) caster sugar
250ml milk
125g butter
1 teaspoon vanilla essence
```

For shopping list

Calculate from above

When you click the Calculate button, the computer will try to work out shopping list items based on Items to be Prepared and the number of groups.

Please check / edit as the computer won't get everything right.

Quantity	Unit	Ingredient
1.82	kg	self-raising flour
750	g	caster sugar
1.25	L	milk
625	g	butter
25	mL	vanilla essence

for a week

Shopping List

Show list for: One Week

You can click any ingredient below to see which pracs need it, and the prac details.

- ▶ 852 g brown sugar
- ▼ 2.14 kg butter

Prac	Ingredient	Date
Choc Chip Cookies Cafe Style	1 kg butter	3/12/24
Basic Muffins	1.14 kg butter	4/12/24

- ▶ 1 kg choc chip bits
- ▶ 28 eggs
- ▶ 1.88 L milk
- ▶ 2.9 kg plain flour
- ▶ 40 g salt
- ▶ 9 kg self raising flour
- ▶ 1.13 kg sugar
- ▶ 12 mL vanilla essence

Prac scheduling

Schedule

Home Log out

Show schedule for: One Week | Search | Print | Download for Excel (CSV)

e.g. Mr Jones bio lab4

Monday, 28 February 2022

Period	Room	Year Group	Teacher	Practical & Procedure	Prepared?
4	403	10	Joseph West	Xing Jang Lamb Skewers https://omnivorescookbook.com/xinjiang-lamb-skewers/ Lodged: 28 Feb 2022, 1:00pm	☑

Remember to order lamb day before

Update Prep Note

Tuesday, 1 March 2022

Period	Room	Year Group	Teacher	Practical & Procedure	Prepared?
2	801	10	Ryan East	Orange Cake 125g butter, softened 1/4 cup milk 1/4 cup orange juice 2 eggs 3/4 cup caster sugar 1 1/2 cups self-raising flour sifted more.. Lodged: 28 Feb 2022, 1:02pm	☐

Add Prep Note