

Ladywood Primary School



Hot Drinks Policy

August 2021

Rationale

- To eliminate the risk of pupils sustaining burns and scalds as a result of hot drinks in school.
- To recognise potential dangers.
- To take action to avoid/remove the danger.
- To eliminate risks to reduce and eliminate accident and injury.

Policy Statement

- All staff must adhere to the Hot Drinks Policy including visitors, work experience students and volunteers.
- Hot drinks in an open top mug may be offered in a designated safe area where there are no pupils present.
- All hot drinks taken out of the staff room into school areas where pupils are/may be present must be in a sealed insulated drinking cup.
- If a pupil should inadvertently be brought into a room where hot drinks are being consumed, then every effort must be taken to minimise potential risk to the pupil.
- All staff on playground duty who do not get a break may have a hot drink, provided that the drink is served in a sealed insulated drinking cup/flask and it is not left unattended in an area where pupils are present. Or alternatively, if an open top mug is utilized in a designated safe area.

Risk Assessment

A risk assessment has been carried out and control measures put in place.

The risk assessment will be reviewed annually against the effectiveness of this Hot Drinks Policy.

Policy written by: Mrs C Hodgson, Business Manager, August 2021

Update required: August 2023