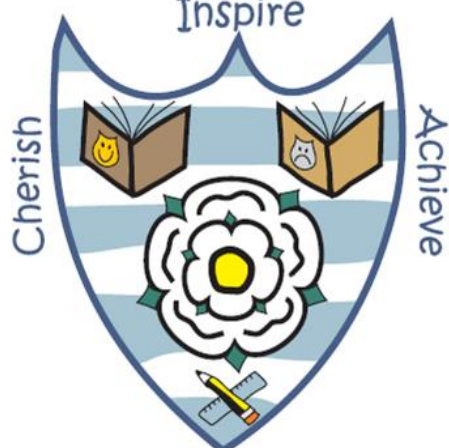


Birkwood Primary

Inspire



Together  
School

# **HOT DRINKS POLICY**

**MARCH 2015**

## 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 must be in a sealed thermostat 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 thermostat drinking cup 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.

## Monitoring and Review

The Governing Body reviews this policy every two years. The Governors may, however, review the policy earlier than this, if the government introduces new regulations, or if the governing body receives recommendations on how the policy might be improved.

This policy will be reviewed in March 2017.

Signed: \_\_\_\_\_

Chair of Governors Date \_\_\_\_\_

Signed: \_\_\_\_\_

Headteacher Date \_\_\_\_\_