



Hot Drinks in Educational Settings Policy

NON STATUTORY POLICY
Review: Every Two Years
Next Review Date: Nov 2023

Role	Name
Headteacher	Caroline Rodgers
Chair of Governors	Linda Mosley
Designated Governor	
Designated Senior Lead	Caroline Rodgers

There is a known risk associated with preparing and drinking hot drinks in areas where there are children. All settings must therefore take all reasonable precautions to avoid the risk of young people coming into contact with hot drinks or boiling water.

The following basic guidance is provided to prevent such incidents happening. The guidance is particularly relevant to younger children and pupils but can equally be applied in all settings dealing with young people. It should be borne in mind however that the guidance is generic. Settings who wish to vary from it will need to carry out a full and detailed risk assessment to ensure suitable control measures are in place for the way they intend to operate to ensure scalding accidents are prevented.

NB There is specific guidance for Children's Centre's who operate slightly differently and they should follow that specific guidance.

1. Hot drinks consumed when children are present (e.g. staff having a drink at break time whilst on playground duty) should **only** be in suitable lidded insulated cups. This also includes staff carrying drinks to other parts of the establishment, when lidded beakers should be used. Staff should ensure lids are properly secured before moving into an area where young people could be.
2. Young people should not be allowed to carry hot drinks to staff in any circumstances.
3. Kettles/boilers must only be provided in areas where pupils are not allowed (e.g. staff rooms). Kettles/boilers should not be available in communal areas, classrooms etc.
4. If the area identified in point three has to be used by young people (e.g. for teaching due to space considerations) kettles must be emptied and put away before such use and boilers emptied and turned off.
5. If hot drinks are to be supplied as part of a setting's organised event, the area where the drinks are made should be adequately secured to prevent young people accessing the area and must be supervised at all times. A suitable area should be provided for people to consume the drinks so they are not wandering round the event (particularly if it is busy) with hot drinks.
6. Settings where drinks are provided to young people as part of the settings normal operation (e.g. certain care settings) will need to carry out a risk assessment detailing control measures to prevent scalding

accidents relevant to the setting and the age of the young people involved.

7. Secondary Schools who provide hot drinks as part of their canteen facility should ensure hot drinks are provided in appropriate cups and at an appropriate temperature. These drinks should only be consumed within canteen or similar specified areas and pupils should not be allowed to wander through school consuming them.

If you wish to discuss any aspects of the guidance please do not hesitate to contact your Area Health and Safety Consultant.

