

<b>Policy Title:</b>	<b>Hot Drinks Policy</b>	
<b>Date of Issue:</b>	Autumn Term 2020	
<b>Date of Review:</b>	Autumn Term 2022	
<b>Policy Lead:</b>	K. Welsh - Headteacher	
<b>Author &amp; Role:</b>	K. Welsh - Headteacher	
<b>Ratified by:</b>	Governors Policy Committee	
<b>Date:</b>	19.11.2020	
<b>Policy Committee Responsibility:</b>	<b>Chair</b> W Blundell	<b>Vice Chair</b> H McCann
<b>Outcome:</b>	This Policy: details colleagues' responsibilities for promoting the health safety and well-being of all staff, pupils and visitors to the school. When working in school all staff, pupils and visitors must follow the Hot Drinks Policy	
<b>Cross Reference:</b>	Computing and ICT Policy Health & Safety Policy	

### **EQUALITY AND DIVERSITY STATEMENT**

Astley Park School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics and all will be treated with dignity and respect.

### **POLICY REVIEW**

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.

## HOT DRINKS POLICY

Astley Park School is committed to promoting the health safety and well-being of all staff, pupils and visitors to the school. When working in school all staff, pupils and visitors must follow the Hot Drinks Policy:

### Hot drinks can be prepared in the following areas:

HT Office  
Staff room  
Bistro  
Beech kitchen  
Meeting Room  
Training Suite  
RDF/KBR office  
Designated Food Technology room / preparation area or other area that has been approved by the Headteacher and Risk Assessed

### Classrooms

- Hot drinks should always be kept in a lidded cup and kept safely out of the reach of pupils.
- Pupils are able to make hot drinks in regular cups if this is part of their curriculum, but drinks should be made and consumed in the following areas:

Classroom  
Designated Food technology/preparation area or other area that has been approved by the Headteacher and Risk Assessed

### Offices

#### School Office

- Hot drinks are permitted in lidded cups and must be positioned away from ICT equipment.

#### HT /DHT/SBM/LP &SENCO Offices

- Hot drinks are permitted in regular cups and must be positioned away from ICT equipment.

### Outside Morning, Afternoon Break Duty, Lunchtimes

- Hot drinks are not permitted at the above times on health and safety grounds

## Educational Visits

- If hot drinks are to be consumed on visits to cafés, restaurants, supermarkets, etc., this **must** be part of the Risk Assessment

## After School Meetings – eg LMT / Governors, Staff Meetings

- Staff / Governors meeting in classrooms or the main hall may consume hot drinks in regular cups, but must avoid areas where there is ICT equipment

## Holiday Clubs and After School Clubs

- Staff may consume hot drinks in the designated refreshment areas and these **must** be in a lidded cup

## Visitors and Social Events

- Visitors may consume hot drinks in the meeting room where the drinks have been prepared, they must not walk around the building carrying hot drinks
- At social events a room or area will be designated for the making and consumption of hot drinks – visitors **must not** remove drinks from this area

Cups without lids are **not** to be removed from the staffroom.