



المدرسة الهندية العالمية الخاصة INTERNÄTIONÄL INDIAN SCHOOL


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Hot Beverage Policy

Ratified: August 25, 2025

Next Review Date: April 2026

Policy Responsibilities and Review

Policy Type	School
Related Policies	Health & Safety Policy
Review Frequency	Annually
Committee Responsible	Health & Safety Committee
Chair Signature	 PRINCIPAL Ms. Qurat Ul Ain

Purpose

This policy ensures the safe preparation, handling, and consumption of hot beverages within the school environment to reduce the risk of burns, spills, and accidents involving staff, students, and visitors.

Scope

This policy applies to all staff, visitors, contractors, and students (where permitted) within the school premises.

Policy Guidelines

I. Designated Areas

- Hot beverages must only be prepared in designated staffrooms, pantries, or kitchen areas.
- Consumption of hot drinks should take place in staffrooms, offices, or other approved areas.
- Hot beverages must not be consumed or carried in classrooms, corridors, playgrounds, or student activity areas.

2. Carrying Hot Beverages

- Staff must use cups with lids (preferably insulated, spill-proof mugs) when carrying hot drinks outside designated preparation areas.
- Trays should be used if transporting more than one beverage.
- Carrying hot drinks near children should be avoided as far as reasonably practicable.

3. Students and Hot Beverages

- Students are not permitted to prepare or carry hot beverages on site unless under supervised circumstances (e.g., hospitality training classes).
- If hot beverages are provided to older students (e.g., during special events), they must be served in safe, lidded containers.

4. Appliances and Equipment

- Kettles, urns, coffee machines, and other beverage appliances must only be used in approved areas with appropriate electrical safety checks.
- Staff must follow safe use instructions and report faulty equipment immediately.
- Portable kettles must not be used in classrooms or temporary locations.

5. Events and Meetings

- During school events where hot beverages are served (e.g., parent meetings, staff functions), safety measures such as serving tables, barriers, and safe pouring equipment must be in place.
- Hot drink stations must not obstruct walkways or emergency exits.

6. Accident Prevention

- All spills must be cleaned immediately to prevent slips.
- Any hot beverage accidents must be reported following the school's accident/incident reporting procedure.

7. Responsibilities

- All staff: Follow safe practices when preparing, carrying, and consuming hot beverages.
- Supervisors/Line Managers: Ensure compliance and raise awareness of this policy.
- Admin Officer: Monitor implementation, review risks, and update the policy as needed.

8. Review

This policy will be reviewed annually or sooner if incidents or changes in practice require updates.

Staying safe with hot drinks helps us all enjoy a better and accident-free school day.