




# المدرسة الهندية العالمية الخاصة INTERNATIONAL INDIAN SCHOOL

P.O. BOX 5665, AJMAN, U.A.E | T : +971 67408333 | info@iisajman.org | www.iisajman.org

## HOT BEVERAGE POLICY 2026-2027

<b>Ratified</b>	August 2025
<b>Amended</b>	April 2026
<b>Next Review Date</b>	March 2027
<b>Policy Type</b>	School
<b>Reference</b>	Health & Safety Policy
<b>Related Policies</b>	Health & Safety Policy
<b>Review Frequency</b>	Annually
<b>Committee Responsible</b>	Health & Safety Policy
<b>Chair Signature</b>	 PRINCIPAL Ms. Qurat Ul Ain

## **School Mission and Vision**

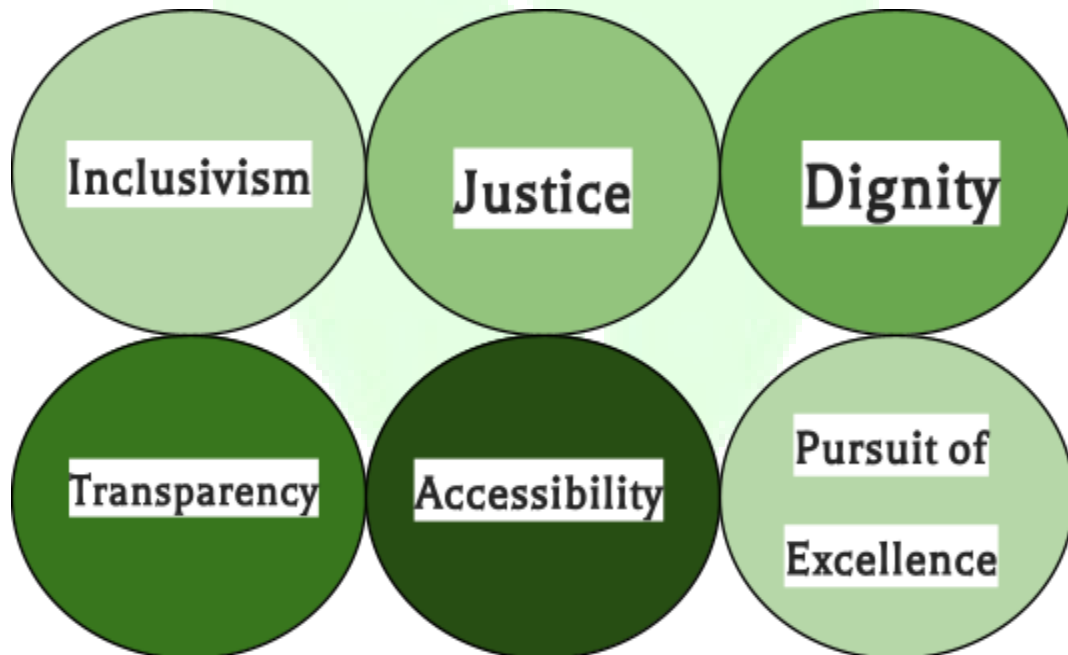
### **Our Vision**

The school envisages learning as a communitarian process of imbibing education from the natural, academic, social and technological ecosystems created around the institution of school.

### **Our Mission**

We strive to provide a new model of education for the expatriate children in the UAE in a culturally inclusive, technologically effective and ecologically sensitive way in a cosmopolitan environment.

### **CORE VALUES**



## **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**

### **1. 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.