



## POLICY DOCUMENT

*Policy title:* **HOT DRINKS POLICY**

*Last reviewed:* July 2017

### *Document control*

<i>Version</i>	<b>3</b>
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## Introduction

This policy applies to the whole of Barton Hill Settlement, and is relevant primarily to the Family Centre. We have a duty of care to maintain the safety and welfare of all children and adults who access our services. This includes a responsibility to ensure the health and safety of all those using and/or visiting the premises.

## Aims

Given that hot drinks are inherently dangerous, especially to young people, the policy encourages safe practice to:

- Ensure that no child is put at risk as a result of an accident involving a hot drink being carried around the centre,
- Eliminate the risk of children sustaining burns and scalds as a result of hot drinks being served in the centre,
- Recognise the dangers of having hot drinks around young children,
- Take action to avoid/remove the danger,
- Change the behaviour, to reduce and eliminate burns and scald accidents.

All individuals delivering services within the setting must adhere to this policy.

## The Policy

- Parents are welcome to have a hot drink within the confines of the kitchen safety area and the Parents' Room.
- All hot drinks transported from a kitchen area to a meeting room must be carried securely in a bowl.
- Hot drinks in an unsealed cup may be consumed in the Family Centre where there are no children present, and where children are not expected to be present.
- If a child 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 child.
- Staff must NOT have hot drinks with them whilst they are on duty anywhere in the presence of children.