

RISK ASSESMENT

Risk Assessment for:	Hot Liquids, Kettle Use and Hot Drinks - liquids over 44°C	Prepared by:	H&S Co-ordination – S.L & V.D
		Assessed by SLT:	
Location:	ROSEWOOD FREE SCHOOL & AVENUES SITE	Date of Assessment	February 2025
		Review Date:	February 2027

Hazard	Who might be harmed?	Hazards Identified which may cause harm – consequence	Existing Level of Risk	Control Measure and Precautions Taken	Additional Control Measures or Further Action Required	Remaining level of Risk
Use of kettle or use of coffee machine	Employees, Learners & third parties	Boiling/hot water/coffee may be spilt on to body part causing burns.	Med - 10	<p>3L stay warm flasks with lockable lids are provided for each classroom.</p> <p>The flasks should preferably be filled at the start of day before learners arrive at school. The flask can be filled up from the hot water dispenser in staff room, meaning that the kettle need not be boiled in school time.</p> <p>If kettle has to be boiled in teaching time e.g. for a coffee morning, then the staff member will NOT leave the kettle unattended at any stage. Once boiled the kettle should then immediately be emptied.</p> <p>Staff to ensure kettle is kept away from edge of work top at all times.</p> <p>The kettle is not carried or moved from the worktop/kitchen area.</p> <p>Coffee machines to be used in isolation of learners. Machines emptied when finished with. Coffee machines not to be used/stored in classrooms.</p>	Trained first aiders on site	Low - 5

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Stay warm flasks	Employees, Learners, third parties	Boiling/hot water may be spilt on to body part causing burns.	Med - 10	Ensure in working order. The flask can be filled up from the dispenser in staff room or a kettle. Lock securely when filled with warm liquid. Flask not to use if the lock is not working. The flask stored on class work tops/kitchen area and away from edge of worktop at all times.	Discard flask if not in working order	Low - 5
Liquid spillage from kettle/coffee machine/cups/hot water dispenser	Employees, Learners, third parties	Spillage of liquid causing a slip, trip or fall resulting in broken bone(s) or other muscular skeletal injuries.	Med - 10	Any spillages must be wiped up immediately. Yellow hazard wet floor signs are available in each class and other areas and mop up equipment available. Once any kettle is finished with, it should be immediately emptied.		Low -5
Liquid spillage from kettle/coffee machine/cups	Employees, Learners, third parties	Spillage of liquid causing electric shock followed by burn or damage to equipment.	High - 30	Equipment used in school will be in line with current electrical regulations. Meaning equipment used in school with have a fuse present and will short circuit before possibly overheating and start a fire. Visual check of damage to wires, plugs and equipment.	Equipment discarded if damaged.	Med - 10
Boiling a kettle /coffee machines unattended	Employees, Learners, third parties	Learner may reach out and grab unattended boiling/hot kettle/coffee machine or its lead causing a burn.	Medium-10	Kettle/coffee machine supervised at all times when in use. Once the kettle is finished with, it should be immediately emptied. Any kettle in use should be used on the class worktop in the kitchen area and out of reach of learners. Any learners in the staffroom/offices should be supervised on 1-1 basis. Preferably no	Trained first aiders on site	Low-5

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Hot drink – on coffee mornings or stay and play	Employees, Learners, third parties	Hot drink may be spilt on body part causing to a burn.	Med -15	learners in the staffroom/offices. Any employee, parent or other third party will be asked NOT to leave their hot drink unattended or place their hot drink where a learner could reach it. Cups with screw lids are preferable for use. Cup lids used when moving with a hot drink.	Trained first aiders on site	Med - 10
Employees hot drinks or external 1-1 support	Employees, Learners, third parties	Hot drink may be spilt on body part causing to a burn.	Med -10	Staff preferably to make their hot drinks in the staff room or other designated break area and consume them on their assigned breaks. If hot drinks are consumed in class then cups with screw lids MUST be used.		Low - 5
Employees travelling with hot drink	Employees, Learners, third parties	Hot drinks may be split in school corridors causing slip, trip or fall resulting in broken bone(s) or other muscular skeletal injuries or burns.	Med - 10	Hot drinks should be made in the room where they are to be consumed whenever possible. If not possible, staff MUST cover their cup/mug with a silicon lid or use a cup with a screw top lid. Any spillages must be wiped & cleaned up immediately. Yellow hazard wet floor signs are available in each and mop up equipment available.	Trained first aiders on site	Low - 5
Learners with hot drinks	Learners	Hot drink may be spilt on body part causing to a burn.	Med -10	Learner’s hot drinks must be served warm rather than boiling hot. Screw lids on warm drinks preferably used. Individually learnings are assessed whether warm drinks are suitable for them in regards of every aspect of their development.	Mindful of other learners in setting	Low - 5
Hot water bottles	Employees, Learners, third parties	Bursting out of date hot water bottles bursting causing burns. Leaving the hot water bottle on bare skin will	Med - 10	Staff or learners to not use hot water bottles during school. If heat is needed to aid recovery, then heat pads or wheaty bags can		0

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		cause a contact burn. Boiling/hot water may be spilt on to body part causing burns.		be used. <u>No</u> use of hot water bottle in the building.		
Stay warm plates	Employees, Learners, third parties	Boiling water may be spilt on to hands or body part causing burns.	Med - 10	Hot water to be dispensed into a class jug from the stay warm flask then transferred into stay warm plate. Stay warm plates to have suitable bung to ensure water does not escape – blue paper towel is not suitable. Learners not to handle the stay warm plates.	Minimal transportation of stay warm plates to lower risk of spillage.	Low - 5
Kitchen urn	Employee	Boiling water may be spilt on to hands or body part causing burns.	Med - 10	Kitchen urn to stay in situ and not transported with liquid load. Follow safe system of work for use and clean. Only heated up when staff are present. Water decanted and emptied when finished with.		Low - 5
Staff room boiling water dispenser	Employees, Learners, third parties	Boiling water may be spilt or have back splash on to body part causing burns.	Med - 10	Hot water dispenser serviced annually. Hot water dispenser to be put out of action if leaking and engineer called. Kettles to be used if water dispenser is out of action. Dispenser not to be decanted for use to clean items ie cups/lunchboxes. Water decanted into a jug/bowl for cleaning equipment. No learners present when dispenser is in use. Mindful of splash back of boiling water. Only decant required amount of boiling water into receptacle and do not allow water to run freely.	Mindful of back splash from use of dispenser. Switch machine off if faulty and seek advice.	Low - 5

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High likelihood of risk – Likely to occur immediately or in the near future
Medium likelihood of risk – will occur in time if no preventative action is taken
Low likelihood of risk – Remote or unlikely to occur

Date Reviewed	Comments
Feb 2021	Initial assessment – version 1
February 2022	Annual update – added urn & hot water dispenser use
February 2023	Annual update
December 2024	Removal of use of hot water bottles in Tac Pac sessions.
February 2025	Annual update