

Classroom - No. 2 Hot Drinks (List additional hazards, risks and controls particular to your school using this template and blank template No.55)

Hazards	Is the hazard present? Y/N	What is the risk?	Risk rating H=High M=Medium L=Low	Controls (When all controls are in place risk will be reduced)	Is this control in place?	Action/to do list/outstanding controls *Risk rating applies to outstanding controls outlined in this column	Person responsible	Signature and date when action completed
Liquid spills, burns		Slips, Trips, Falls, Injury, Burns	M	All staff members utilise covered travel mugs/flasks Students remain seated and are requested to exercise due caution when having hot drinks for lunch Lunch times are supervised by teachers			All staff members	

If there is one or more High Risk (H) actions needed, then the risk of injury could be high and immediate action should be taken. Medium Risk (M) actions should be dealt with as soon as possible. Low Risk (L) actions should be dealt with as soon as practicable.

Risk Assessment carried out by: _____

Date: / /