Greenside School
Learning Achieving Together

Hot Weather Guidance & Risk Assessment

(Includes Amber & Red Weather Warnings)

Very high temperatures can affect the ability of staff and learners to concentrate and to take part in lessons / activities effectively. Increased temperatures can cause physical discomfort and can cause the body's blood temperature to rise. If the blood temperature rises above 39°C, there is a risk of dizziness, fainting, heat strokes or heat exhaustion.

There is no legal maximum temperature at which action needs to be taken to lower temperatures. However, schools should ensure that reasonable steps have been taken to achieve a comfortable temperature. Everyone acts differently in warm weather, some find it harder than others, and some thrive in the heat.

Helpful Information

- Keep the room as ventilated as possible
- Turn off lights that do not need to be on
- Avoid use of cookers
- Plan for minimal strenuous activities
- Avoid being outside between 11.00am – 3.00pm
- Plan outside activities that can incorporate shade
- Use any fans provided
- Turn off unnecessary power supplies e.g. computers
- Reduce the amount of moving and handling if possible

Outside

The sun is at its greatest between 11.00am – 3.00pm. Staff and learners are at risk of sunburn within 10 – 15 minutes of being exposed to strong sunlight. Learners and staff should wear hats, loose light clothing and sun cream. Teachers / leads should monitor the time learners and their staff are exposed to the sun and enable opportunities for times in the shade. Learners may not be able to communicate they are hot, therefore staff should continuously monitor.

Physical exercise lessons and lunch / play time should be amended accordingly to reduce the amount of sun exposure.

Manual Handling

Where possible, staff should review their daily manual handling tasks and reduce or alternate staff where possible.

Learners Wellbeing & Hydration

In most situations, learners are unable to voice their feelings relating to the heat. Staff will need to monitor the learners throughout the day and recognise any heat related issues. Staff should ensure learners are wearing appropriate clothing and remain hydrated relating to their specific needs. Teachers / leads should communicate any concerns or information regarding suitable clothes with parents (or SLT as appropriate).

Air Conditioning

There are a number of classes in school with air conditioning; staff should make use of these systems on hot days.

Staff Wellbeing & Hydration

Staff should ensure they look after themselves throughout the day in the heat. Wearing loose, light clothing and a hat whilst outside is recommended. Staff should be aware of heat stroke and heat exhaustion (*see picture below*) and recognise if they begin to feel unwell. Staff should remain hydrated throughout the day by drinking plenty of water – consider taking a flask to the field or playground.

Offsite

Class Teachers / leads to monitor weather conditions relating to sun exposure and temperatures prior to the offsite visit. Open spaces / sun trap areas should be avoided. Hot temperatures / sun exposure should be identified on the offsite risk assessment and signed by a member of SLT. Control measures should include:

- planned activities e.g. sports / running events, strenuous tasks for learners or staff, pushing learners in wheelchairs, physical exercise
- sun cream considerations
- expected duration of sun / heat exposure
- any specific learners with heat related health conditions
- hydration
- suitable clothes / hats
- shade considerations
- understanding and recognising heat stroke and heat exhaustion
- first aid measures

Sun Cream

Studies indicate 'All day' sun creams can reduce in efficiency throughout the day. One study showed a factor 30 reduced to 8 by the end of the day. Although these are good, staff should still monitor their effectiveness.

Parents should be encouraged to apply sun cream to learners prior to attending school and provide a **named** bottle of sun cream. These bottles should be specific to the individuals and not shared. Staff need to remember some learners could be allergic to particular products. Named bottles of sun cream should be stored securely out of learners reach.

Teachers / leads should re-apply sun cream as necessary (using their named bottle) to ensure the learners remain protected throughout the day. Where possible, staff should apply sun cream to learners with other staff present to avoid any misconduct accusations.

Swimming Pool

Being in the pool water is refreshing and cooling. Staff and learners will not feel the impact of the heat when in the pool or are wet. Changing – windows will be opened in increased temperatures, staff should change into swim wear as soon as possible, they can get wet straight away if that helps. Spotter can get wet prior to spotting to help remain cool. A flask of cold water will be available for staff throughout the day. In extreme temperatures learners with PMLD may be cancelled due to the duration of changing.

First Aid

There are high levels of first aid provision throughout school; with NHS nurses on site. Upon a heat related medical situation, the staff member / learner who feels unwell should ideally be taken to a space in school with air conditioning to help them (or shaded area if off-site).

Water Play

A great way to help keep learners cool, however new risks are created. Water play allows learners to remain cool, but does not remove the sun exposure. Things to consider:

- Paddling pools create a drowning risk (drowning can still occur in a puddle)
- Paddling pools **must not** be left unsupervised whilst water is in the pool
- Some sun creams are not water proof, therefore learners / staff are at risk of full exposure from the sun
- Learners may associate a paddling pool with wearing less clothes, which would result in increased body exposure
- Water play creates slippery surfaces
- Water balloons create a risk of balloon parts going in the mouth
- A traditionally worded 'water fight' (e.g. water guns, balloons) is great fun but results in running around on wet surfaces and this has the potential to get out of hand

Extreme Heat Weather Warnings

The Head will receive / seek guidance relating to extreme heat from the local authority and make specific arrangements based on this advice. This may include the school closing early, offsite visits suspended, advice on windows, blinds and use of fans and learners to remain indoors. Information will be relayed to staff accordingly.

Heat Exhaustion

Heat Exhaustion is the body's response to loss of water and body salts through excessive sweating

Heat exhaustion occurs when the core body temperature raises above 38°c. untreated, it can quickly lead to heat stroke

Recognition

- Pale, sweaty skin
- Nausea, loss of appetite, vomiting
- Fast, weak pulse and breathing
- Cramps in the arms, legs abdomen
- The casualty may say they feel cold but hot to touch

Treatment

- Take the casualty to a cool place
- Remove excessive clothing & lay them down
- Give the casualty plenty of water to re-hydrate
- Obtain medical advise
- If the casualty's levels of response deteriorate – place in the recovery position & call 999
- Monitor airway & breathing
- Treat for heat stroke

Heat Stroke

Heat stroke is a very serious condition. The sweating mechanism fails, the body is unable to cool down and the core temperature can reach dangerous levels (over 40°c) within 10-15 minutes

The condition can be caused by prolonged exposure to heat and often heat exhaustion

Recognition

- Dizziness, fainting, confusion, restlessness
- Throbbing headache
- Lower levels of response leading to unconsciousness
- Possibly siezures
- Nausea, vomiting
- Flushed, hot, dry skin (no sweating)

Treatment

- Take the casualty to a cool place
- Call 999
- Cool the casualty rapidly, using methods possible:
- E.g. remove outer clothing & wrap the casualty in a cold, wet sheet. Keep it wet and cold until the casualty's temperature falls to normal levels, then replace with a dry sheet
- Other methods can include – sponging with tepid water and fanning the casualty, placing in a cold shower (if conscious), spraying with cold water

Greenside Risk Assessment

Name of Risk Assessment: HOT WEATHER TEMPERATURES (SUN & SUN CREAM USE)				Location: OUTSIDE & INSIDE	
Assessment by: Michael Levy	**Position:** H&S Liaison Officer	**Date:** 17.07.21	**Signed:**	*You should review this risk assessment prior to the review date if you think it is no longer valid, e.g. following an incident or any significant changes to the hazard such as new equipment or work activities*	**Date for Review:** **16.07.22**
Approved by: Dave Victor	**Position:** Head Teacher	**Date:**	**Signed:**		
Can the hazard be removed? *This risk assessment is required due to the hazard being assessed as still present*			**How is this risk assessment shared?** Shared with class staff via email		

Hot sunny days creates risks for both staff & learners. Risks of sun exposure, increased fatigue, dehydration & sun cream use. Staff provided guidance relating to sun cream & sunny days. Class teacher / lead to assess individual learner risk factors and add to this risk assessment to reflect their specific class and individual needs.
This risk assessment is based on hot weather days (including **Amber Weather Warnings**) but also includes 'Extreme Weather' - **Red Weather Warnings**

From a H&S site relating to Education: *"Pupils and teachers are at risk of sunburn **within 10-15 minutes** of being exposed to strong sunlight – most break times are at least that long. Pupils spend an average of 1.5 hours outside per day, more if involved in sports or outdoor activities"*

What are the Hazards/Risks?	Who may be harmed & how?	Control Measures (What are you doing already?)	Anything needed to help manage this risk?
HEAT / HOT TEMPERATURE OUTSIDE & INSIDE			
Heat exhaustion Nausea, weakness, thirst and giddiness frequently accompanied by a small increase in normal body temperature **Amber Warnings** (or below) & **Red Warnings**	Staff, visitors, learners Fainting, dehydration, low energy, fatigue, change in concentration	• All staff to look after themselves and their learners to avoid heat exhaustion occurring • Staff & learners should remain hydrated throughout the day • Teacher / leads should adapt lessons accordingly to take into account the heat / sun • First aider & nurses on site – called upon as necessary • Upon heat exhaustion signs & symptoms being identified, medical assistance should be summoned immediately and treatment on the chart above should be followed to avoid further escalation (heat stroke)	Hot weather guidance in place Teachers, leads and TA's to monitor learners unable to communicate to recognise signs of heat related issues Drinking water readily available
Heat stroke A medical emergency requiring immediate first aid & medical treatment. Body temperatures of 40C - 41C may result from untreated heat exhaustion.	Staff, visitors, learners Headache, confusion, bizarre behaviour, lack of sweating eventual loss of consciousness, and in extreme cases can be fatal	• All staff to look after themselves and their learners to avoid heat stroke occurring • Staff & learners should remain hydrated throughout the day • Teacher / leads should adapt lessons accordingly to take into account the heat / sun • First aider & nurses on site – called immediately due to severity • Upon heat stroke signs & symptoms being identified, medical assistance should be summoned immediately (999). Treatment on the chart above should be followed	Hot weather guidance in place Teachers, leads and TA's to monitor learners unable to communicate to recognise signs of heat related issues Drinking water readily available

Amber Warnings (or below) & Red Warnings			
Skin disorders Amber Warnings (or below) & Red Warnings	Staff, visitors, learners Prickly heat	• School nurses hold medical information relating to learners • School nurses called for any learners with rashes or itching • School nurses to liaise with parents accordingly • First aiders on site for staff & visitors	Nurses / parents to inform staff accordingly
Dehydration Fluid deficiency. A fluid deficiency of about 10%, it seriously affects an individual's capacity to work and a 15% deficiency can result in death	Staff, visitors, learners Risk of a heat related medical emergency	• First aider & nurses on site – called upon as necessary • All staff to look after themselves and the learners – everyone should keep hydrated throughout the day • Cold water machines / fridges throughout school • Teacher / leads should adapt lessons accordingly to take into account the heat / sun	Drinking water readily available Teachers, leads and TA's to monitor learners unable to communicate to recognise signs of heat related issues
Outside water play **Use of water play trays / very small paddling pools** Amber Warnings (or below)	Risk of slipping or falling and injury. Risk is particularly significant to those who have not got shoes on	• Teacher / lead to assess the risk relating to their class of learners prior to starting any outside water play sessions • Particular care should be taken for those children with mobility difficulties or visual impairment • Water in trays / small paddling pools creates a drowning risk (someone can officially drown in a puddle - compromising their breathing) – teacher / lead must fully assess the risk & update this risk assessment accordingly relating to the activity they are running. • Water in trays / small paddling pools must be fully supervised at all times & emptied fully when unsupervised • Sun cream applied and reapplied accordingly • Shaded areas used as much as possible • Learners should not expose unnecessary parts of the body (ideally they should be covered up more to protect their skin) • Hats should be worn as much as the learner allows this	Sun cream applications throughout the day & hats Drinking water readily available Staff to monitor the learners wellbeing and their own Teachers, leads and TA's to monitor learners unable to communicate to recognise signs of heat related issues
Using metal play equipment e.g. slides **Risk of burns due to heat & friction burns**	Learners Friction burns on more exposed skin	• Metal play equipment – to be checked prior to learners using (this includes slides, swings, roundabout, standing spinners etc) • Teachers / leads to make judgement as to whether they feel it is safe to use or not	Staff to check prior to use and monitor throughout time

Amber Warnings (or below)			
Open outside areas e.g. fields, playgrounds Amber Warnings (or below) (Red Warning – **only** upon Heads permission)	Staff, visitors, learners Risk of a heat related medical emergency & sun burn	• Teacher / lead to review areas their class of learners will be using prior to them going outside • Shaded areas used as much as possible • Learners should not expose unnecessary parts of the body (ideally they should be covered up more to protect their skin) • Hats should be worn as much as the learner allows	Sun cream applications throughout the day & hats Drinking water Staff to monitor the learners wellbeing and their own Teachers, leads and TA's to monitor learners unable to communicate to recognise signs of heat related issues
Heat affecting concentration Heat can affect concentration levels in both staff and learners Amber Warnings (or below) & Red Warnings	Staff / learners Risk of a mistakes occurring, consequently potential of injury	• All staff should remain hydrated throughout the day • Fans / air conditioning used where possible • Staff should self-recognise if they feel they are losing concentration and stop their current task / swap with someone should it create a risk	Drinking water Teachers, leads and TA's to monitor learners unable to communicate to recognise signs of heat related issues
Increased fan use	Staff / learners Risk of PAT Testing being missed & trip hazards	• Office staff, teachers, leads should ensure any additional fans are PAT testing prior to plugging in the school system • Staff to place fans in the best positions to avoid cables creating trip hazards	PAT Testing
Increased Stress Amber Warnings (or below) & Red Warnings	Staff / learners Risk of a mistakes occurring, consequently potential of injury	• All staff should remain hydrated throughout the day • Fans / air conditioning used where possible • Staff should self-recognise if they feel stressed and call a mental health first aider, member of the well-being team or speak to a member of SLT	Wellbeing team in school, Greenside is signed up to an external wellbeing service Drinking water

Manual Handling Amber Warnings (or below) & **Red Warnings**	Staff Risk of staff feeling unwell / increasing risk of dehydration	• Staff should remain hydrated throughout the day • Site team & staff with manual handling tasks should reduce these where possible, particularly during the hottest part of the day • Staff changing / moving & handling learners, particularly learners with PMLD should alternate staff as much as possible to spread the load • Any concerns should be raised with SLT	Drinking water Reduce manual handling where possible
SUN CREAM USE			
Storage of sun cream	Learners Risk of ingestions / slippery floors	• Teachers / leads to ensure bottles coming in from home are correctly labelled and stored safely in a locked cupboard or out of reach • Sun cream have expiry dates – staff should be mindful of this	Safe storage
Applying sun cream – Safeguarding	Staff / learners	• Parents encouraged to apply sun cream prior to them attending school • Learners who can use them correctly under direction should do so • Staff should apply sun cream with other adults around where possible • Staff should wash their hands with soap between using on learners • Staff trained in safeguarding and DBS checked	
Applying sun cream – risk of allergy	Staff / learners	• Teachers / leads to ensure bottles coming in from home are correctly labelled and stored safely in a locked cupboard or out of reach • Teachers / leads to ensure all their staff are fully aware of any known allergies relating to sun cream • Staff must wash their hands with soap between using on learners	Parents / nurses to ensure staff are fully aware of known product allergies
EXTREME HEAT – RED ALERT WARNINGS			
The Head will receive / seek guidance relating to extreme heat from the local authority and make specific arrangements based on this advice. This may include the school closing early, offsite visits suspended, advice on windows, blinds and use of fans and learners to remain indoors. Information will be relayed to staff accordingly.			
Open outside areas e.g. fields, playgrounds **Red Warnings**	Staff, visitors, learners Risk of a heat related medical emergency & sun burn	• Head to make decisions related to latest guidance for learners and staff being outside • Any learners / staff permitted outside – see above risk & control measure regarding Open outside areas • Everyone to remain hydrated	Drinking water
Indoor hot spaces / classrooms in school **Red Warnings**	Staff, visitors, learners Risk of a heat related medical emergency	• Head to make decisions and provide advice related to latest guidance • Open windows early in the morning, close when the outside temperature is warmer than inside and close binds where possible • Use fans / air conditioning as applicable • Everyone to remain hydrated	Drinking water
Off-site visits **Red Warnings**	Staff / learners	• Off-site visits suspended (Head only person to approve off-site visits is essential)	Off-site risk assessments to reflect heat upon Heads permission

Swimming Pool **Red Warnings**	Staff, volunteers, learners Risk of increased heat on poolside	• No learners with PMLD (due to the moving & handling involved) • Water temperature decreased to allow a cooling experience for the pool users • Decreased water temperature should help reduce the air temperature • Spotter encouraged to remain hydrated and wear swimwear on poolside • Spotter encouraged to enter the water & get out to remain cool • Swimming instructors to support cleaners by helping with the poolside	Pool risk assessments relating to heat in place

Actions to protect children suffering from heat illness – information from Gov.uk (July 2022)

The following steps to reduce body temperature should be taken immediately:

1. Move the child to as cool a room as possible and encourage them to drink cool water (such as water from a cold tap).
2. Cool the child as rapidly as possible, using whatever methods you can. For example, sponge or spray the child with cool (25 to 30°C) water – if available, place cold packs around the neck and armpits, or wrap the child in a cool, wet sheet and assist cooling with a fan.
3. Dial 999 to request an ambulance if the person doesn't respond to the above treatment within 30 minutes.

If a child loses consciousness, or has a fit, place the child in the recovery position, call 999 immediately and follow the steps above until medical assistance arrives.

Protecting children outdoors – Head at Greenside to make decision regarding outside play upon a RED weather Warning

During periods of high temperature, the following steps should be taken:

- children should not take part in vigorous physical activity on very hot days, such as when temperatures are in excess of 30°C
- encourage children playing outdoors to stay in the shade as much as possible
- children should wear loose, light-coloured clothing to help keep cool and sunhats with wide brims to avoid sunburn
- use sunscreen (at least factor 15 with UVA protection) to protect skin if children are playing or taking lessons outdoors for more than 20 minutes
- provide children with plenty of water (such as water from a cold tap) and encourage them to drink more than usual when conditions are hot

Protecting children indoors

During periods of high temperature, the following steps should be taken:

- open windows as early as possible in the morning before children arrive, or preferably overnight to allow stored heat to escape from the building – it is important to check insurance conditions and the need for security if windows are to be left open overnight
- almost close windows when the outdoor air becomes warmer than the air indoors – this should help keep the heat out while allowing adequate ventilation

- use outdoor sun awnings if available, or close indoor blinds or curtains, but do not let them block window ventilation
- keep the use of electric lighting to a minimum
- switch off all electrical equipment, including computers, monitors and printers when not in use – equipment should not be left in 'standby mode' as this generates heat
- if possible, use those classrooms or other spaces which are less likely to overheat, and adjust the layout of teaching spaces to avoid direct sunlight on children
- oscillating mechanical fans can be used to increase air movement if temperatures are below 35°C – at temperatures above 35°C fans may not prevent heat-related illness and may worsen dehydration
- if necessary, consider rearranging school start, finish, and play times to avoid teaching during very hot conditions
- encourage children to eat normally and drink plenty of cool water