



## Higham Lane School Hot Weather Risk Assessment- updated 17/07/22 (1)

Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	<b>Major:</b> Causes major physical injury, harm or ill-health.	H	H	H
	<b>Severe:</b> Causes physical injury or illness requiring first aid.	H	M	L
	<b>Minor:</b> Causes physical or emotional discomfort.	M	L	L

Areas for concern	Risk rating prior to action (H/M/L)	Control measures	In place? (Yes/No)	Further action/comments	Residual risk rating (H/M/L)
Indoor temperatures in classrooms are very high, posing potential risk to health.	H	<ul style="list-style-type: none"> <li>Windows and doors (excluding fire doors) are opened as early in the day as possible.</li> <li>Close windows when the outdoor air is warmer than indoor.</li> <li>Close blinds or curtains where possible, but not to block ventilation.</li> <li>Take classrooms out of use, or rotate use of rooms where possible, if the temperature cannot be sufficiently controlled with available measures.</li> </ul>	Yes		M

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		<ul style="list-style-type: none"> <li>• Use larger spaces for teaching if appropriate.</li> <li>• Keep the use of electric lighting to a minimum.</li> <li>• Turn off electrical appliances, including computers, when not in use (including turning off standby mode).</li> <li>• Curtail heat generating activities where possible – for example, computers (computer science/IT), bunsen burners, ovens, design and technology equipment, strenuous physical activity in PE lessons etc.</li> <li>• Encourage all staff and students to wear appropriate clothing for the weather conditions, including headwear.</li> <li>• Relaxation of uniform code e.g. wearing PE kit, suitable non-uniform.</li> <li>• Relaxation of normal dress to allow staff to wear lighter, cooler clothes. Please note: clothes and footwear must be suitable for a work/school setting e.g. shorts must be just above the knee, underwear should not be visible, shoes must not pose a trip hazard.</li> <li>• All staff and students encouraged to wear appropriate factor sunscreen and to bring an adequate personal supply of sunscreen and water.</li> <li>• Switch on fans (if under 35 degrees Celsius) or air conditioning units where they are available.</li> <li>• Access to drinking water is provided at all times.</li> <li>• Avoid vigorous physical activity.</li> <li>• Allocate a room where individuals can be taken if showing signs of heat related illnesses. (This is likely to be GY3, GY4 or a room in the Sixth Form).</li> <li>• First aid provision in place at all times. Staff who undertake first aid are given guidance on the signs/symptoms of heat</li> </ul>			

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		<p>related issues including dehydration, heat stress and exhaustion, and heatstroke.</p> <ul style="list-style-type: none"> <li>Staff, students and parents/carers are reminded to be aware of the signs of heat related issues, to ensure avoidance or treatment at the earliest sign of such issues (see list below).</li> </ul>			
Indoor temperatures in staff work areas and offices are very high, posing potential risk to health	H	<ul style="list-style-type: none"> <li>Windows and doors (excluding fire doors) are opened as early in the day as possible.</li> <li>Close windows when the outdoor air is warmer than indoor.</li> <li>Close blinds or curtains where possible, but not to block ventilation.</li> <li>Take rooms out of use if the temperature cannot be sufficiently controlled with available measures.</li> <li>Use larger spaces for working if possible.</li> <li>Sit at workstations away from direct sunlight where possible.</li> <li>Switch on fans (if under 35 degrees Celsius) or air conditioning units where they are available.</li> <li>Keep the use of electric lighting to a minimum.</li> <li>Turn off electrical appliances, including computers, when not in use (including turning off standby mode).</li> <li>Encourage all staff to wear appropriate clothing for the weather conditions, including headwear.</li> <li>Relaxation of normal dress codes to allow staff to wear lighter, cooler clothes. Clothes and footwear must be suitable for a work/school setting e.g. shorts must be just above the knee, underwear should not be visible, shoes must not pose a trip hazard.</li> </ul>	Yes		M

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		<ul style="list-style-type: none"> <li>• Before and after school events are cancelled to reduce the working day to a minimum.</li> <li>• All staff are encouraged to wear appropriate factor sunscreen and to bring an adequate personal supply of sunscreen and water.</li> <li>• Access to drinking water is provided at all times.</li> <li>• Schedule work to minimise sun exposure wherever possible.</li> <li>• Avoid vigorous physical activity.</li> <li>• For manual roles, consider adapting tasks to those that require less physical exertion wherever possible, or use mechanical aids to assist manual tasks where possible.</li> <li>• Encourage staff to drink water regularly and take rest breaks.</li> <li>• Staff are reminded to be aware of the signs of heat related illnesses.</li> </ul>			
Outdoor temperatures are very high, posing potential risk to health.	H	<ul style="list-style-type: none"> <li>• Consider cancellation of outdoor PE lessons and any events that are due to take place outside, particularly where there is no shade and during peak hours.</li> <li>• Move lessons indoors if possible, or into shaded areas.</li> <li>• Avoid vigorous physical activity in lessons.</li> <li>• Consider if it is appropriate to have break and lunchtimes indoors, particularly if there are no shaded areas outside.</li> <li>• Before and after school events are cancelled to reduce the working day to a minimum. Events that go ahead must meet the Higham Lane School risk assessment guidance.</li> </ul>	Yes		M

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School trips/Events		<ul style="list-style-type: none"> <li>• The trip/event risk assessment needs to be amended to include the following:               <ol style="list-style-type: none"> <li>1) Is the transport for the trip/event air conditioned? If no, the trip should not go ahead in the event of a red weather warning</li> <li>2) Are there areas shaded areas where staff/students can rest? If no, the trip cannot go ahead in the event of a red weather warning</li> <li>3) Does the trip/event involve physical activity e.g. sports day, outdoor activities If yes, the trip/event cannot go ahead in the event of a red weather warning</li> <li>4) Are there sufficient first aiders on the trip, or if no first-aiders, does the party leader have access to first aid equipment?</li> <li>5) Have staff on the trip and/or first aiders been briefed and given information about the signs and treatment of heat-related illnesses?</li> <li>6) You must re-assess known medical needs and if necessary, seek additional medical advice for students and staff, to assess whether it is still safe for them to attend the trip/event.</li> </ol> </li> </ul>			

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		<p>7) You must ask if staff/students are vulnerable in extreme temperatures e.g. due to pregnancy, certain illnesses, disabilities and/or maybe taking medication. This information must form part of the risk assessment.</p> <p>8) You must provide water and food for students or staff who may not be able to provide it for themselves.</p> <p>9) Seek guidance from SLT member with strategic overview of educational visits (Peter Banks) to ensure that they are satisfied that events that are planned to go ahead meet the Higham Lane School risk assessment guidance.</p>			
<p>Staff who may be vulnerable e.g. due to pregnancy, certain illnesses, disabilities and/or maybe taking medication</p>		<ul style="list-style-type: none"> <li>• Staff who may be vulnerable to extreme temperatures e.g due to pregnancy, certain illnesses, disabilities and/or maybe taking medication reminded to follow medical guidance and seek medical advice from their GP, health practitioner or midwife should they be concerned about their health.</li> <li>• Staff who may be vulnerable e.g. due to pregnancy, certain illnesses, disabilities and/or maybe taking medication should be excused from break and/or lunch duties.</li> <li>• Staff should seek advice from their line manager/the Headteacher.</li> </ul>	<p>Yes</p>		<p>M</p>

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		<ul style="list-style-type: none"> <li>Consideration should be given to adjusting activities, rooms/offices where possible and where appropriate.</li> </ul>			
Overexposure to high heats leading to children suffering from heat exhaustion	H	<ul style="list-style-type: none"> <li>Relax the school uniform policy to allow children to wear loose, light-coloured clothing to help keep cool. Sunhats with wide brims should be encouraged when outdoors.</li> <li>Encourage the use of sunscreen to mitigate the likelihood of sunburn and protect the skin.</li> <li>Reduce the number of activities that take place in direct sunlight, including breaktime and lunchtime being taken indoors or in shaded areas.</li> <li>Constant access to water to ensure adequate hydration throughout the day.</li> <li>Avoidance of activities, in particular physical activity during the hottest part of the day i.e. between 11am and 3pm.</li> </ul>			
On-going exposure to high temperatures result in display of heat-related symptoms	M	<p>The signs of heat stress are:</p> <ul style="list-style-type: none"> <li>Children may seem out of character and show signs of discomfort and irritability. These signs can include those listed below for heat exhaustion and will worsen if left untreated, leading to heat exhaustion and/or heatstroke.</li> </ul> <p>The signs of heat exhaustion include:</p> <ul style="list-style-type: none"> <li>tiredness</li> <li>dizziness</li> </ul>	Yes		M

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		<ul style="list-style-type: none"> <li>• headache</li> <li>• nausea</li> <li>• vomiting</li> <li>• hot, red, and dry skin</li> <li>• confusion</li> </ul> <p>Signs of heatstroke include:</p> <ul style="list-style-type: none"> <li>• high body temperature – a temperature of or above 40°C (104°F) is a major sign of heatstroke</li> <li>• red, hot skin and sweating that then suddenly stops</li> <li>• fast heartbeat</li> <li>• fast shallow breathing</li> <li>• confusion/lack of co-ordination</li> <li>• fits</li> <li>• loss of consciousness</li> </ul> <p>For more information on heat-related illnesses, visit <a href="#">the Department for Health and Social Care's website</a>.</p>			
Observance of children with heat-related symptoms.	M	<p>If a child is suffering from heat-related illness, these are the steps you should take:</p> <ol style="list-style-type: none"> <li>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).</li> <li>2. Cool the child as rapidly as possible, using whatever methods you can. For example, sponge or spray the child</li> </ol>	Yes		M



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		<p>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.</p> <p>3. Dial 999 to request an ambulance if the person doesn't respond to the above treatment within 30 minutes.</p> <p>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 help arrives.</p> <p>As with any concern about a child's health, follow the School's policy around contacting parents, carers and guardians.</p>			