

# Hot Weather Risk Assessment



<b>Name of the Risk Assessment</b>	Hot Weather Risk Assessment
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<b>Name of the School</b>	
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<b>Date of the Assessment</b>	<b>Risk Assessment Reference</b>

<b>Name of Assessor</b>	<b>Signature</b>	<b>Next review date</b>

<b>Activity description - Describe either the activity or subject being assessed</b>
<p>Hot weather can pose health risks, especially for vulnerable persons in schools.</p> <p>This risk assessment aims to identify potential hazards and implement appropriate control measures to minimize the impact of hot weather conditions</p> <p>The recommended advice here should be reviewed if the Met Office and UKHSA update the heat-health weather warning</p>

What are the hazards?	Who might be harmed and how?	What are you already doing?	Risk L/M/H	Anything else to manage this risk?	Action by whom & when?	Done?
High temperatures exceeding comfort levels	<p>Children Staff Visitors Contractors Staff/children with pre-existing medical conditions (asthma, allergies), Younger children with limited understanding of heat-related risks</p> <p>Risks of ill health from extreme heat Heat stroke Heat stress Sunburn Sickness Fainting Heat exhaustion Lack of airflow Uncontrollable temperatures inside the school building and outside</p>	<ul style="list-style-type: none"> <li>▪ Advice to parents to dress children in reduced clothing such as PE kit</li> <li>▪ Staff to wear suitable clothing, tailored shorts, summer clothing</li> <li>▪ 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</li> <li>▪ Almost close windows when the outdoor air becomes warmer than the air indoors – this should help keep the heat out while allowing adequate ventilation</li> <li>▪ Keep the use of electric lighting to a minimum</li> <li>▪ 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</li> <li>▪ If possible, use those classrooms or other spaces that are less likely to</li> </ul>		<ul style="list-style-type: none"> <li>▪ Assign a designated person (e.g. staff member or nurse) responsible for monitoring weather conditions and disseminating information</li> <li>▪ Maintain a record of incidents and near misses due to high temperatures. This can be reported in the school accident book or software</li> <li>▪ Develop and communicate an emergency plan to deal with severe heatwaves or heat-related emergencies.</li> <li>▪ Regularly review and update the hot weather risk assessments</li> <li>▪ If the school does not have the engineered controls to manage and</li> </ul>		

<p>High temperatures exceeding comfort levels (Continued)</p>	<p>Leading to Nausea Tiredness Headaches Confusion Insufficient cooling devices/air con to bring the temperature to a reasonable level Death</p>	<p>overheat, and adjust the layout of teaching spaces to avoid direct sunlight on children</p> <ul style="list-style-type: none"> <li>▪ Use fans and other cooling devices to cool classrooms and other indoor areas. At temperatures above 35°C fans may not prevent heat-related illness and may worsen dehydration</li> <li>▪ Keep blinds closed to block direct sunlight and reduce heat build-up in classrooms</li> <li>▪ Regularly check cooling systems to ensure they are working.</li> <li>▪ Switch school meals to serve cold lunches and no hot meals</li> <li>▪ If necessary, consider rearranging school start, finish, and play times to avoid teaching during very hot conditions</li> </ul>		<p>reduce the forecasted unreasonable temperatures the control measure is to switch to remote learning and close the school or consider closing early to manage and reduce the risk at the hottest part of the day</p> <ul style="list-style-type: none"> <li>▪ Implement a continuity plan for potential staff absences due to transport difficulties, road and traffic difficulties, and sickness absences due to existing medical conditions</li> </ul>		
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What are the hazards?	Who might be harmed and how?	What are you already doing?	Risk L/M/H	Anything else to manage this risk?	Action by whom & when?	Done?
Dehydration and heat-related illnesses	<p>Children, Staff Visitors, Contractors, Staff/children with pre-existing medical conditions (asthma, allergies), Younger children with limited understanding of heat-related risks</p> <p>Risks of ill health from extreme heat, Heat stroke, Heat stress, Sunburn, Sickness, Fainting, Heat exhaustion, Lack of airflow, Uncontrollable temperatures inside the school building and outside</p> <p>Leading to Nausea Tiredness, Headaches, Confusion, Insufficient cooling devices/air con to bring the temperature to a reasonable level,</p>	<ul style="list-style-type: none"> <li>▪ Encourage students and staff to drink plenty of water throughout the day</li> <li>▪ Provide cold water supplies via water fountains or water stations to staff and students</li> <li>▪ Students can carry water bottles during hot weather</li> </ul>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Risk L/M/H	Anything else to manage this risk?	Action by whom & when?	Done?
Overexposure to sunlight leading to sunburn	<p>Children, Staff Visitors, Contractors, Staff/children with pre-existing medical conditions (asthma, allergies), Younger children with limited understanding of heat-related risks</p> <p>Risks of ill health from extreme heat, Heat stroke, Heat stress, Sunburn, Sickness, Fainting, Heat exhaustion, Lack of airflow, Uncontrollable temperatures inside the school building and outside</p> <p>Leading to Nausea Tiredness, Headaches, Confusion, Insufficient cooling devices/air con to</p>	<ul style="list-style-type: none"> <li>▪ Advise parents/carers to apply sunscreen with high SPF on their child/children before sending them to school</li> <li>▪ Children should be advised to wear appropriate sun-protective clothing(e.g., sunhats, sunglasses, light weighted long-sleeved shirts)</li> </ul>				

What are the hazards?	Who might be harmed and how?	What are you already doing?	Risk L/M/H	Anything else to manage this risk?	Action by whom & when?	Done?
Increased risk for students with pre-existing medical conditions	<p>Children, Staff Visitors, Contractors, Staff/children with pre-existing medical conditions (asthma, allergies), Younger children with limited understanding of heat-related risks</p> <p>Risks of ill health from extreme heat, Heat stroke, Heat stress, Sunburn, Sickness, Fainting, Heat exhaustion, Lack of airflow, Uncontrollable temperatures inside the school building and outside</p> <p>Leading to Nausea Tiredness, Headaches, Confusion, Insufficient</p>	<ul style="list-style-type: none"> <li>▪ School to speak to staff and children with any medical conditions that may be worse due to the increase in temperature and exposure to the sun</li> <li>▪ Additional precautions may be required for children with Asthma and/or other respiratory conditions</li> <li>▪ School staff who are more susceptible to heat stress should contact their GP or Health Care Professional for advice</li> </ul>				

	cooling devices/air con to bring the temperature to a reasonable level, Death					
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Outdoor activity risks	Children, Staff Visitors, Contractors, Staff/children with pre-existing medical conditions (asthma, allergies), Younger children with limited understanding of heat-related risks  Risks of ill health from extreme heat, Heat stroke, Heat stress, Sunburn, Sickness, Fainting, Heat exhaustion, Lack of airflow, Uncontrollable temperatures inside the school building and outside  Leading to Nausea	<ul style="list-style-type: none"> <li>▪ Modify or reschedule outdoor activities to cooler times of the day, if possible.</li> <li>▪ Ensure shaded areas are available for outdoor activities and breaks</li> <li>▪ Consider reducing the duration or intensity of physical education classes or sports practices during extreme heat.</li> </ul>		<ul style="list-style-type: none"> <li>▪ In extreme heat, Cancel school events – inside and outside Cancel School off-site visits</li> </ul>		



	Tiredness, Headaches, Confusion, Insufficient cooling devices/air con to bring the temperature to a reasonable level, Death					
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Risk L/M/H</b>	<b>Anything else to manage this risk?</b>	<b>Action by whom &amp; when?</b>	<b>Done?</b>
Inability to recognise signs of ill health due to extreme heat or poor response to ill- health due to extreme heat	Children, Staff Visitors, Contractors, Staff/children with pre-existing medical conditions (asthma, allergies), Younger children with limited understanding of heat-related risks  Risks of ill health from extreme heat, Heat stroke, Heat stress, Sunburn, Sickness, Fainting, Heat exhaustion, Lack of airflow, Uncontrollable temperatures inside the school building and outside  Leading to	<ul style="list-style-type: none"> <li>▪ Implement planned measures to reduce temperatures as soon as staff complain that working conditions are beginning to become uncomfortable or as soon as it is known that temperatures are going to become uncomfortable, according to the weather forecast. If in doubt, 26°C should be used as the trigger for these measures</li> <li>▪ Have a thermometer in place to measure temperatures in the workplace</li> <li>▪ Ensure staff are trained on emergency procedures and first-aid for heat-related illnesses</li> <li>▪ Conduct awareness campaigns/discussions to enable staff and children to recognise heat- related symptoms</li> </ul>				

	Nausea Tiredness, Headaches, Confusion, Insufficient cooling devices/air con to bring the temperature to a reasonable level, Death	<ul style="list-style-type: none"> <li>Provide heat-related information to students, staff and parents via newsletters, emails, school website</li> <li>Establish protocols for early identification and response to</li> <li>heat-related symptoms</li> </ul>				
<b>What are the hazards?</b>	<b>Who might be harmed and how?</b>	<b>What are you already doing?</b>	<b>Risk L/M/H</b>	<b>Anything else to manage this risk?</b>	<b>Action by whom &amp; when?</b>	<b>Done?</b>
Medical emergencies	<p>Children, Staff Visitors, Contractors, Staff/children with pre-existing medical conditions (asthma, allergies), Younger children with limited understanding of heat- related risks</p> <p>Risks of ill health from extreme heat, Heat stroke, Heat stress, Sunburn, Sickness, Fainting, Heat exhaustion, Lack of airflow, Uncontrollable temperatures inside the school building and outside</p>	<ul style="list-style-type: none"> <li>If you are concerned that a child or member of staff is suffering from heat exhaustion or heat stroke, please call reception for first aid immediately</li> <li>Reduce the body temperature of the sick individual by</li> <li>Moving the individual to as cool a room as possible and encouraging them to drink cool water (such as water from a cold tap).</li> <li>Cooling the individual 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,</li> </ul>				

<p>Medical emergencies (Continued)</p>	<p>Leading to Nausea Tiredness, Headaches, Confusion, Insufficient cooling devices/air con to bring the temperature to a reasonable level, Death</p>	<p>wet sheet and assist cooling with a fan.</p> <ul style="list-style-type: none"> <li>▪ Dial 999 to request an ambulance if the person doesn't respond to the above treatment within 30 minutes.</li> <li>▪ If an individual loses consciousness or has a fit, place the affected person in the recovery position, call 999 immediately and follow the steps above until medical assistance arrives.</li> </ul>				
<p><b>What are the hazards?</b></p>	<p><b>Who might be harmed and how?</b></p>	<p><b>What are you already doing?</b></p>	<p><b>Risk L/M/H</b></p>	<p><b>Anything else to manage this risk?</b></p>	<p><b>Action by whom &amp; when?</b></p>	<p><b>Done?</b></p>
<p>Extreme weather following announcement from Met Office and UKHSA</p> <ul style="list-style-type: none"> <li>• <b>Extreme heat</b> inside the school building</li> <li>• <b>Extreme heat</b> outside the school building</li> <li>• <b>Unreasonable heat</b> that cannot be</li> </ul>	<p>Children, Staff Visitors, Contractors, Staff/children with pre-existing medical conditions (asthma, allergies), Younger children with limited understanding of heat-related risks</p> <p>Risks of ill health from extreme heat, Heat stroke, Heat stress, Sunburn, Sickness, Fainting, Heat exhaustion, Lack of airflow,</p>	<ul style="list-style-type: none"> <li>▪ If the school does not have the engineered controls to manage and reduce the forecasted unreasonable temperatures the control measure is to switch to remote learning and close the school or consider closing early to manage and reduce the risk at the hottest part of the day</li> <li>▪ If the school management considers the control measures above and can provide a safe school site then continue with the planned arrangements.</li> </ul>		<ul style="list-style-type: none"> <li>▪ Follow guidance from the Met Office and UKHSA</li> <li>▪ Follow any guidance from the employer/LA/ H&amp;S regarding school closure</li> </ul>		

<p>controlled within the school environment reaching dangerous temperatures that are considered unreasonable and very high risk to health (Continued)</p>	<p>Uncontrollable temperatures inside the school building and outside</p> <p>Leading to Nausea Tiredness, Headaches, Confusion, Insufficient cooling devices/air con to bring the temperature to a reasonable level, Death</p>	<ul style="list-style-type: none"> <li>Implement a continuity plan for potential staff absences due to transport difficulties, road and traffic difficulties, and sickness absences due to existing medical conditions</li> </ul>				
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<b>Overall Risk Rating</b>	Choose an item.
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Please ensure that every item has a risk rating based on the below colours in the appropriate column above and then select the overall risk rating from the drop-down box above.

<b>Overall Residual Risk</b>	<b>LOW</b>
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Level of Risk	Suggested Action
<b>LOW</b>	Control measures are adequate but continue to monitor and review Ensure that they remain satisfactory and appropriate
<b>MEDIUM</b>	Control measures need to be introduced within a specified time Continue to monitor and review
<b>HIGH</b>	Unless control measures can be immediately introduced to reduce the risk so far as is reasonably practicable <b>The task or activity should be suspended</b>

## Guidance on High Temperatures in Schools

### Statutory provisions

Although it is generally accepted that people work best at a temperature between 16°C and 24°C, there are no specific legal maximum working temperatures for schools, offices or other workplaces.

However, Under The Health and Safety at Work etc. Act 1974, employers are required to ensure the health, safety and welfare of their staff and others present in the workplace (e.g. pupils). Regulation 7 of the Workplace (Health, Safety and Welfare) Regulations 1992 requires employers to ensure that temperatures in workplaces should be 'reasonable' although it does not specify a maximum reasonable temperature. This means employers have a legal obligation to protect against excessive temperatures.

These legal requirements can be enforced by Health and Safety Executive (HSE) inspectors who may issue legally binding notices to employers obliging them to comply with the requirements

### Health risks from heat

Children cannot control their body temperature as efficiently as adults during hot weather because they do not sweat as much and so can be at risk of ill health from heat. Heat-related illness can range from mild heat stress to potentially life-threatening heatstroke. The main risk from heat is dehydration (not having enough water in the body). If sensible precautions are taken children are unlikely to be adversely affected by hot conditions, however, teachers, assistants, school nurses and all child carers should look out for signs of heat stress, heat exhaustion and heatstroke.

## Heat stress

Children suffering from heat stress may seem out of character or show signs of discomfort and irritability (including those listed below for heat exhaustion). These signs will worsen with physical activity and if left untreated can lead to heat exhaustion or heatstroke.

## Heat exhaustion

Symptoms of heat exhaustion vary but include one or more of the following:

- tiredness
- dizziness
- headache
- nausea
- vomiting
- hot, red and dry skin
- confusion

## Heatstroke

When the body is exposed to very high temperatures, the mechanism that controls body temperature may stop working. Heatstroke can develop if heat stress or heat exhaustion is left untreated, but it can also occur suddenly and without warning.

Symptoms of heatstroke may include:

- High body temperature – a temperature of or above 40°C (104°F) is a major sign of heatstroke
- Red, hot skin and sweating that then suddenly stops
- Fast heartbeat
- Fast shallow breathing
- Confusion/lack of coordination
- Fits
- Loss of consciousness

## **Actions to protect children suffering from heat illness**

**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.**

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## Practical steps for school to take

- **Develop an emergency plan for hot temperatures or extreme weather**

It is important that all schools have in place contingency plans to help staff and pupils cope with the heat. There is little that can be done to alleviate particular problems if schools do not plan in advance and also take note of the weather forecast for the week ahead

- **Ensure there are thermometers available in the workplace**

The Workplace Regulations require that a sufficient number of thermometers should be available, at a convenient distance from any part of the workplace, to enable temperatures to be measured in any part of the workplace. They do not require a thermometer to be provided in every room. Alcohol, liquid crystal strips and digital thermometers can lose accuracy over time and should be used as a general guide

- **Introduce a properly designed air conditioning system into the building**

In some buildings, this is not possible, either because of the age or type of the building or because of planning restrictions. A properly maintained air conditioning system is a very effective way of reducing temperatures. However, air conditioning systems are expensive and use a very high level of power; other more environmentally friendly solutions can also be considered.

- **Redesigning the work area**

Often simply moving people away from windows, or reducing heat gain by installing reflective film or blinds to windows, can be a very effective way of keeping a workplace cooler.

- **The installation of fans or natural ventilation**

Providing fans or windows that open can also help staff and pupils to cool down, although both these become less effective at higher temperatures. Portable air-cooling cabinets are also available, which are much more effective.

- **Development of shady areas over time**

Either through the planting of trees or the construction of shelters in playgrounds.

- **Curtailing of certain heat-generating activities**

For example, use of computers, Bunsen burners, ovens, design and technology equipment, strenuous physical activity in PE lessons etc., unless effective heat extraction measures can be put in place.

- Provision of water coolers.
- Permission to be given for pupils to drink water in classrooms
- Reallocation of classes to cooler rooms whenever possible.
- Relaxation of dress codes for staff and pupils.
- Appropriate changes to the school lunch menu.
- Ensuring that windows can be safely opened.
- Installation of white blinds and/or reflective film on windows.
- Use of portable air conditioning units in the worst affected classrooms/staff room (although these can be noisy).
- Provision of suitably sized fans for those rooms which are not so badly affected.
- Timetabling sports days for earlier in the summer term.

- Consideration of the needs of pregnant teachers who will feel the effects of the heat more acutely than anyone else - for example, excusing them of playground duty.
- Starting and finishing school early, if staff are happy with such an arrangement, provided that adequate notice has been given to parents.
- Closing classrooms that are unacceptably hot and teaching classes elsewhere, or even sending pupils home. Remember to give reasonable notice to parents.

**The requirement to take ‘all reasonable steps’ means that employers cannot use cost as an excuse, other than where the measures would be disproportionately expensive.**

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<b>Guidance Version Control</b>		
<b>Name Of Document</b>	<b>Version</b>	<b>Last Review date</b>
Hot Weather Risk Assessment	NASPM V3	June 2024