



Sun Risk Assessment Procedures and Guidance

Introduction

The aim of the sun safety policy and guidance is to protect pupils and staff from skin damage caused by the sun's harmful ultraviolet radiation.

Responsibilities

Headteachers

- Ensure a systematic process for regular review of hazards associated with outdoor work and activities in hot temperatures is in place from April to September
- Ensure staff are aware of their responsibilities and are provided with adequate information, instruction, training and personal protective clothing (PPE) and sun cream with a recommended Sun Protection Factor of 15 and above
- Ensure a record of all training, issuing and maintenance of PPE is kept
- Facilitate the risk management approach by ensuring that hazards are identified in the Sun Risk Assessment and communicated to employees, and that control measures are identified and implemented
- Communicate the Sun safety policy to parents so that they have an understanding of their responsibilities

Staff

- Ensure any controls implemented by the Head teacher are adopted and enforced, eg wearing of PPE such as hats, sunscreen, etc.
- Make your Head teacher aware of any faulty or broken PPE immediately.

Risk Management

A risk management approach incorporating the process of hazard identification, risk assessment and control measures is required to be undertaken to ensure the health and safety of staff.

Hazards and Risks

Identifying the risks associated with being outdoors between April to September is the first step in the process. Consideration must be made on the type of and duration of the task.

Some common hazards include:

- Hot temperatures;
- Increased UV 6+ (see Met office or most weather reports)
- The activity is physically demanding;
- High humidity;
- Periods of 30 minutes or more outside
- There is a heat wave in progress;
- Staff and pupils are unacclimatised to hot temperatures.

Risk assessments should identify outdoor activities for prolonged periods e.g. caretakers, playtime, PE etc. and may be at risk from working in hot temperatures.

Sunscreen

- Sunscreen should be used for covering exposed areas of skin when shade may be unavailable and protective clothing is not practical e.g. during outdoor swimming, PE lessons and school excursions
- Choose a sunscreen with an SPF of at least 15 which is also labelled broad spectrum to protect from UVA and UVB rays and ensure that sunscreen is applied regularly and generously · If required, letters are sent home asking for parental permission for teachers to supervise application of sunscreen
- At least SPF 15 sunscreen is used in school and is applied generously and regularly. For the average person, this means two teaspoonfuls for the head, arms and neck or two tablespoonfuls if in a swimming costume
- Sunscreen is reapplied regularly, by pupils, as it can be easily washed, rubbed or sweated off
- There is a school stock of sunscreen for pupils who forget their own.

Control Measures

Some recommended control measures are listed below:

- Providing timely reminders to parents that pupils should be dressed suitably in order to avoid unnecessary exposure of the skin to the UV Rays, e.g. longer shorts to cover the tops of legs, long sleeves of light weight material, sun hats preferably with a peak that provide adequate coverage for the head, face, ears and neck protection
- Ensure a plentiful and accessible supply of sun block creams for staff
- Based on the risks identified in the risk assessment, ensure a plentiful and accessible supply of sun block creams for pupils. Examples could include PE, sports day, educational visits, overnight stays, etc.
- Ask parents to provide their children with sun block and teach them how best to apply it. (unless they are unable to). So, in general, staff should not apply sun block to pupils but will supervise them while they apply it on themselves.
- Review the layout of the outdoor areas and if identified in the risk assessment, ensuring that shade (if necessary temporary facilities, e.g. gazebo) is provided during break time periods
- Staff should be formally informed of what measures to take to prevent sunburn / sunstroke
- Arrange for mid-day assistants and teaching staff to encourage children to remain in the shaded areas during breaks (particularly the lunch break)
- Maintain hydration
- Give consideration to the timing of outdoor activities
- Carry out a risk assessment on outdoor educational visits which may involve prolonged periods in the open air
- Teaching pupils about sun safety and how to apply sun cream.

Further Information

[Looking after children and those in early years settings during heatwaves: for teachers and professionals - GOV.UK](#)

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