Heatwave Risk Assessment Template – July 2022

Area	Risk level (L/M/H)	Justification	Mitigation	Mitigation adequate? (Y/N)
Arrival	L	Coolest part of the day – anticipated temperature 19° on Monday 24° on Tuesday	Students can enter the building to seek shade/cool if necessary	Y
Normal lessons in typical classrooms	M	Rooms facing the sun can become hot.	Year 10, and 12 are on work experience and Year 11 and 13 have left. This means that we are running at below 50% capacity which in turn means that staff are able to switch classrooms to be in a cooler part of the building if required. Office to be informed by staff if they opt to move.	Y
Break time – Outdoors	M	Anticipated temperature lower than 30° on Monday, 31° on Tuesday- students will be encouraged to stay indoors and to sit down for break. If they choose to go outdoors – duty staff will prevent running/quick	Year 9 will switch to the KS4 day timings. This will reduce halve the number of students taking their break at any one-time. In-turn this will reduce the stress on the dining room and indoor spaces so that students are able to sit down. The Studio building café and downstairs	Y

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		movement and ensure that students sit in shady areas.	areas as well as the Sixth Form common room will be available to students who wish to sit inside.	
Lunchtime – Outdoors	H- temperature	Anticipated temperature lower than 31° - 34° - students will be encouraged to stay indoors and to sit down for break. If they choose to go outdoors – duty staff will prevent running/quick movement and ensure that students sit in shady areas.		
Lunchtime – Indoors (halls/canteens)	M - temperature	Busy facilities can lead to queues and a lack of available seating	As above, by moving Year 9 to the other side of the split day timings, and with four year groups not in school, pressure on the indoor spaces has been minimised.	

Heatwave Risk Assessment Template – July 2022

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PE lessons	*H*	*At different times of the day, the sports hall can be cool or hot - vigorous activity will increase risk of dehydration, sun exposure, issues with thermoregulation.*	*PE lessons on Monday and Tuesday will use the sports hall if the temperature allows. Additional spaces such as the drama studio and dance studio will be used if the temperature is suitable. In all cases, only light exercise will take place involving very low intensity activity (stretching, walking, ball games played standing, walking football, etc.). If the temperature is not suitable classes will be theory lessons,*	*Y*
Lessons normally held in computer rooms	*H*	*Heat levels in these rooms will be higher due to the electrical equipment*	*No lessons held in computer rooms, or held in computer rooms but with computers turned off*	*Y*
Food technology & Science	L	Using the ovens/Bunsen burners will add to the problem.	No practicals will take place in food technology and no practicals	Y

Heatwave Risk Assessment Template – July 2022

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			involving heat will take place in science.	
Lessons/activities normally held in rooms without natural ventilation	L		Staff have the flexibility to move to a room with adequate ventilation	Y
Lesson changeover	L	There is plenty of accommodation available for the reasons given above.		Y
Access to water and sun protection	L	Access to water will be provided	Parents will be instructed to ensure that students arrive to school with bottled water and or drinking containers that can be filled at the water fountains. Tap water will be made available in the canteen.	Y
Vulnerable groups – Early Years	N/A	N/A	N/A	N/A

Heatwave Risk Assessment Template – July 2022

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Vulnerable groups – Those with complex medical conditions	H	Medical needs can increase vulnerability.	SEND staff to identify students who may fall into this category and devise individual plans as necessary. Studying in the hub under supervision will be available as required.	Y
Departure	H	The bus park can be sunny and sometimes buses are delayed. Anticipated temperature 35°.	Students can wait inside the building until buses arrive to avoid them waiting in direct sunshine	Y
Staff timetables	H	Working in high temperatures can cause stress and medical risks	HOF to check timetables for all members of their department. Adjust where necessary if there is an imbalance of loading that could lead to difficulties – please alert and discuss with SLT if changes are required	Y

Heatwave Risk Assessment Template – July 2022

Area	Risk level (L/M/H)	Justification	Mitigation	Mitigation adequate? (Y/N)
Staff – outside duties	H	Staff will be vulnerable to the effects of the sun	Extra staff deployed from Studio Staff to take large umbrellas for sun-protection Staff to position themselves in shade but also in line of sight of students	Y
Staff – classroom temperature	M	Rooms facing the sun can become hot.	Staff have the flexibility to move to a different room – inform SHD if so	Y
Staff - support	M	Working conditions for admin and support staff may be uncomfortable	Nicola Phillips to liaise with members of the support team to ensure business continuity and the safety of staff adjusting practice where appropriate	Y
Staff – first aid	H	Children/colleagues may become unwell – please inform a first aider immediately if unsure	Guidance **provided below** on symptoms to recognise and adjustments to make outside and inside the building to mitigate risks Staff are required to read this information	Y

On the following pages there is advice and guidance about;

- **How to recognise Heat Stress**
- **How to recognise exhaustion**
- **How to recognise and respond to heat stroke**
- **! Protecting children outside – please make sure that you are on duty promptly. Studio duty points please redeploy as follows:**
- **Studio outside – go to Quad 1 and Astroturf area – prevent running around and make sure children are in the shade**
- **Studio Canteen and ground floor – go to the dining room**
- **! Protecting children in the classroom/inside – please read the suggestions/guidance and apply where appropriate**
- **! Please review the medical needs information for students in your classes in case any adjustments need to be made to make them comfortable – please liaise with KAS, JLS, MMY, SHD and HOY**

Heatwave Risk Assessment Template – July 2022

Managing Student and Employee Safety in Schools During Heatwaves

Hot weather can pose a variety of health risks and under the Workplace (Health, Safety and Welfare) Regulations 1992 there are statutory requirements to ensure that temperatures in workplaces, including schools, remain reasonable.

This guidance is designed to provide assistance in managing the risks associated with hot weather.

Risks Associated with Hot Weather

- Heat stress
  - Children suffering from heat stress may become irritable and experience discomfort. This can be exacerbated by physical activity and if not addressed can lead to heat exhaustion or heatstroke
- Heat exhaustion
  - Symptoms of heat exhaustion can include one or several of the below:

Heatwave Risk Assessment Template – July 2022

        - Tiredness
        - Dizziness
        - Headache
        - Nausea
        - Vomiting
        - Hot, dry, or red skin
        - Confusion
    - Heatstroke
        - Heatstroke is a medical emergency and can develop if heat stress or heat exhaustion are left untreated, but it can also occur suddenly and without warning. Symptoms 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 co-ordination
            - fits
            - loss of consciousness

- If you believe a student is suffering from heatstroke the following action should be taken to reduce their body temperature:
  - Move the child to as cool a room as possible and encourage them to drink cool water (such as water from a cold tap).
  - 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.
  - Dial 999 to request an ambulance if the person doesn't respond to the above treatment within 30 minutes.
  - ***Please note, if a student loses consciousness or has a fit place the student in the recovery position and immediately call 999.***

Heatwave Risk Assessment Template – July 2022

Protection of Students from Heat-Related Illness

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

Protection Outside:

- 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 the 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

Heatwave Risk Assessment Template – July 2022

Protection Indoors:

- 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
- 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
- Encourage children to eat normally and drink plenty of cool water

Heatwave Risk Assessment Template – July 2022

Get more information at the following links:

- Heatwave Plan for England – UK Health Security Agency's heatwave plan for England
- Looking After Children and Those in Early Years Settings During Heatwaves: For Teachers and Professionals – DfE's guidance for schools in heatwaves
- High Classroom Temperatures – NEU's guidance for schools in times of extreme heat
- Met Office Warnings – UK weather warnings and advice from the Met Office.

Heatwave Risk Assessment Template – July 2022

If in doubt – please check with your line manager!