

The SWAN Trust Risk Assessment for: Hot Weather



SWAN
Trust

Assessment undertaken (date): July 2022

Review date:

Issues/Aspect to consider	Who is at risk?/What might happen?	Risk likelihood and severity	Risk Score	Control Measures	Are the controls in place, if not who will implement?	Remaining Risk likelihood and severity	Residual Risk Score
Dehydration	Staff and children	4x2	8	Site check each morning to ensure all taps are working, and water fountains/filters are working, Ensure children and staff are encouraged to fill up their water bottles throughout the day	Neal / Jo B	3x1	3
Sunburn/heatstroke	Children and staff	3x3	9	HT to send letter home to recommend suncream, hats and hydration. In class assembly to remind children of sun smart rules Staff on duty to recommend children to stay in shaded areas Outdoor activities not to include exertion, ie no football Remind staff to be extra vigilant of themselves, others and the children	CSpires Teachers Play and lunch cover staff	2x2	4
Heat exhaustion	Children and staff	3x2	6	School windows to be opened, where no air conditioning. Air con on in rooms where available when children on site. Blinds to be shut on the sides of the building where the sun is coming in. Blinds to be shut on Friday night consider moving hotter classrooms to communal spaces, ie hall, STEM room, Acorn centre PE – staff to consider judgement regarding outdoor activities Consider activities and resources outside no magnifying glasses or mirrors Remind staff to be extra vigilant of themselves, others and the children	All staff PE leaders Coaches	2x2	4
Melted/damaged site (roof, pathways, tarmac, trim trails and play equipment)	Staff and children	2x2	4	Site checked each morning (especially on Monday after the long hot weekend) to site walk and check for safety	Neal/ Jo B/Sherry	2x1	2
Flammable liquid storage	Children and staff	2x4	8	Site manager to check where flammable liquids are stored, check COSHH for guidance on storage	Sherry	2x3	6
Lack of awareness of sun safety	Staff and children	3x3	9	Improve awareness by: · Incorporate sun protection into curriculum · Promote sun protection to pupils in assemblies, workshops, talks ·	Teachers	1x1	1

				Train teachers in the importance of sun protection · Inform parents of the importance of sun protection	Emails from Cspires		
Morning Drop Off							
Standing in the sun	Staff, children and parents/carers outside	2x1	2	Should be for a short period of time It is due to be cooler in the mornings You could consider Staggered start or reminding parents not to get to school earlier than need be Letting the children in as they arrive Asking about hats as they arrive	All staff Gate duty staff	1x1	1
Lunch/Break times							
Children outside for a long period of time during the hottest part of the day	Children and staff	3x3	9	Look at the lunchtime menu, can changes be made to cold lunch? Promote the drinking during lunch – can there be fruit juice Consider reducing the amount of time outside (be careful it is sometimes cooler outside in the shade) Remind children to stay in the shade and to play slower games	C spires Lunch cover staff	2x2	4
After School Pick Up							
Parent are outside for long period of time	Children and staff	2x2	4	It should be for a short period of time Make exit prompt so children and parents are not standing around in sun for long periods Oaktree – let children out as soon as parents arrive. Make sure children have had a drink just before the go home and are wearing their hat	Teachers	2x1	2
Unusual school events – such as sports day, school play, leavers assembly							
Heat exhaustion/stroke	Children, staff and parents	3x3	9	Individual risk assessment needed for each activity Consider How pleasurable an experience will it be in the heat? What could you do differently? Could it be shortened? Time changed?	All staff	2x2	4

R i s k S e v e r i t y	Risk Likelihood					
	Total Risk calculation table	1: Near impossible	2: Unlikely	3: Notable chance	4: Likely	5: Almost certain
	1: Insignificant	1	2	3	4	5
	2: Minor injuries	2	4	6	8	10
	3: Notable injuries	3	6	9	12	15
	4: Major injuries	4	8	12	16	20
	5: Fatal	5	10	15	20	25

Risk Rating Calculation

Total Risk = Remaining Risk Severity X Remaining Risk Likelihood

A Total Risk score of **1-8** should mean you are safe to undertake the activity as long as the required control measures are in place throughout.

A Total Risk score of **9-12** should mean you reconsider control measures, method or even necessity of activity before undertaking it.

A Total Risk score of **13-25** should mean you do not undertake the activity at all until you have completely reconsidered how to deliver it safely.

Staff Quick Read Sheet

Protecting children outdoors

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

Heat Exhaustion Symptoms	Heat Stroke Symptoms	Actions to protect children suffering from heat illness
<p>Symptoms of heat exhaustion vary but include one or more of the following:</p> <ul style="list-style-type: none"> • tiredness • dizziness • headache • nausea • vomiting • hot, red and dry skin • confusion 	<p>Symptoms of heatstroke may include:</p> <ul style="list-style-type: none"> • 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 	<p>The following steps to reduce body temperature should be taken immediately:</p> <p>Move the child to as cool a room as possible and encourage them to drink cool water (such as water from a cold tap).</p> <p>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.</p> <p>Dial 999 to request an ambulance if the person doesn't respond to the above treatment within 30 minutes.</p>
<p>Date: July 2022</p> <p>Signed.</p>		