

# HOT WEATHER AND SUN SAFETY GUIDANCE

With the onset of the summer months, there is the potential for heatwave conditions including lengthy periods of sunshine and increased temperatures.

In such environments, what is known as a person's 'thermal comfort' can be affected by a range of environmental factors, i.e. temperature, high humidity and insufficient air movement and personal factors, e.g. work activity, health issues, age etc.

Too much exposure to hot environments can cause heat exhaustion and heat stroke. Excessive heat can also lead to tiredness and loss of concentration contributing to poor learning and an increased risk of accidents.

**Maximum temperature**

There is no legal maximum workplace temperature. The Workplace (Health, Safety and Welfare) Regulations 1992 states that *during working hours, the temperature in all workplaces inside buildings shall be reasonable.*

Where the temperature in a workroom or classroom would otherwise be uncomfortably high, all reasonable steps should be taken to achieve a reasonably comfortable temperature.

Realistically, considering the variable factors mentioned, the best that an employer/occupier can achieve is a thermal environment that satisfies the majority of people and offers 'reasonable comfort'.

The Health and Safety Executive considers 80% of occupants as a reasonable limit for the minimum number of people who should be thermally comfortable in an environment.

**Risk Management**

Forward planning is essential to ensure that adequate provision is in place to maintain a reasonable temperature during heatwave conditions. This will also assist in keeping the preschool open in the event of prolonged hot weather.

By undertaking an assessment, we can identify high-risk individuals/activities/work locations and take the appropriate steps to reduce risks and reduce the potential impacts of extreme hot weather.

It may be that some of the required control measures have budgetary implications.

To prepare for extreme hot weather events, we have listed in the possible controls sections what we will do. It is important that we know when to implement such a plan. Local weather forecasts will give an indication if extreme hot weather is on the way.

Further information can be found at: www.hse.gov.uk/temperature/index.htm and www.nhs.uk/Livewell/Summerhealth/Pages/Heatwave.aspx

Controlling Indoor Hazards

The following are some suggested measures that may be taken:

| RISK FACTOR | POSSIBLE CONTROLS |
|---|---|
| Heat Source:<br>1) Sun entering and heating a room<br>2) Additional heat sources in rooms | Stop sun/heat entering the room by:<br>• Keeping lights off, if possible<br>• Using blinds (Venetian or slatted blinds allow light in, while keeping sun rays out)<br>• Reflective film on windows<br>• Intelligent glazing systems<br>• Moving workstation away from direct sunlight<br>• Overhangs or awnings outside windows<br>• Insulation - the material acts as a barrier reducing heat flow<br>• Insulating hot pipes or equipment<br>• Curtailing heat-generating activities e.g. use of computers, ovens etc |
| Environmental: Air Temperature<br>1) High ambient air temperature | Decrease air temperature by:<br>• Providing portable air-conditioning<br>• Providing fixed air-conditioning |
| Environmental: Air Movement<br>1) Lack of air movement | Improve air movement* by:<br>• Ensuring windows can be easily opened<br>• Ensuring windows are open<br>• Providing fans - wall or ceiling mounted are better |

| | |
|---|---|
| Environmental: Physical<br><br>1) Room retains heat | Improve physical conditions by:<br><br>• Relocating classes to cooler areas<br>• Working outside in shaded areas |
| Task or Activity<br><br>1) Task is strenuous in nature<br><br>2) Lack of breaks during task<br><br>3) Task requires protective clothing | Amend the task being undertaken by:<br><br>• Avoiding strenuous activities or amending the task<br>• Restricting the length of time people are exposed to hot conditions<br>• Arranging for extra breaks to let people cool down |
| Individual<br><br>1) Person has medical condition<br><br>2) Person is very young | Protect the individual by:<br><br>• Providing regular drinking water<br>• Providing surveillance for those with medical conditions<br>• Regularly checking on children's well-being |
| Information and Training<br><br>1) No awareness of thermal comfort issues | Improve staff and pupil awareness by:<br><br>• Informing staff of signs and symptoms of heat stress and treatment, hot weather plan procedures etc.<br>• Informing pupils of what they should do e.g. plenty of fluids, dress codes etc through teaching and demonstrating. |

**Sun Safety**

**We will**

- developing school sun protection in our learning
- making sure they provide sufficient shade in the school grounds
- warning staff and parents about the dangers of too much sun
- having in place suitable control measures
- Supplying fresh drinking water
- Advise on suitable clothing

Further information is available from: www.sunsmart.org.uk

**Controlling Outdoor Hazards**

The following are some suggested measures that may be taken:

| RISK FACTOR | POSSIBLE CONTROLS |
|---|---|
| Environment:<br>1) Lack of shade | Reduce sun exposure by:<br>• Creating shady areas using trees, awnings, overhangs, parasols etc. |
| Task:<br>1) Strenuous activities<br>2) Too much time in the sun | Reduce risk by:<br>• Restrict activities outside between 11am-3pm<br>• Reduce strenuous activities or carry out at cooler times<br>• Arranging extra breaks to allow people to cool down<br>• Increase morning break and reduce lunch break |
| Individual:<br>1) Dehydration<br>2) Sunburn<br>3) Sunstroke | Reduce risks by:<br>• Providing access to drinking water<br>• Ensuring pupils and staff wear wide sun hats<br>• Advice on light clothing |
| Training and Information:<br>1) No awareness of sun safety | Improve awareness by:<br>• Incorporating sun protection into learning<br>• Training staff in the importance of sun protection<br>• Informing parents of the importance of sun protection |

**Heat Exhaustion and Heat Stroke**

Heat exhaustion and heat stroke are caused by the body becoming dehydrated and over heated. This can lead to permanent damage to the body (including brain damage) and can even be fatal.

Signs of heat exhaustion include, headaches, nausea, dizziness, muscle weakness and cramps, pale skin and high temperature. Where heat exhaustion is diagnosed the individual should drink water and be cooled.

Heat stroke has similar symptoms but may also cause confusion and aggression, convulsions and unconsciousness.

Heatstroke requires urgent treatment. Call 999 immediately. While waiting for the ambulance, move the person to a cool place if possible, or to a well-ventilated area, if possible opening windows or using a fan. Give them water or fruit juice to drink, and loosen and dampen their clothing or a cool, damp sheet.

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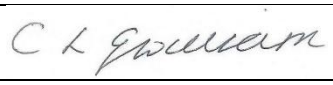
| Name: | Clare Gwilliam |
| Position: | Pre-school Manager |
| Signed |  |
| Name: | Alicia Grix |
| Position | Committee Chair |
| Signed |  |
| Date: | 1st September 2026 |
| Date for Review: | 31st August 2027 |