



St. Michael's Church School

Extreme Heat Checklist and Risk Assessment – July 2022

	General	Measures already in place	Further action required
1	Has senior management taken note of warning alerts for serious weather conditions/ heat wave warnings?	SLT checking forecasts / contact with H&S team at the LA.	Monitor forecasts, DfE / LA advice.
2	Has senior management considered the needs of pupils and staff that may be at greater risk e.g., young pupils and pregnant staff? Children's susceptibility to high temperatures varies; those under 4 years of age, who are overweight, or who are taking certain medication may be at increased risk of adverse effects. Some children with disabilities or complex health needs may be more susceptible to high temperatures.	Discussion with pregnant staff- individual measures in place to support. No children under 4. Communication with parents to contact the school for children with health needs / SEN to contact the school to discuss attendance / authorised absence.	Consider needs of individual children and staff who are not considered vulnerable but may still be affected by extreme heat. Ongoing monitoring. Children who may not be high risk may become affected by high temperatures.
3	Has the effects hot weather / heat wave conditions been incorporated into the risk assessments plans of activities such as educational visits and work experience placements?	One visit planned for Tuesday 19th. The plan for the trip amended to eating inside the Cathedral. Confirmed the coaches have air-con and numbers of coaches increased to speed up journey time (unloading/loading) Staff attending will taking their cars, will keep supplies of water etc.	Trip Lead to monitor throughout. Children to remain indoors or shaded areas. Children to return to school if necessary.

4	Has senior management consulted staff about control measures?	Risk Assessment has been shared with staff / HT emailed staff with measured in place.	SLT to check staff wellbeing.
5	Has consideration been given to any animals kept in the school so that they are kept cool and comfortable in the heat?	N/A	N/A
	Outdoor areas	Measures already in place	Further action required
6	Have considerations been made to postpone physical activities such as sports days and other strenuous activities where temperature is above 30°C?	Staff advised not to do PE and outdoor play at lunchtime.	None.
7	Have children been encouraged to stay in the shade? Have the school provided shaded areas in the playground either from natural features such as trees or gazebos etc where possible? If in large schools, there is not enough shaded areas to accommodate all of the children, can the school provide enough indoor, ventilated areas with access to cold drinking water during break and lunch times?	<ul style="list-style-type: none"> • There is not enough shade to accommodate all children outside. • Rota in place to limit the number of children outside so children can stay in the shade available. 	Consider extending lunchtime to permit smaller groups of children to remain in shade.
8	Has the clothing policy been adopted to reflect the hot weather conditions and to avoid sunburn? School uniform rules may need to be relaxed so that children/pupils are not in clothes which are too hot or clothes in which their skin overly exposed to the sun. Loose, light-coloured clothing can help keep children cool and sunhats with wide brims can help to avoid sunburn	Communication with parents to advise PE kit can be worn, reminder for sun hats, drinking water and sun protection cream sent.	None.
9	Have parents been alerted of the need to provide sun cream (at least factor 15 with UVA protection) to protect skin if children are playing or taking lessons outdoors for	As above	None

	more than 20 minutes? This should be done before school, but schools can allow children to bring sun cream in for personal use and children to apply it on themselves		
10	To prevent/reduce the risk of dehydration, are children encouraged to drink more than usual when conditions are hot such as ensuring that the children bring their water bottles outside or ensuring there is adequate drinking water in fountains/taps both inside or outside the school?	Yes – drinking water available and children have own water bottles which can be re-filled throughout the day	None
11	Have you considered the effects of heat/direct sunlight for long periods on play equipment? Long periods of direct sunlight can make slides, swings, climbing features, seats etc. hot to the touch and so it is advisable to keep an eye out for the items most likely to cause a burn. Also, do visual inspection of play equipment after extremely hot days as it may cause damage to rubber surfaces or parts directly connected to metal material etc.	Site Manager will tape off outdoor gym equipment (made of metal and in direct sun).	Duty staff to check temperature on play equipment in the shade.
	Indoor areas	Measures already in place	Further action required
12	Are windows and other ventilation openings in good working order so that adequate ventilation can be provided? Can windows be opened as early as possible in the mornings? Are staff aware when the outside temperature is warmer than the inside temperature,	Site Manager to open windows fully first thing. Staff advised to keep windows open just a small amount. Staff advised to keep blinds closed.	None

	windows should be almost closed with just a small opening for ventilation?		
13	Are adequate indoor blinds provided to reflect heat from the sun? (do not let solar shading devices block ventilation openings or windows).	Yes. Blinds fitted in class to reflect heat. Reception are South facing classrooms in direct sun all day. Back of classroom is in shade. Use of air conditioned large library area, for groups to use for quiet reading and to cool down as required.	Extreme heat expected in KS2 and Reception classrooms. Consider closing those classes / relocating those children?
14	Are steps taken to reduce or curtail activities that may generate heat e.g., use of ovens, Science/D&T practical lessons that use heat sources, ICT Suites etc?	Staff advised no cooking / ICT lessons.	None.
15	Are children encouraged to eat normally and drink plenty of cool water?	Staff will remind children.	None.
16	Have appropriate changes been made to the school lunch menu to prevent catering staff from heat exhaustion? (Seek advice from your cook/catering provider).	Considered: Food Will be served with salad. Fruit salad for pudding. Ice lollies provided pm	Monitor.
17	Have all electrical equipment, including computers, monitors and printers should be switched off when not in use and should not be left in 'standby mode'. Electrical equipment, when left on, or in 'standby' mode generates heat?	Staff advised.	None. Site Manager / SBM to check.
18	Are teachers able to adjust their classrooms or other spaces which are less likely to overheat in preference to others, and adjust the layout of teaching spaces to avoid direct sunlight on children?	Yes – use of air conditioned library- see point 13	Layout, position and design of the school – classrooms in direct and prolonged sun.
19	If available, has the use of oscillating mechanical fans or air conditioning units been considered to increase air movement and cool the environment where necessary?	Attempted to get quote for hire of air con units.	Not available.

	(avoid trailing lead which can cause trip hazards and keep fans away from children in case of hair entrapment). Note that 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	Air con unit in library and office areas	
	Emergency Action	Measures already in place	Further action required
20	<p>Are teachers aware of the signs of heat stress and heat exhaustion e.g., Irritability? Children suffering from heat stress will show general signs of discomfort (including those listed below for heat exhaustion)</p> <ul style="list-style-type: none"> • Hot/Red/Dry Skin • Fatigue • Dizziness • Headache <p>These signs will worsen with physical activity or if left untreated and can lead to heat exhaustion or heat stroke.</p> <p>Heat exhaustion 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 	Guidance Note sent to all staff	All staff to monitor and be vigilant

	<ul style="list-style-type: none"> • hot, red and dry skin • confusion <p>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.</p> <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 		
21	<p>Are staff aware of the steps that should be taken to reduce body temperature in the event of heat exhaustion or heat stroke? e.g., to</p> <ul style="list-style-type: none"> • Move the child to as cool a room as possible. and encourage them to drink cool water (such as water from a cold tap). • Place the child near a fan if available • Cool the child as rapidly as possible, using whatever methods you can. For example, sponge 	As above	As above

	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.		
22	<p>Are staff aware of emergency first-aid measure or when to call for an ambulance?</p> <ul style="list-style-type: none"> • 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. 	Yes – as above	

For further guidance contact:

health.andsafetyteam.cambridgeshire.gov.uk

healthandsafety@peterborough.gov.uk

Or refer to:

[Looking after children and those in early years settings during heatwaves: for teachers and professionals - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/looking-after-children-and-those-in-early-years-settings-during-heatwaves-for-teachers-and-professionals)