



Portway Infant School

Hot Weather Risk Assessment

Controlling Indoor Hazards

Risk Factor	Controls
Indoor high temperatures	Stop sun/heat entering the room by: • Keep lights off where possible • Use blinds to keep sun rays out • Windows opened as early as possible in the morning before children arrive to allow cooler air to enter the room • During the late morning, windows to be closed just enough to keep room ventilated once the air temperature outside is warmer than the temperature inside • Moving workstations away from direct sunlight • Insulating hot pipes or equipment • Curtailing heat-generating activities e.g., use of computers, ovens etc
Lack of air movement	Improve air movement by: • Ensuring windows can be opened • Ensuring windows are open • Providing fans to keep the air moving whilst temperatures are below 35 degrees
Hot classrooms	Improve physical conditions by: • Relocating classes to cooler areas • Working outside in shaded areas • Rotating use of hot rooms
Strenuous task or activity	Amend the task being undertaken by: • Avoiding strenuous activities or amending the task • Restricting the length of time people are exposed to hot conditions • Arranging for extra breaks to let people cool down
Medical condition / vulnerable	Protect the individual by: • Providing regular drinking water in classrooms • Relaxing dress codes • Providing surveillance for those with medical conditions • Regularly checking on people's wellbeing • Ensuring that 1st aid staff are available throughout the day and confident in recognising and treating early signs of heat related illness



Controlling Outdoor Hazards

Risk Factor	Controls
Lack of shade	Reduce sun exposure by: • Creating shady areas using trees, parasols etc
Strenuous activities	Reduce risk by: • Restrict activities outside between 11am-3.25pm • Reduce strenuous activities or carry out at cooler times • No PE activities to take place • Arranging lessons outside if there is a breeze to allow people to cool down • Reduce the amount of time that people are out during lunch break
Dehydration / sunburn / sunstroke	Reduce risks by: • Providing access to drinking water • Ensuring that children have their water bottles with them at all times, and adults to regularly remind children to stop and drink • Ensuring children wear hats and staff recommended to do so • Ask parents and carers to apply sun cream to children before they come to school • Reduce the amount of time people are allowed outside • Relaxing dress code (allow loose, light coloured clothing that covers neck and shoulders etc)
Lack of awareness	Improve awareness by: • Incorporate sun protection into the curriculum • Promote sun protection to children in assemblies, workshops, talks • Train staff in the importance of sun protection • Inform parents of the importance of sun protection