

# PEVENSEY AND WESTHAM CHURCH OF ENGLAND PRIMARY SCHOOL



## RISK ASSESSMENT FORM

|                     |   |                       |                      |  |
|---------------------|---|-----------------------|----------------------|--|
| Workplace           | Pevensey and Westham Church of England Primary School | <b>Likelihood (L)</b> | <b>X</b>             | <b>Severity (S)</b>                            |
| Department          | Schools   | Almost Impossible     | 1                    | Insignificant (minor injury, no time off)      |
| Risk Assessor       | Luke Paramor  | Unlikely              | 2                    | Minor (injury and up to 7 days off)            |
| Room/Area           | Whole School  | Possible              | 3                    | Moderate (injury causing more than 7 days off) |
| Activity/Task       | Maintaining health and safety during heatwave         | Likely                | 4                    | Major (death or serious injury)                |
| Date                | 15/7/21   | Almost Certain        | 5                    | Catastrophic (multiple deaths)                 |
| Benefit of activity | Education during heatwave                             | <b>Low = 1-8</b>      | <b>Medium = 9-14</b> | <b>High = 15-25</b>                            |

**This document draws on the following guidance:**

[Looking after children and those in early years settings during heatwaves: for teachers and professionals \(July 2022\)](#)

[Heatwave plan for England \(Updated July 2022\)](#)

[Cancer Research UK Sun Smart](#)

| What are the significant, foreseeable, hazards? (the dangers that can cause harm) | Who is at Risk?                 | Current control measures (What is already in place/done)   | Risk Rating |   |   | What additional control measures can be put in place to reduce the risk further?  | Revised Risk Rating |   |   |
|---|---------------------------------|--|-------------|---|---|---|---------------------|---|---|
|   |                                 |  | L           | S | R |   | L                   | S | R |
| 1. Illness due to hot conditions indoors  | All members of school community | <p>School to use range of communication methods to alert parents of upcoming heatwave and measures being taken in school and requirements of pupils attending.</p> <p>All windows and external doors to be opened by cleaning team as early as possible in the morning before children arrive to allow stored heat to escape from the building.</p> <p>Staff to almost close windows when the outdoor air becomes warmer than the air indoors – this should help keep the heat out while allowing adequate ventilation</p> <p>Close indoor blinds, but do not let them block window ventilation</p> <p>Keep the use of electric lighting to a minimum</p> <p>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</p> <p>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</p> <p>Encourage children to eat normally and drink plenty of cool water.</p> <p>Solar window film installed in areas known to become warmer</p> | 3           | 2 | 6 | <p>If necessary, consider rearranging school start, finish, and play times to avoid teaching during very hot conditions</p> <p>If necessary, close the school and provide remote learning to pupils</p> |                     |   |   |

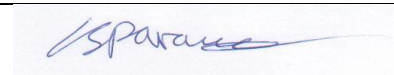
|    |  |                                 |  |   |   |   |  |  |  |
|----|--|---------------------------------|--|---|---|---|--|--|--|
|    |  |                                 | <p>Pupils and staff working in Year 5 classrooms which are known to become warmer, to work in alternative spaces – main hall, Y6 shared areas, St Mary’s Church.</p> <p>Minimise number of pupils in the hall during worship as well as length of time.</p> <p>To help keep cool children to wear PE kits which are lighter and looser. No jumpers to be worn.</p> <p>Staff advised to lose fitting clothing appropriate to weather - this might be less formal than usual. Still no open toes.</p> <p>To limit time in school, all after school clubs to be cancelled (excluding PaWS Xtra)</p> <p>Pupils attending PaWS Xtra to relocate to cooler areas of the school – consider St Mary’s Church is necessary.</p> |   |   |   |  |  |  |
| 2. | Illness due to hot conditions outdoors | All members of school community | <p>Children will not take part in vigorous physical activity on very hot days, such as when temperatures are in excess of 30°C</p> <p>Children to stay in the shade during break and lunchtimes.</p> <p>Set up additional shady areas if necessary - gazebos</p> <p>Children to wear caps or sunhats with wide brims to avoid sunburn</p> <p>All parents advised to apply high factor sunscreen (at least factor 15 with UVA protection) to protect skin before coming to school</p> <p>Parents advised to provide children with full bottles of cold water with ice before school</p>   | 3 | 2 | 6 |  |  |  |

|    |   |                                 |   |   |   |   |  |  |  |
|----|---|---------------------------------|---|---|---|---|--|--|--|
|    |   |                                 | <p>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.</p> <p>Children advised of protective measures in high temperature as part of annual worship programme – ‘slip, slop, slap’</p>   |   |   |   |  |  |  |
| 3. | Supporting for pupils/staff suffering from heat illness | All members of school community | <p>All staff and parents advised of the signs of heat exhaustion: tiredness, dizziness, headache, nausea, vomiting, hot, red and dry skin, confusion</p> <p>Children to be removed to first aid room and encouraged to drink cool water (such as water from a cold tap).</p> <p>Cool the child as rapidly as possible - 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>Contact parents to collect</p> <p>Dial 999 to request an ambulance if the person doesn't respond to the above treatment within 30 minutes.</p> | 4 | 2 | 8 |  |  |  |

**Action Plan (when will the above additional control measures be implemented and by whom?)**

| Action   | By Whom?     | Deadline | Date Completed |
|--|--------------|----------|----------------|
| Reminders given to parents through Classdojo of upcoming heatwave and measures being taken in school and requirements of pupils attending. | Luke Paramor | 17/7/22  |                |
|  |              |          |                |

**Signature and review**

|   |              |                              |   |              |         |
|---|--------------|------------------------------|---|--------------|---------|
| <b>Name of Manager:</b>                     | Luke Paramor | <b>Signature of Manager:</b> |  | <b>Date:</b> | 15/7/22 |
| <b>1<sup>st</sup> review undertaken on:</b> |              | <b>Signature of Manager:</b> |   | <b>Date:</b> |         |
| <b>2<sup>nd</sup> review undertaken on:</b> |              | <b>Signature of Manager:</b> |   | <b>Date:</b> |         |

