

PEVENSEY AND WESTHAM CHURCH OF ENGLAND PRIMARY SCHOOL



RISK ASSESSMENT FORM

Workplace	Pevensey and Westham Church of England Primary School	Likelihood (L)	X	Severity (S)
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	2/6/24	Almost Certain	5	Catastrophic (multiple deaths)
Benefit of activity	Education during heatwave	Low = 1-8	Medium = 9-14	High = 15-25

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 \(Updated July 2022\)](#)

[British Skin Foundation](#)

1.	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
	Illness due to hot conditions indoors	All members of school community	School to use range of communication methods to alert parents of any upcoming heatwave and measures being taken in school and requirements of pupils attending.	3	2	6	If necessary, consider rearranging school start, finish, and play times to avoid teaching during very hot conditions			

		<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> <p>Air Conditioning in Y5 classes/office area – known to become warmer.</p> <p>Classrooms assessed on the day and alternative work spaces arrange – main hall, Y6 shared areas, St Mary’s Church, Church Bailey, Community Centre</p> <p>Minimise number of pupils in the hall during worship as well as length of time.</p>				<p>If necessary, close the school and provide remote learning to pupils</p>			
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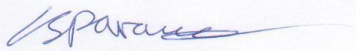
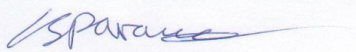
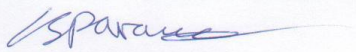
			<p>To help keep cool, children to wear own clothes or PE kits which are lighter and looser. No jumpers to be worn.</p> <p>Staff advised to wear loose fitting clothing appropriate to weather - this might be less formal than usual. Still no open toes.</p> <p>To limit time in school, all after school clubs 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 especially in field where there is less shade.</p> <p>All parents advised to apply high factor sunscreen (at least factor 30 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> <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	2	6			

3.	Supporting for pupils/staff suffering from heat illness	All members of school community	<p>All children, 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				
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Action Plan (when will the above additional control measures be implemented and by whom?)

Action	By Whom?	Deadline	Date Completed

Signature and review

Name of Manager:	Luke Paramor	Signature of Manager:		Date: 15/7/22
1st review undertaken on:	Luke Paramor	Signature of Manager:		Date: 12/9/23
2nd review undertaken on:	Luke Paramor	Signature of Manager:		Date: 2/6/24