

Adverse Weather - Procedure

Purpose

It is the purpose of this procedure to put safe measure in place to protect employees and students during adverse weather conditions.

Hot Weather

During summer months, there comes the possibility of heatwaves. In these cases, it is exceptionally important to stay in cool rooms inside, and in the shade outside. As an academy, we know that health and safety is of the utmost importance, and it is vital that we address this issue.

Overexposure to the sun's ultraviolet (UV) radiation presents a severe risk to the health and wellbeing of our employees and students, with the potential to cause sunburn, blistering and sickness.

This procedure outlines the way in which our academy will identify, manage and minimise the risks of overheating and UV rays to our staff and students.

The hot weather checklist will ensure academies are minimising risk as much as possible.

Hats

Hats should be considered which protect face, neck and ears where possible. Baseball caps do not provide protection to neck and ears.

Clothing

During hot weather, employees are encouraged to ensure they are comfortable to reduce heat stress. Academy Principals will make a decision on what clothing is acceptable. All employees must consider tasks and activities which will still require the use of PPE.

Sunscreen

During hot weather it is advised that any employees or student should apply at least SPF 30 sunscreen 20 minutes before going outside.

Employees are not to apply sunscreen to any students. With the exception of young students or to a student with SEN. At this time, an adult witness should be present and parental consent must be obtained beforehand.

Physical Education (PE)

Where practicable Physical Education teachers should reduce the risk by adjusting the curriculum to reflect the conditions. The following should be considered:

- Allow time for student to apply sunscreen
- Allow students and other employees break to hydrate.
- Allow students and other employees break from direct sunlight.
- Ensure that appropriate clothes and hats are worn.,
- Age, ability and duration of time spent in direct sunlight

To note, for sports days, if temperature exceeds 32°C, the event must be postponed.

Break/Play Times

Where possible students should be advised to remain in shaded areas wherever possible. If hot weather is excessive 25°C+, any planned activities arranged by the academy should be set up in shaded areas. For days

where the temperature exceeds 28°C, students have the option to remain indoors in a well-ventilated location.

External visits and trips

Organiser must consider the weather conditions prior to making arrangements for a visit or trip. The same considerations listed in this procedure need to be followed:

- Appropriate clothing
- Appropriate hydration
- Appropriate location
- Appropriate activity

Ensure that you have communicated with the activity provider that they have adequate controls in place such as shaded areas, hydration stations and adequate first aid provisions.

Check that vehicles used to travel to location have A/C systems installed where possible.

Ensure that adequate hydration is available during travel and throughout

Communicate with parents that all UV protection should be brought on day of trip – Sun hats, caps, sunscreen etc.

Review the risk assessment to ensure any agreed controls have been considered. Add in monitoring of pupils – to ensure that hydration is maintained, and UV protection is utilised.

Controlling the Environment

- If possible, increase air movement by ventilating areas or using fans
- Ensure that all available mechanical and natural air ventilation is made available (ensure that security measures are upheld during the time)
- Reduce the amount of physical activity or physically demanding jobs in hot environments. E.g. kitchens, catering, physical education.

Controlling Heating Systems

- Ensure that heating systems are switched off. This includes, water based central heating systems, electrical heating systems, under floor heating and overhead heating systems.

Control Clothing

- If PPE is work, make sure that staff members are not wearing more PPE than is appropriate. Reduce the amount of time it is required by ending tasks or activities sooner.
- Evaluate the dress code if required but ensure safe shoes are worn (non-slip on or flip flops) and open toes should not be worn within areas such as D&T, Science, Physical Education and Estates Staff

Controlling tasks and activities

- Restrict the length of time that staff members and pupils are exposed to hot conditions.
- Control the amount of work and rate of work they are expected to do.
- Reduce the amount of physical activity or physically demanding jobs in hot environments.

Controlling Behavior

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- Where possible, remove all restrictions that may prevent employees from making minor adjustment to their clothing and work rate.
- Provide cool down areas.
- Provide fans where required to increase air flow. This should be added to a risk assessment prior to use.
- Windows should be opened where possible. Windows on higher floors should staff have window restrictors in place and not removed.

Monitoring

- Provide appropriate supervision where required. Highlight areas of concerns and look to change processes where required.
- Ensure that any requirements to review risk assessment for pregnant workers are put in place.

First Aid Briefing

- Ensure that first aiders are briefed on the types of concerns from heat related illnesses. Ensure that they have adequate supplies including access to drinking water and knowledge of signs and symptoms of heat stroke and heat exhaustion.

Students with specific skin conditions

Our academy recognises that the lack of melanin in a student with albinism's skin increases their risk of sunburn and skin cancer.

In order to reduce the risk to these students a specific care plan will be written and should include control measures such as:

- Wearing sunscreen with an SPF of at least 30, and preferably one which provides maximum protection from both UV-A and UV-B radiation.
- Having a thick layer of sunscreen applied at least 15 minutes before going outside.
- Where possible, avoiding being outside between 11am and 3pm, when the sun is at its hottest and UV radiation is at its strongest.
- Wearing sunglasses with a UV filter.
- Covering up with a hat and loose-fitting clothing.

We will also ensure that specific medical advice in relation to individual students with albinism is adhered to at all times.

Sunscreen will be provided by the parents.

Risk Assessment

A risk assessment should be put together with all the controls listed within this procedure. Academies should utilise the Hot weather checklist to confirm that processes are in place.

Cold Weather

During winter months, or possible cold spells. It's important that safe measures are put in place to ensure the safety of employees and students.

An increased risk of slips, trip and falls should be highlighted, and walkways should be safe for employees, pupils to walk on safely.

should be restricted from accessing the areas or completing the activities.

Remaining open during adverse weather conditions

The academy must ensure that employees are students have safe access and egress to and from the building without risk on injury.

Walkways, car/bus parks must be safe under foot to ensure the risk of slips, trips and falls are reduced.

Entrance doorways should also have consideration from contamination from the outside.

Employees attending place of work

During periods of adverse weather conditions, employees are expected to make all reasonable efforts to attend work, whether this means they will be late or not. Employees are required to consider local weather conditions, distance, availability of public transport, and fitness to walk when making their decision. The academy understands that, whilst employees are expected to make all reasonable efforts to attend work, it is essential to minimise personal risk. It is therefore at the discretion of employees as to whether they can attend work in adverse weather conditions.

Communicating to student parents/carers

Where possible, parents should be informed via text message to take extra caution when dropping their child off at the academy.

When the outdoor playground is deemed to be too slippery, parents should be informed not to access the playground when collecting their children. (E.g., signage or physical barrier provided.)

During hand-over periods, parents/carers ensure that students do not enter any unsafe areas.

Cleaning and Gritting

- The Gritting/De-icing procedure should be implemented during periods of snow and ice, or when snow or ice has been forecast or when temperatures are at zero degrees Celsius or lower. The Principal and Facilities/Site Manager can keep up to date by using the MET Office website and telephone service.
- Where possible, gritting/de-icing should be carried out in the early evening, or in the morning before students and staff arrive.
- Gritting/de-icing should not take place during heavy rain.
- All outdoor pathways, wherever practically possible, should be cleared and gritted by the Facilities/Site Manager and/or any other relevant members of staff.
- Members of staff responsible for clearance should be provided with appropriate personal protective equipment (PPE), e.g., suitable footwear, gloves and high-visibility clothing.

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- The clearance of access and exit routes, emergency routes and assembly points should be prioritised, and the Facilities/Site Manager should regularly inspect all commonly used areas of the academy premises to assess if further clearance or other action is necessary.
- Where possible, more than one member of staff should be designated to assist with clearance and gritting however, any staff undertaking clearance must be physically able to do so. Lone working should be avoided where possible.
- Salt or grit should be available at appropriate intervals around the academy premises, ideally in yellow bins, and where possible, salt spreaders should be used to distribute the grit/de-icing salts.
- Where possible, snow should be mechanically cleared, and any other equipment used for clearance, such as shovels, should not be overloaded.
- Any key places around the academy premises (e.g. Entrance/exit routes), that have not been cleared or gritted should be clearly identified, or cordoned off, so that students do not enter them.
- Paths/surfaces should be free from debris before gritting.
- Although paths and roads surrounding the premises are not the academy's responsibility, if the Facilities/Site Manager feels that conditions are a risk to students and staff, the relevant authorities should be contacted.

Signage

- Access to areas deemed unsafe, even after clearing, must be restricted, and signs put in place clearly stating that the area must not be accessed.
- The Facilities/Site Manager should place clear health and safety warning signs, at key places around the academy premises (e.g. Entrance/exit routes), to warn students, staff and visitors of the increased hazards on the academy site.
- Signs should be used to divert staff, students, and visitors to the safest routes.
- Wet floor signs should be displayed where water from people's shoes or clothes is brought inside the building.

Information and Training

Local procedures must be put in place and trained to all employees.

Monitoring and Review

The implementation of this procedure will be audited as part of the periodic centrally organised health and safety audit programme.

Hot Weather Checklist

Action	Completed ✓
Encourage employees and student to keep as much of their skin as possible covered up during summer months.	
Encourage employees and students to use sunscreen of at least sun protection factor (SPF) 30 on any part of the body that they cannot cover up.	
Encourage employees and students to take their breaks in the shade, if possible, rather than in direct sunlight	
Reschedule work/outdoor lessons to minimise UV exposure	
Provide drinking water points and encourage employees and students to stay hydrated.	
Provide rest area in shaded areas	
Consider those who wear PPE, ensure that adequate rest breaks are given especially for those who wear masks.	
Encourage employees and students to wear sun hats/caps whilst outside. This includes any physical education session.	
<p>Make consideration for Physical education lessons</p> <ul style="list-style-type: none"> ▪ Allow time for student to apply sunscreen ▪ Allow students and other employees break to hydrate. ▪ Allow students and other employees break from direct sunlight. ▪ Ensure that appropriate clothes and hats are worn., ▪ Age, ability, and duration of time spent in direct sunlight <p>To note, for sports days if temperature exceeds 32’c, the event must be postponed.</p>	

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Ensure that all employees and students are communicated to in reference to precautions to adverse hot weather.	
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Cold Weather Checklist

Action	Completed ✓
Monitor local weather conditions to anticipate whether snow or ice clearance may be required and or gritting in areas	
Ensure safe access and egress routes for vehicles and pedestrians are well lit and not slippery.	
Ensure that local cleaning and gritting procedures are implemented.	
Ensure that safety signage is put in place where necessary	
Nonslip, water absorbent mats should be provided at entrances at the academy building and the mats replaced once saturated.	
The Principal should decide whether students are to be kept indoor during break times. Any decision should be communicated to all employees.	
Where limited employees can get to the academy considerations for classes merging where appropriate. This should be discussed as soon as possible.	
Should outdoor play be granted, adequate supervision should be provided.	
Ensure play equipment is not used.	
Ensure effective communication is sent through to students' parents.	

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