

## Procedures in the Event of High Temperatures

<b>Name of Premises/School/Organisation</b>	Testwood Sports College
<b>Date of Plan Issue/Review</b>	June 30 <sup>th</sup> 2017
<b>Name of Responsible Manager/Headteacher</b>	MS/JP
<b>Review Date :</b>	June 30 <sup>th</sup> 2018

<b>Introduction</b>	
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Implementation of the "Procedures in the event of high temperatures" is to be initiated as soon as staff/students complain that working conditions are beginning to become uncomfortable or as soon as it is known that temperatures are going to become uncomfortable, according to the (BBC on-line Southampton) weather forecast. A temperature of 26°C should be used as the maximum trigger for these measures.

This Procedures in the Event of High Temperatures is specific to this site and owned by the responsible manager/Headteacher. It is to be reviewed annually and/or following any change in procedures or premises that may affect its effectiveness.

<b>High Temperatures Risk Assessment</b>	
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High temperatures can affect the ability of staff and students to concentrate and to work effectively, and can cause physical discomfort and illness. If people get too hot, they risk dizziness, fainting, or even epileptic fits or heat cramps. In very hot conditions the body's blood temperature rises. If the blood temperature rises above 39°C, there is a risk of heat stroke or collapse. Delirium or confusion can occur above 41°C. Blood temperatures at this level can prove fatal and even if people recover, they may suffer irreparable organ damage. Even at the lower temperatures likely to be experienced in classrooms, however, heat leads to a loss of concentration and increased tiredness, which means that teachers are more likely to put themselves or others at risk. Children, particularly very young ones, are likely to suffer most in extreme heat and may not know how to protect themselves.

The identified hazards have been considered and appropriate control measures have been introduced as detailed in this document. All staff are to ensure that they are familiar with the contents and the actions to take. The temperature is to be considered high when reliable, national organisations e.g. BBC weather, forecast temperatures in excess of 22 °C or staff/students report temperatures within the school site in excess of 22 °C. Local weather conditions can vary significantly within a small area and so can temperatures within the school site. A three level system will therefore operate to reflect local conditions. The temperatures stated are guidelines, the decision to implement each level is the responsibility of the manager/Headteacher.

<b>Preparations Prior to Plan Implementation</b>	
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*The following is to have been completed prior to the requirement to implement the plan:*

- *All staff and shared occupants to be provided with details of the plan and requirements*
- *SLT and Site Manager to monitor national weather forecasts*
- *Site Manager to ensure that facilities to dispense water are in good working order e.g. mains taps for drinking water, pupil water tap/dispenser*
- *Site Staff to ensure that fans and room cooling systems are in good order*
- *Catering staff to source supplies of additional drinking water for students/staff to purchase, if desired, in addition to the water that is provided free of charge.*
- *School nurse to source supplies of sun tan lotion and calamine.*

<b>Implementing the Procedures</b>	
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*Upon notification and/or recognition of high temperatures the following actions, will be undertaken by the site management team, SLT and teaching staff under the direction of the Headteacher/responsible manager or other nominated person. The actions will be communicated to all interested parties via the school web-site, email, text. Each phase subsumes the previous phase:*

*Level 1 – Typical summer weather conditions up to 22 °C*

- *School blazers not to be worn but must be brought to school.*
- *Tutors to announce each morning that blazers can be removed.*
- *Progress Leader to provide daily updates via Sims before a.m. registration.*

*Level 2 – Unusual weather conditions 22 – 26 °C*

- *Ties not to be worn by students/staff.*
- *Tutors to remind students to bring water and sun tan lotion to school, to remain hydrated and seek shady areas when outside.*
- *PE lessons to be of minimal physical exertion but may continue outside.*
- *Cleaning and site staff to open all windows during morning school opening routine.*
- *Staff to move to other available rooms if temperature of their classroom is considered uncomfortable where ever practicable.*
- *Fans/cooling systems to be deployed to rooms with highest temperature where available.*
- *Exams Officer to check that exam venues have sufficient ventilation and use alternative venues if required.*
- *Matron to monitor vulnerable students/staff with existing medical conditions and take appropriate preventative action as appropriate.*

*Level 3 – Exceptional weather conditions 26 °C+*

- *Students to wear school PE kit*
- *Staff allowed to wear clothes that are smart/casual and model behaviours to reduce exposure to high temperatures. Clothing should be modest; beachwear, flip flops, and loose foot-ware are not appropriate.*

- *External sports fixtures to be cancelled.*
- *Astro-pitch to be closed at lunch.*
- *PE lessons to be classroom based with no physical exertion*
- *Students to be moved from rooms that are likely to generate high temperatures e.g. catering, ICT.*
- *Catering menu to be adjusted to include option of less heated food.*
- *Directed duty rota to be adjusted to excuse staff who are pregnant, have a medical condition that may be exacerbated by high temperatures.*
- *Matron to report any incidents related to heat/heat exhaustion to the manager/Head teacher.*  
*Sun tan lotion and calamine to be available from Matron if students request it.*

<b>Monitoring the Procedures</b>	
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*Following implementation, the plan is to be monitored by ensuring the following actions are undertaken by the site management and SLT or other nominated persons:*

- *Daily monitoring of national weather forecasts*
- *Daily monitoring and sharing between site and SLT of reports of high temperatures by staff/students*
- *Daily monitoring of actions taken by staff/students to minimise exposure to high temperatures to evaluate if these measures are appropriate.*
- *Communicate to parents/carers via the school website and email the actions that the school are presently using.*

<b>Recovering the Procedures in the Event of High Temperatures</b>	
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*Following completion of the Procedure in the Event of High Temperatures, the premises is to be reverted to normal. Other actions to be undertaken include:*

- *Evaluating current procedures to make improvements as identified*
- *Parents to receive communication via school website, text, email, to alert them of a lowering from phase 3 to 2, 2 to 1.*

<b>Emergency Closure of Premises/School</b>	
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*In the event of extreme conditions that cannot be adequately controlled, consideration may be given for an emergency closure. The decision to close is for local management, to be made by the Headteacher in consultation with the Chair of Governors. Decisions should be based on a risk assessment, taking into consideration the conditions at the school and the health and safety of staff and pupils.*

*The following is a copy of guidance sent out via email by Children's Services, June 19<sup>th</sup> 2017.*

The Met Office has today issued a Level 3 Heatwave Alert for the South East Region, which means there is a 90% probability of heatwave conditions between 0900 today (Monday 19 June 2017) and 2100 on Thursday in parts of England. The trigger level for the South East is 31°C on two or more consecutive days and 16°C during the night.

During a heatwave there are a few groups of people who are at higher risk of suffering from severe health effects, these include babies and very young children, older people, people with pre-existing medical conditions such as heart conditions, diabetes, respiratory or renal problem, Parkinson's disease or severe mental illness. Also, those on medications which affect renal function, sweating or make the skin more sensitive to sunlight. Some housing may also affect people's ability to keep cool, such as living near the top of high rise flats or being homeless.

The Department of Health Heatwave Plan has some simple advice to help people cope with the heat. These are particularly important for those in the high risk groups in order to avoid suffering ill-effects from the heat:

**1. Stay out of the heat:**

i. Keep out of the sun between 11.00am and 3.00pm.

ii. If you have to go out in the heat, walk in the shade, apply sunscreen and wear a hat and light scarf.

iii. Avoid extreme physical exertion.

iv. Wear light, loose-fitting cotton clothes.

**2. Cool yourself down:**

i. Have plenty of cold drinks, and avoid excess alcohol, caffeine and hot drinks.

ii. Eat cold foods, particularly salads and fruit with a high water content.

iii. Take a cool shower, bath or body wash.

iv. Sprinkle water over the skin or clothing, or keep a damp cloth on the back of your neck.

**3. Keep your environment cool:**

i. Keeping your living space cool is especially important for infants, the elderly or those with chronic health conditions or who can't look after themselves.

ii. Place a thermometer in your main living room and bedroom to keep a check on the temperature.

iii. Keep windows that are exposed to the sun closed during the day, and open windows at night when the temperature has dropped.

iv. Close curtains that receive morning or afternoon sun. However, care should be taken with metal blinds and dark curtains, as these can absorb heat – consider replacing or putting reflective material in-between them and the window space.

v. Turn off non-essential lights and electrical equipment – they generate heat.

vi. Keep indoor plants and bowls of water in the house as evaporation helps cool the air.

vii. If possible, move into a cooler room, especially for sleeping.

viii. Electric fans may provide some relief, if temperatures are below 35°C.

For further information go to:

<https://www.gov.uk/government/publications/heatwave-plan-for-england>

