

RISK ASSESSMENT FORM

Assessors name: Tara Barrett	Date of Assessment: 15th July 2022	Activity/Task: Heat
Directorate: Havering Schools	Service: SFAET Ltd Group:	Headteacher: April Saunders/Ant Henry/Stuart Brooks/Carolyn Fox

Hazards	Who may be harmed & How	Existing Controls	Risk Rating	Further Controls	Residual Risk	Actions by whom & when	Implemented Y/N
Physical Activity	Pupils	When temperature is in excess of 30°C, children should <u>not</u> take part in any vigorous activity outdoors Thin clothing should be used to protect the skin	Likelihood: 3 Consequence: 5 Risk Level: 15		Likelihood: 2 Consequence: 5 Risk Level: 10	PE/All Staff	Y Y
Break/lunch times	Pupils Staff	If children are playing outdoors, they should be encouraged to stay in the shade as much as possible. Pupils are encouraged to wear hats and apply sunscreen (at least factor 15 with UVA protection) to protect skin/head. Use outdoor awnings or create additional shaded areas wherever possible.	Likelihood: 4 Consequence: 5 Risk Level: 20	Staff on duty to encourage children to drink more. Staff on duty to be extra vigilant in looking for signs of heat exhaustion. A letter has been sent home to parents. Allow students access to internal, cooler areas during break/lunch times. Break/lunch times to be reduced in line with changes in the school day to minimise the amount of time pupils will be outdoors.	Likelihood: 2 Consequence: 5 Risk Level 10	Staff on duty Staff on duty Headteachers Duty staff/SLT Headteachers	Y Y Y Y Y

Ventilation/air circulation	Students Staff	Windows and other ventilation openings should be opened during the cool of the early morning to allow stored heat to escape from the building. Indoor blinds should be closed where possible. Oscillating mechanical fans can be used to increase air movement if temperatures are below 35C.	Likelihood: 2 Consequence: 4 Risk Level: 8	Window openings should be reduced when the outdoor air becomes warmer than the indoor heat. Blinds should not block ventilation openings or windows and should allow for air to flow. When temperatures are over 35C, fans may not prevent heat related illness and may worsen dehydration.	Likelihood: 1 Consequence: 4 Risk Level: 4	Occupants of office/classroom Occupants of office/classroom Occupants of office/classroom	Y Y Y
Dehydration	Students Staff	Children and staff must be provided with plenty of cool water and encouraged to drink more than usual whilst it is hot. Children and staff are reminded to bring their own refillable water bottle to school.	Likelihood: 3 Consequence: 5 Risk Level: 15	The temperature of water supplied from the tap is adequate. Children should be allowed time, other than at break and lunch time, to be able to refill their water bottles. Letter sent home to parents. Email sent to staff.	Likelihood: 2 Consequence: 5 Risk Level: 10	All staff All staff Headteachers	Y Y Y
Teaching during hot conditions	Students Staff	Avoid generating additional heat by not teaching science lessons and using bunsen burners.	Likelihood: 1 Consequence: 5 Risk Level 5		Likelihood: 1 Consequence 5: Risk Level 5	Class Teachers	Y Y
Heat produced from electrical lights/appliances	Students Staff	Keep the use of electric lighting to a minimum All electrical equipment including PC's, monitors, printers etc should be switched off when not in use.	Likelihood: 2 Consequence: 4 Risk Level 8	Electrical equipment should not be left in standby mode as this will generate heat.	Likelihood:2 Consequence: 4 Risk Level 8	All staff	Y
Vulnerable children/staff i.e those with medical needs	Students Staff	Children and staff susceptibility to high temperatures varies; those who are overweight, menopausal or who are taking medication or who are	Likelihood: 3 Consequence: 5		Likelihood:3 Consequence: 5	SENDCO/F irst Aiders	Y

		<p>asthmatic may be at increased risk of adverse effects of the heat.</p> <p>Some children with disabilities or complex health needs may be more susceptible to extreme temperatures.</p>	Risk Level 15	Advice should be sought from the school nurse who will be able to advise on the particular need of the child.	Risk Level 15		
Staff awareness of sunstroke in children/staff	Pupils Staff	<p>Staff should be aware of the following signs of heat exhaustion:</p> <ul style="list-style-type: none"> ● Headache ● Dizziness and confusion ● Loss of appetite and feeling sick ● Excessive sweating and pale, clammy skin ● Cramps in the arms, legs and stomach ● Fast breathing or pulse ● A high temperature of 38c or above ● Being very thirsty <p>Symptoms are often the same in adults and children, although children may become floppy and sleepy.</p> <p>Call 999 if:</p> <ul style="list-style-type: none"> ● Feeling unwell after 30 minutes of resting in a cool place and drinking plenty of water ● Not sweating even while feeling too hot ● A high temperature of 40c or above ● Fast breathing or shortness of breath ● Feeling confused ● A fit (seizure) ● Loss of consciousness ● Not responsive <p>Heatstroke can be very serious if not treated quickly.</p>	<p>Likelihood: 3</p> <p>Consequence: 5</p> <p>Risk Level: 15</p>	<p>If someone shows signs of heat exhaustion, they need to be cooled down.</p> <p>Follow these 4 steps:</p> <ol style="list-style-type: none"> 1. Move them to a cool place 2. Get them to lie down and raise their feet slightly 3. Get them to drink plenty of water. Sports or rehydration drinks are also OK. 4. Cool their skin - spray or sponge them with cool water and fan them. Cold packs around the armpit or neck are good. <p>Stay with them. They should start to cool down and feel better within 30 minutes.</p>	<p>Likelihood: 3</p> <p>Consequence: 5</p> <p>Risk Level: 15</p>	All staff	Y

		Put the person in the recovery position if they lose consciousness while you are waiting for help.					
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Review date:	July 2023	Date communicated to staff:	15th July 2022
Is a safe system of work required	No		
If a new activity/equipment/any changes have been identified then Risk Assessment must be reviewed otherwise it should be reviewed annually.			

Risk Matrix

The matrix below is designed to help you in identifying a risk level for a given task or activity. Using your experience, the available evidence and existing precautions/ control measures in place you will have already determined the consequence of harm, and the likelihood of the harm being realised. The level of risk for the respective task or activity can now be determined using the following matrix.

CONSEQUENCE	Catastrophic	5	5	10	15	20	25	17-25 Unacceptable Stop activity and make immediate improvements
	Major	4	4	8	12	16	20	10-16 Tolerable Look to improve within specified timescale
	Moderate	3	3	6	9	12	15	5-9 Adequate Look to improve at next review
	Minor	2	2	4	6	8	10	1-4 Acceptable No further action, but ensure controls are maintained
	Insignificant	1	1	2	3	4	5	
			1	2	3	4	5	
			Very unlikely	Unlikely	Fairly likely	Likely	Very likely	
			LIKELIHOOD					