



<b>Name of School:</b> The Olive Tree Primary School, Bolton	<b>Risk assessment completed by:</b> Haroon Asghar
<b>Covered by this risk assessment:</b> Staff, pupils, parents / carers, contractors, visitors, volunteers, vulnerable people	<b>Risk assessment completion date:</b> 16th July 2022
<b>Risk assessment version:</b> 2.0	<b>Frequency of review:</b> As required in light of updates to Government guidance.
<p><b>Aim:</b> To protect the school and its community from the forecasted extreme hot weather through the main control measures of:</p> <ul style="list-style-type: none"> <li>● Stay out of the heat;</li> <li>● Cool yourself down;</li> <li>● Keep your environment cool.</li> </ul>	
<p><b>Guidance documents used:</b> General advice for all: <a href="https://www.gov.uk/government/publications/heatwave-plan-for-england/beat-the-heat-staying-safe-in-hot-weather">https://www.gov.uk/government/publications/heatwave-plan-for-england/beat-the-heat-staying-safe-in-hot-weather</a> Specific advice for schools and early years settings: <a href="https://www.gov.uk/government/publications/heatwave-plan-for-england/looking-after-children-and-those-in-early-years-settings-during-heatwaves-for-teachers-and-professionals">https://www.gov.uk/government/publications/heatwave-plan-for-england/looking-after-children-and-those-in-early-years-settings-during-heatwaves-for-teachers-and-professionals</a></p>	

<b>Risk matrix</b>	
<b>Risk rating</b>	<b>Likelihood of occurrence</b>

High (H), Medium (M), Low (L)		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	High	High	High
	Severe: Causes physical injury or illness requiring first aid.	High	Medium	Low
	Minor: Causes physical or emotional discomfort.	Medium	Low	Low

No:	Hazard/Risk Observed	Who may be harmed?	Risk prior to controls	Actions / Control measures/ Notes	Risk after controls	Control measures by: Date to be completed	Monitored by
1	<b>Exposure to extreme heat (general)</b>	Staff, pupils, parents, visitors	High	<p><b>Stay out of the heat:</b></p> <ul style="list-style-type: none"> <li>keep out of the sun between 11am and 3pm</li> <li>if you have to go out in the heat, walk in the shade, apply sunscreen and wear a hat and light scarf <ul style="list-style-type: none"> <li>avoid extreme physical exertion</li> <li>wear light, loose- fitting cotton clothes</li> </ul> </li> </ul>	Low	All staff: 18-19.07.22	AM, with support from premises staff and the school's leadership team
2	<b>Exposure to extreme heat (outdoors)</b>	Staff, pupils, parents, visitors	High	<p><b>Stay out of the heat:</b></p> <ul style="list-style-type: none"> <li>on very hot days (that is, where temperatures are in excess of 30°C) children should not take part in vigorous physical activity <ul style="list-style-type: none"> <li>children playing outdoors should be encouraged to stay in the shade as much as possible</li> </ul> </li> <li>loose, light-coloured clothing should be worn to help children keep cool and hats of a closed construction with wide brims should be worn to avoid sunburn</li> </ul>	Low	All staff: 18-19.07.22	AM, with support from premises staff and the school's leadership team

				<ul style="list-style-type: none"> <li>• thin clothing or suncream should be used to protect skin if children are playing or taking lessons outdoors for more than 20 minutes</li> <li>• children must be provided with plenty of cool water and encouraged to drink more than usual when conditions are hot</li> <li>• the temperature of water supplied from the cold tap is adequate for this purpose</li> </ul> <p>See sections on heat stroke and heat exhaustion in point 4, below.</p>			
3	<b>Exposure to extreme heat (indoors)</b>	Staff, pupils, parents, visitors	High	<p><b>Keep your environment cool:</b></p> <ul style="list-style-type: none"> <li>• windows and other ventilation openings should be opened during the cool of early morning or preferably overnight to allow stored heat to escape from the building –provided security / insurance arrangements allow for this</li> <li>• windows and other ventilation openings should not be closed, but their openings reduced when the outdoor air becomes warmer than the air indoors – this should help keep rooms cool whilst allowing adequate ventilation</li> <li>• use outdoor sun awnings if available, or indoor blinds, but do not let solar shading devices block ventilation openings or windows</li> <li>• keep the use of electric lighting to a minimum during heatwaves</li> <li>• all electrical equipment, including computers, monitors and printers should be switched off when not in use and should not be left in 'standby mode' – electrical equipment, when left on, or in 'standby' mode generates heat</li> </ul>	Low	All staff: 18-19.07.22	AM, with support from premises staff and the school's leadership team

4	<p><b>Individuals physically overheating due to the extreme temperatures</b></p>	<p>Staff, pupils, parents, visitors</p>	<p>High / Medium</p>	<p style="text-align: center;"><b>Heat exhaustion</b></p> <p>Symptoms of heat exhaustion vary but include one or more of the following:</p> <ul style="list-style-type: none"> <li>● tiredness</li> <li>● dizziness</li> <li>● headache</li> <li>● nausea</li> <li>● vomiting</li> <li>● hot, red and dry skin</li> <li>● confusion</li> </ul> <p style="text-align: center;"><b>Heatstroke</b></p> <p>When the body is exposed to very high temperatures, the mechanism that controls body temperature may stop working. Heatstroke can develop if heat stress or heat exhaustion is left untreated, but it can also occur suddenly and without warning. Symptoms of heatstroke may include:</p> <ul style="list-style-type: none"> <li>● high body temperature – a temperature of or above 40°C (104°F) is a major sign of heatstroke</li> <li>● red, hot skin and sweating that then suddenly stops</li> <li>● fast heartbeat</li> <li>● fast shallow breathing</li> <li>● confusion/lack of co-ordination</li> <li>● fits</li> <li>● loss of consciousness</li> </ul> <p style="text-align: center;"><b>Cool yourself down:</b></p> <ul style="list-style-type: none"> <li>• have plenty of cold drinks, and avoid excess caffeine and hot drinks</li> <li>• where possible, eat cold foods, particularly salads and fruit with a high-water content.</li> </ul>	<p>Low</p>	<p>All staff: 18-19.07.22</p>	<p>AM, with support from premises staff and the school's leadership team</p>
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The following steps to reduce body temperature should be taken immediately:

1. Move the individual / child to as cool a room as possible and encourage them to drink cool water (such as water from a cold tap).
2. Cool the individual / child as rapidly as possible, using whatever methods you can. For example, sponge or spray the child with cool (25 to 30°C) water – if available, place cold packs around the neck and armpits, or wrap the individual / child in a cool, wet sheet and assist cooling with a fan.
3. Dial 999 to request an ambulance if the individual / child doesn't respond to the above treatment within 30 minutes.

5	<b>High temperatures in classrooms, corridors and communal areas</b>	Staff, pupils, parents, visitors	High	<p><b>Keep your environment cool:</b></p> <ul style="list-style-type: none"> <li>• keep classrooms and corridors as cool as possible;</li> <li>• use thermometers to keep a check on the temperature;</li> <li>• keep windows that are exposed to the sun closed during the day, and open windows at night when the temperature has dropped if security / insurance arrangements allow for this <ul style="list-style-type: none"> <li>• close blinds that receive morning or afternoon sun;</li> </ul> </li> <li>• turn off non- essential lights and electrical equipment – they generate heat • keep indoor plants and bowls of water where possible as evaporation helps cool the air <ul style="list-style-type: none"> <li>• if possible, move into a cooler room;</li> <li>• electric fans may provide some relief, if temperatures are below 35°C</li> </ul> </li> </ul>	Low	All staff: 18-19.07.22	AM, with support from premises staff and the school's leadership team
6	<b>Feeling unwell due to extreme heat</b>	Staff, pupils, parents, visitors	High	<p>If you or others feel unwell: try to get help if you (or others) feel dizzy, weak, anxious or have intense thirst and headache;</p> <p>where possible, move to a cool place as soon as possible and measure your (or others) body temperature;</p> <p>sponge or spray the individual with cool (25 to 30°C) water – if available, place cold packs around the neck and armpits, or wrap the child in a cool, wet sheet and assist cooling with a fan.</p> <ul style="list-style-type: none"> <li>• drink some water or fruit juice to rehydrate</li> <li>• rest immediately in a cool place if you (or others) have painful muscular spasms (particularly in the legs, arms or abdomen, in many cases after sustained exercise during very hot weather), and drink oral rehydration solutions containing electrolytes</li> <li>• medical attention is needed if heat cramps last more than one hour</li> </ul>	Low	All staff: 18-19.07.22	AM, with support from premises staff and the school's leadership team

				<ul style="list-style-type: none"> <li>• consult a doctor if you(or others) feel unusual symptoms or if symptoms persist</li> <li>• dial 999 to request an ambulance if the individual doesn't respond to the above treatment within 30 minutes.</li> </ul>			
7	<b>Large indoor gatherings cause a build up of heat</b>	Staff, pupils, parents, visitors	High	<p><b>Keep your environment cool:</b></p> <ul style="list-style-type: none"> <li>• where possible, restrict indoor gatherings to class group sizes</li> <li>• if necessary, consider rearranging school start, finish, and play times to avoid teaching during very hot conditions.</li> <li>• For planned events - such as the end of year graduations / awards ceremonies etc- consider postponing or reducing the numbers of people present and follow the guidance in point 3, above.</li> </ul>	Low	All staff: 18-19.07.22	AM, with support from premises staff and the school's leadership team
8	<b>Individual with disabilities or complex health needs may be more susceptible to high temperatures</b>	Staff, pupils, parents, visitors	High	<ul style="list-style-type: none"> <li>• Individuals' susceptibility to high temperatures varies; those under 4 years of age, who are overweight, or who are taking certain medication may be at increased risk of adverse effects. Some children with disabilities or complex health needs may be more susceptible to high temperatures.</li> <li>• Staff and pupils with disabilities and /or complex health needs to be given additional consideration in order to make reasonable adjustments as needed.</li> <li>• Those supporting children with disabilities / complex needs to show extra vigilance of any health-complications that may arise as a result of extreme temperatures (hot weather).</li> </ul>	Low	All staff: 18-19.07.22	AM, with support from premises staff and the school's leadership team

**Notes / comments:**

The successful management of the above risks involves all staff, pupils, parents, visitors being committed to observing the control measures outlined in this risk assessment.

The risk assessment will be reviewed regularly and updated as required.  
Any questions / concerns regarding the school's arrangements for minimising the risk from extreme heat (hot weather) should be emailed to: **admin@theolivetreeprimary.com**