

RISK ASSESSMENT FINDINGS

Department/Service	Travis St Lawrence Cof E Primary School
Date	June 2026
Assessor	Philippa Cousins
Review Date	June 2027

Relevant Legislation:

The Management of Health and Safety at Work Regulations 1999

RISK ASSESSMENT RECORD

ACTIVITY and/or ENVIRONMENT TO BE ASSESSED: **Extreme Heat upper site**

KEY (People at risk)	Likelihood (L)	Severity (S)	Risk Calculation	Risk Rating
E = Employee P = Public C = Contractors V = Visitors EM = Expectant Mothers	1. Very Low (rare/very unlikely) 2. Low (unlikely) 3. Medium (could occur/possible) 4. High (likely to occur/probable) 5. Very High (near certain to occur)	1. Insignificant (nuisance/discomfort) 2. Minor (no lost time) 3. Moderate (time loss) 4. Significant (serious/incapacity to work) 5. Major (Death)	Likelihood x Severity = Rating	1- 6 LOW RISK Monitor 8-12 MEDIUM RISK Monitor, review & reduce risk where possible 14-25 HIGH RISK Further Action Required

1.Hazards Identified and potential harm it could cause	2. People At Risk	3.Controls in Place	4.Risk Rating				5. Further Action Required/ Recommendations	6.Target Date for Completion
			L	S	Score	Risk		
Health risks from heat	E, C, V, EM, YP	- All staff to be able to recognise the symptoms of heat stress, heat exhaustion and heatstroke - SLT tracking weather forecasts and ensuring the school community is aware of the expected temperatures, and what the school is doing in response to these. - Adaptation of in-school and extra-curricular activities	2	3	6	L		
Temperatures in classrooms	E, C, V, EM, YP	- Site managers and class staff to monitor temperatures daily. - Site manager to open windows early in the morning. If air outside is hotter than inside, teachers will need to close windows	2	3	6	L	Fans wherever possible in classrooms. Shared spaces used to the minimum where doors are not opened. Shared use of computer suite at upper where there is air conditioning.	

		so that they are only open a small amount. This will support in keeping hot air out. • Blinds to be kept drawn throughout the day; they are vertical blinds that allow the passage of air flow. • All electronic devices to be off when not in use e.g. board, computers, lights. • Lights to remain off, where this poses no health and safety risks.						
Pupils and adults at greater risk	E, C, V, EM, YP	• Identification of staff and pupils who have an existing condition that may put them at extra risk from the extreme heat i.e. cardiac and respiratory conditions. • Ask staff and parents to contact the school / school leaders to discuss strategies to consider.	2	3	6	L		
Promotion of staying healthy in the sun/heat	E, C, V, EM, YP	• Communicating to all staff and children the need to stay safe in the sun, and how to achieve this. • Use of newsletter, text / email messaging to remind parents to apply sunscreen to children, provide fresh water each day and provide a sun hat. • School staff to ensure pupils are able to drink water freely	2	3	6	L	Posters sent out to parents/carers on class dojo.	

		throughout the day, and encouraged to do so.					
Physical activity	E, C, V, EM, YP	- No PE to take place during extreme heat (30o+) - Children to be encouraged to sit in shaded areas during break and playtimes; no sports equipment and no running.	2	3	6	L	
Use of playgrounds – limited shade	E, C, V, EM, YP	- Staff to advise children to sit in shade in the playground. - No running / use of equipment (including climbing equipment that is metal (in nursery playground or tunnel under bridge) and therefore could be very hot). - Limit time spent outside: encourage classes to have lessons and break times through the morning when it is generally cooler.	2	3	6	L	Gazebos placed at upper site where there is limited shade on the field.
Sunburn	E, C, V, EM, YP	- Communicate the need for a high SPF sunscreen and sun hats. - Limit time in sun. - When children are outside, staff to ensure there is sufficient shade for all.	2	3	6	L	
Overheating	E, C, V, EM, YP	Amendment to school uniform policy during period of extreme heat: PE kit Summer school sets N.B shoulders must be covered.	2	3	6	L	

		Loose fitting clothing should be promoted. Staff to be encouraged to wear cool, loose-fitting clothing.					
Dehydration	E, C, V, EM, YP	- Communicate to all parents and carers that their children MUST bring in a full water bottle each day. - All adults to be encouraged to drink water regularly throughout the day. - All pupils to be encouraged / reminded to drink water throughout the day. - Classes to have regular opportunities to fill up their water bottles, for example from the water cooler in the staff room. - Staff to ensure that all children are drinking; if they do not have their water bottle, water must be made freely available.	2	3	6	L	
Classroom environments becoming too hot	E, C, V, EM, YP	- Classes encouraged to have lessons outside, in the shade. - Active learning to be kept to a minimum in class.	2	3	6	L	Rota for the staff to use the computer suite at upper site where there is air conditioning. Lower site to limit time in the hall where it is the hottest.
Playtimes are at hottest times of the day	E, C, V, EM, YP	Give flexibility to class staff to spend as much of the morning outside as possible, to take advantage of cooler temperatures and shade.	2	3	6	L	Nursery to not use the smaller playground but to return to their provision where cooler and shaded.

		- Limit time outside during the middle of the day – inside playtimes can include watching a film or documentary. - Middle hall curtains and blinds kept closed to keep the room as cool as possible.					Library and computer suite open at lunchtime and playtimes.	
Access to drinking water	E, C, V, EM, YP	Check water fountains daily, to ensure they are all functioning.	2	3	6	L		
Heat Stress, Heat Exhaustion and Heatstroke	E, C, V, EM, YP	ACTIONS TO PROTECT CHILDREN / ADULTS SUFFERING FROM HEAT ILLNESS The following steps to reduce body temperature should be taken immediately: 1. Move the 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 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 child in a cool, wet sheet and assist cooling with a fan. 3. Dial 999 to request an ambulance if the person doesn't respond to the above treatment within 30 minutes. If a child / adult loses consciousness, or has a fit, place the child in the recovery position, call 999 immediately and follow the	2	3	6	L		

		steps above until medical assistance arrives.					
Dehydration	E, C, V, EM, YP	First-aider to monitor individual: their symptoms and how much water they are taking on. If symptoms persist, a phone call home or to the emergency services may be required.	2	3	6		