



Extreme weather procedures – heat wave

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Approval date:	May 2026
Review date:	May 2029 or as needed if building / site conditions change

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Introduction

In the summer months, there is the potential for heatwave conditions including lengthy periods of sunshine and increased temperatures. Too much exposure to hot environments can cause heat exhaustion and heat stroke. Excessive heat can also lead to tiredness and loss of concentration contributing to poor learning and an increased risk of accidents.

There is no legal maximum workplace temperature. The Workplace (Health, Safety and Welfare) Regulations 1992 states that during working hours, the temperature in all workplaces inside buildings shall be reasonable.

Where the temperature in a workroom (or classroom) would otherwise be uncomfortably high, all reasonable steps should be taken to achieve a reasonably comfortable temperature.

Aims

The priority is to ensure that the academy remains open and can operate as normal, but with mitigations in place to reduce the impact of the sun/heat.

Our main aims are:

- To provide an environment that enables students and staff to stay safe in the sun/heat
- To ensure the curriculum can continue being delivered, and students learning is not disrupted
- To communicate with all stakeholders and ensure each knows their role and responsibilities, as well as the adjustments that have been made to ensure the above two aims are met

Roles and responsibilities

Senior Leaders: To assess the risks/potential risks and put in place suitable mitigations to reduce these to a safe level, and to keep these risks under review. To ensure details are communicated to staff, parents/carers and students as appropriate for each audience and in a timely manner.

All staff: To be fully aware of all of the details within this document. To raise any concerns with a member of the Senior Leadership Team. To be aware of and alert to the signs of heat exhaustion or heat stroke and to take appropriate action.

Parents/carers: To follow the guidance given by the school, including providing their child with sunscreen and water in appropriate refillable bottles that can be topped up during the day.

Students: To follow the guidance given by the school, and alert staff if they are feeling unwell.

Associated policies and procedures

All academy policies and procedures are associated with the daily operations of the school and safety of students and staff. Specific policies and procedures which this links to are:

- Academy critical incident plans
- First aid procedures

Communications

Details of these plans/procedures will be communicated to each stakeholder group ahead of and/or during each occurrence of a heat wave. This includes this full procedure being shared with all staff. Any changes made will be communicated as needed at the time. These communications will be managed by the Principal.

Identified risks and issues, and mitigations to reduce them

Colne Primet Academy will regularly review and update our school risk assessments - treating them as 'living documents', as the circumstances in our school and public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned. For more information on what is required, see the advice on the government website: [Looking after children and those in early years settings during heatwaves: for teachers and professionals](#)

Identified risk	Mitigations & important information	Actioned by
Students may be too hot in school uniform	Students should wear school uniform as normal, but <ul style="list-style-type: none"> - blazers will not be expected to be worn - top buttons may be undone, and ties loosened slightly, but students should remain looking smart 	All staff
Classrooms and offices may be very hot	Most of the school building is normally quite cool, and cooler than outside. However, the following actions should be taken: <ul style="list-style-type: none"> - Key rooms which do get hot have been identified as F41, F42, F43, F31, F32, F33, F21, F22, F23, and: <ul style="list-style-type: none"> o SLT will assess the heat in those rooms, as well as all rooms, and direct room changes if they are needed to cooler parts of the building o Staff in any rooms can request room changes at any point, requests go to SLT for assessment - All rooms should be fully ventilated and kept as cool as possible, including: <ul style="list-style-type: none"> o All windows to be open all day o Classroom doors to be kept open while the room is in use but locked when unoccupied. o Any sun facing windows should have blinds closed to reduce the heat coming in o Any rooms with external doors (including fire exits) should have these open while the room is in use, but closed otherwise o All fans available should be used - note this is only recommended as effective up to 35°C - All rooms with air conditioning / temperature controls should use these functions, and close windows/doors as appropriate for these to work 	SLT All staff → SLT All staff Staff teaching/ working in those rooms
Assemblies and similar gatherings increase the room temp	The above mitigations should also apply to the hall for assemblies, but we anticipate this will not be enough to reduce the heat when the room is full. Further assessments of this will be taken and additional mitigations explored, but until that is in place assemblies cannot be run without a member of SLT assessing that the temperature is suitable.	HOYs → SLT
Exposure to the sun at break and lunch	Students and parents/carers will be advised: <ul style="list-style-type: none"> - Students should wear sunscreen to school, and bring some with them to reapply during the day - Staff should also follow the above guidance During breaks and lunchtimes: <ul style="list-style-type: none"> - The field will be open as it is a cooler surface than the yards. 	Students & parents/carers All staff SLT

	<p>This will be reviewed on each day.</p> <ul style="list-style-type: none"> - Additionally, the shaded area on the Senior Yard will be allowed to be used, so students can be outside under shade there, under the dining canopy or in the dining room quad. - Staff duty points will be adjusted for this. 	<p>Duty staff</p> <p>SLT</p>
Staff and students need to remain hydrated	<ul style="list-style-type: none"> - Communication to parents/carers to ensure they send their child to school with water for the day - Students are allowed to drink water from resealable bottles while in lessons - Water bottles can be refilled using the water fountains at break and lunchtime. Students should not be going to use these during lesson time. 	<p>SLT</p> <p>Students</p> <p>Students and Staff</p>
<p>Adaptations to the curriculum</p> <p><i>Our aim is for learning to continue as normal.</i></p>	<p>The DfHSC recommends children should not take part in vigorous physical activity, therefore:</p> <ul style="list-style-type: none"> - The PE curriculum should be adapted accordingly, including making use of indoor space if more appropriate than outdoor spaces - Design technology, drama and music lessons to be adapted as needed to reduce any physical activity <p>Other adaptations are related to the rooms rather than the activities, including:</p> <ul style="list-style-type: none"> - Food technology should be adapted to avoid use of the ovens and hobs during extreme heat - Most ICT suites have air conditioning/climate controls, but where this is not the case (T13 & F13) lessons should aim to be relocated if the temperature of the room becomes unsuitable for use. Staff using this room should raise concerns with SLT. 	<p>Head of PE and PE staff</p> <p>Head of Creative Arts & Technology and subject staff</p> <p>Head of Creative Arts & Technology and subject staff</p> <p>Staff teaching in T13 and F13</p>
Reassessment of any trips	<p>All trips have been risk assessed as part of the planning but this will have been done well in advance and therefore extreme heat may not have been taken into account.</p> <p>All trips taking place during days identified should be reviewed by the EVC and visit leader, with further mitigations put in place as needed, or the trip cancelled if this cannot be done to a safe level.</p>	<p>EVC & visit leaders</p>
Students, and staff, becoming unwell due to the heat	<p>Guidance from the DfHSC is included in Appendix A. All staff must read this and be aware of the signs to look for. First aid staff will administer any treatments following our normal school procedures for students being unwell or injured.</p> <p>If a child or adult is presenting with symptoms of heat illness, staff must ensure that a first aider is called.</p>	<p>All staff / First aiders</p> <p>All staff / First aiders</p>

All of the above issues remain under review by SLT, and further mitigations put in place as needed.

Appendix A: Guidance from the Department of Health & Social Care

Looking after children and those in early years settings during heatwaves: for teachers and professionals, Updated 05/01/26: <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#actions-to-protect-children-suffering-from-heat-illness>

Health risks from heat

Children cannot control their body temperature as efficiently as adults during hot weather because they do not sweat as much and so can be at risk of ill-health from heat. Heat-related illness can range from mild heat stress to potentially life-threatening heatstroke. The main risk from heat is dehydration (not having enough water in the body). If sensible precautions are taken children are unlikely to be adversely affected by hot conditions, however, teachers, assistants, school nurses and all child carers should look out for signs of heat stress, heat exhaustion and heatstroke.

The signs of heat stress are:

- Children may seem out of character and show signs of discomfort and irritability. These signs can include those listed below for heat exhaustion and will worsen if left untreated leading to heat exhaustion and/or heatstroke

The signs of heat exhaustion include:

- a 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

The symptoms are often the same in adults and children, although children may become floppy and sleepy. If someone is showing signs of heat exhaustion, they need to be cooled down.

Signs of heatstroke include:

- high body temperature – a temperature of or above 40°C (104°F) is a major sign of heatstroke
- red, hot skin and sweating that then suddenly stops
- fast heartbeat
- fast shallow breathing
- confusion/lack of co-ordination
- fits
- loss of consciousness

For more information on heat related illnesses visit [the Department for Health and Social Care's website](#).

Actions to protect children suffering from heat illness

If a child is suffering from heat related illness these are the steps you should take

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.

As with any concern about a child's health, schools will have their own policies around contacting parents and guardians and these should be followed.