

# Hot Weather Risk Assessment

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## Hot Weather Risk Assessment

**School:** Holy Trinity CofE Primary School, Ramsgate

**Date of Assessment:** 21 June 2026

**Review Date:** Annually (or sooner if conditions change)

**Assessed by:** SLT

**Approved by:** Headteacher

## Introduction and Context

This risk assessment identifies the hazards associated with hot weather conditions and outlines control measures to protect pupils (aged 5-11), staff, and visitors at our primary school.

**When does this apply?** This assessment should be activated when:

- The Met Office issues a heat-health alert for our area
- Temperatures are forecast to exceed 25°C
- There is prolonged hot weather (several consecutive days)

## Risk Assessment

### Hazard 1: Dehydration

**Who might be harmed:** Pupils, staff, visitors

**Current controls:**

- Fresh drinking water available throughout the school
- Water bottles permitted in classrooms at all times
- Regular reminders to drink water

**Risk level:** Medium

**Additional actions required:**

- Monitor pupils' water intake, especially younger children
- Ensure water bottles are clearly labelled
- Provide spare water bottles for pupils who forget theirs
- Any water bottles left in school to be emptied and allowed to dry out upright with the lid off

**Responsible person:** Class teachers, TAs

## **Hazard 2: Heat Exhaustion/Heat Stroke**

**Who might be harmed:** Pupils (particularly those with medical conditions), staff, visitors

### **Current controls:**

- Pupils encouraged to wear sun hats outdoors and parents advised these should be wide-brimmed sun hats
- Only minimal shaded areas available in playground after 11 am
- Indoor activities during peak heat (11am-3pm) or in the sheltered outside EYFS and KS1 area
- Staff trained to recognise symptoms
- School uniform policy adapted so that ties do not have to be worn in hot weather

**Risk level:** High

### **Additional actions required:**

- Create rota for shaded areas
- Prepare cool, quiet space for anyone feeling unwell (Meeting Room)
- Review first aid procedures for heat-related illness
- Keep emergency contacts up to date
- Change break timetable for classes and TAs

**Responsible person:** Headteacher, First Aiders

## **Hazard 3: Sunburn**

**Who might be harmed:** Pupils, staff during outdoor activities

### **Current controls:**

- Parents informed to apply sunscreen before school
- Sun safety reminders in newsletters
- Encourage sun wide-brimmed hats and appropriate clothing
- Seek shade during outdoor activities

**Risk level:** Medium

### **Additional actions required:**

- Remind parents via text/email when hot weather forecast
- Consider providing spare sun hats
- Adjust outdoor PE times to avoid peak sun

**Responsible person:** Class teachers, PE coordinator, Office staff

#### **Hazard 4: Overheating in Classrooms**

**Who might be harmed:** Pupils, staff

**Current controls:**

- Windows and doors opened for ventilation
- Blinds/curtains closed on sunny side of building
- Reduced physical activity during lessons

**Risk level:** Medium

**Additional actions required:**

- Monitor classroom temperatures
- Check how many fans are available in the school and put into classrooms most affected by direct sunlight
- Relocate classes to cooler areas if needed (e.g. Hall or Nature Trail)
- Adjust timetable to reduce physical activity during hottest periods

**Responsible person:** Headteacher, Site Manager, Class teachers

#### **Hazard 5: Overheating During PE/Outdoor Activities/Drama**

**Who might be harmed:** Pupils, staff

**Current controls:**

- Watch for signs of overheating: (flushed face, excessive sweating, tiredness, dizziness, nausea)
- PE and Drama scheduled for cooler parts of the day where possible (e.g. morning split lessons to be PPA and afternoon sessions to be split)
- Frequent breaks during activities and asking children to drink
- Activities modified to reduce intensity
- Reduced physical proximity and work in small groups to avoid crowding
- Monitor temperature in Mobile and keep all doors and windows open to increase airflow; blinds closed on sunny side
- Shaded areas used for breaks or to cool down (e.g. Nature Trail)

**Risk level:** High

**Additional actions required:**

- Consider moving PE indoors or to shaded areas
- Have cool water readily available
- Reduce duration/intensity of activities
- Cancel outdoor activities if temperature exceeds 30°C
- Lesson plans to be adapted in preparation for future heatwaves

**Responsible person:** PE coordinator, Class teachers, PE coach, Drama teacher

**Temperature thresholds:**

- **Above 25°C:** Reduce intensity and duration of all physical activities
- **Above 28°C:** Avoid all but the gentlest movement activities
- **Above 30°C:** Keep all activities seated and calm

Even if these thresholds are not reached and it is assessed that temperatures would make an activity unsafe, the activity will be cancelled.

### **Hazard 6: Vulnerable Groups at Increased Risk**

**Who might be harmed:** Pupils with medical conditions (asthma, diabetes, heart conditions), SEND pupils, pregnant staff

**Current controls:**

- Individual care plans reviewed
- Parents of vulnerable pupils contacted to inform which measures we have put in place (e.g. more regular checks of blood sugar levels)
- Staff aware of pupils requiring additional monitoring
- Medication readily available

**Risk level:** High

**Additional actions required:**

- Review individual healthcare plans before hot weather
- Ensure inhalers/medication easily accessible
- Provide additional support for SEND pupils who may not recognise symptoms
- Regular check-ins with vulnerable individuals to ensure they drink enough and stay cool

**Responsible person:** SENCo, First Aiders, Class teachers, TAs

### **Hazard 7: Food Safety**

**Who might be harmed:** Pupils, staff

**Current controls:**

- Packed lunches stored appropriately
- Kitchen staff follow food safety procedures
- Milk and perishables refrigerated

**Risk level:** Medium

**Additional actions required:**

- Remind parents about food safety in packed lunches
- Monitor storage temperatures
- Discard any food that appears unsafe

**Responsible person:** Kitchen staff, Lunchtime supervisors, teachers, TAs

### **Hazard 8: Trips and Visits**

**Who might be harmed:** Pupils, staff, volunteers

**Current controls:**

- Risk assessments for trips include hot weather considerations
- Additional water and sun protection taken
- Shaded rest areas identified
- First aid provision enhanced

**Risk level:** High

**Additional actions required:**

- Review trip risk assessments in hot weather
- Consider postponing non-essential trips
- Ensure adequate adult supervision
- Plan indoor alternatives if needed

**Responsible person:** Educational visits coordinator, Trip leaders

### **Hazard 9: Site-Related Hazards**

**Who might be harmed:** Site staff, contractors, pupils

**Current controls:**

- Maintenance work scheduled for cooler times
- Staff working outdoors take regular breaks
- Appropriate PPE provided

**Risk level:** Medium

**Additional actions required:**

- Reschedule non-urgent outdoor maintenance
- Ensure contractors are briefed on hot weather procedures

**Responsible person:** Site Manager, Headteacher

### **Symptoms of Heat-Related Illness**

**All staff should be able to recognise the following symptoms:**

**Heat Exhaustion**

- Tiredness and weakness
- Feeling faint or dizzy
- Headache
- Muscle cramps
- Nausea
- Heavy sweating
- Intense thirst
- Fast pulse

## Heat Stroke (Medical Emergency)

- High temperature (above 40°C)
- Hot, red, dry skin
- Fast pulse
- Confusion or loss of consciousness
- Seizures

**Action:** If heat stroke is suspected, call 999 immediately. Move the person to a cool place, remove outer clothing, and cool them down with whatever is available.

## Communication Plan

### Before hot weather:

- Send reminder to parents about sun safety, appropriate clothing, water bottles, and packed lunch safety
- Brief all staff on hot weather procedures
- Check all fans and cooling equipment are working

### During hot weather:

- Daily briefing for staff on weather forecast and any adjustments needed
- Regular reminders to pupils about drinking water
- Monitor Met Office heat-health alerts
- Keep parents informed of any changes to routines (e.g., cancelled sports day)

## Adjustments to School Day

When temperatures are forecast to exceed **28°C**, consider:

- Moving assemblies to cooler times or holding them in classrooms
- Reducing the length of PE lessons or moving them indoors
- Allowing pupils to sit on the floor rather than chairs if cooler
- Providing additional break times for water and rest
- Relaxing uniform requirements (with prior notice to parents)
- Postponing non-essential outdoor activities
- Staggering playtimes to reduce crowding in shaded areas or moving outdoor play to 10:15 – 11:00

When temperatures exceed **30°C**, consider:

- Cancelling outdoor PE and sports activities and physical activities in Drama
- Keeping pupils indoors during the hottest part of the day (11am-3pm)
- Closing the school if safe working/learning conditions cannot be maintained (in consultation with governors)

## **Roles and Responsibilities**

### **Headteacher**

- Overall responsibility for implementing hot weather procedures
- Deciding on major adjustments to school day
- Communicating with parents and governors

### **Class Teachers**

- Monitoring pupils in their care
- Ensuring water breaks
- Recognising symptoms of heat-related illness
- Adjusting classroom activities

### **Teaching Assistants**

- Supporting teachers in monitoring pupils
- Helping younger children with water bottles and sun hats

### **First Aiders**

- Responding to heat-related illness
- Maintaining cool, quiet space for unwell pupils

### **Site Manager**

- Ensuring adequate ventilation
- Checking cooling equipment
- Monitoring building temperatures
- Adjusting maintenance schedules

### **Office Staff**

- Communicating with parents
- Maintaining emergency contact information
- Coordinating response to heat-health alerts

### **Lunchtime Supervisors**

- Monitoring pupils during lunch and play
- Ensuring access to water and shade
- Recognising symptoms

### **PE Coordinator**

- Adjusting PE timetable and activities
- Ensuring appropriate equipment and water available

### **SENCo**

- Reviewing care plans for vulnerable pupils
- Ensuring additional support is in place

## Resources and Equipment

Ensure the following are available:

- Sufficient water bottles/cups for all pupils
- Access to drinking water
- Thermometers to monitor room temperatures
- Spare sun hats
- Shaded areas in playground
- First aid supplies for heat-related illness
- Cool, quiet space for anyone feeling unwell
- Contact details for all pupils (up to date)
- Access to Met Office heat-health alerts

## Review and Monitoring

This risk assessment will be:

- Reviewed annually before the summer term
- Updated following any incident of heat-related illness
- Monitored during hot weather periods to ensure controls are effective
- Shared with all staff, governors, and parents

**Next review date:** June 2027

**Signed: Name:** \_\_\_\_\_

**Role:** \_\_\_\_\_

**Date:** \_\_\_\_\_