



Tarka Learning Partnership

Roundswell Community Primary Academy



Hazard/ Activity	Persons at Risk	Risk	Control measures in use	Residual risk rating H / M / L	Further Action Required	
					YES	NO
Ventilation	Staff Pupils	Heat exhaustion Smoke/fire spreading Slamming doors	<ul style="list-style-type: none"> • Site staff to open windows and appropriate doors early morning • Keep rooms ventilated by opening windows, using fans where available and if installed, air conditioning. • If opening doors, ensure appropriate door stops (wedges) are used and doors are closed when rooms are vacated. Not for fire doors. • Final exit doors from classrooms etc. May require to be propped open, ensure these do not create an obstruction if having to vacate the classrooms in the event of an emergency (Please note these are final exit doors only and not fire doors) • Ensure no wind tunnels are created (two doors open on either side of the room), which may cause slamming doors. 	LOW		✓
Indoor activities	Staff Pupils	Heat exhaustion Heat stroke Dehydration	<ul style="list-style-type: none"> • Close curtains/blinds on windows which are facing the sun. • Staff and pupils to wear light weight clothing/uniform/PE kit. • Water readily available and water bottles replenished as often as needed. • Regular breaks and pupils reminded to drink. 	LOW		✓
Outdoor activities	Staff Pupils	Heat exhaustion Heat stroke Dehydration Sunburn	<ul style="list-style-type: none"> • Activities and events to take place before 11am • Encourage pupils to use shaded areas during playtimes. • Appropriate activities during PE are carried out, ensuring the pupils have plenty of water with them, are wearing appropriate clothing (that covers their shoulders) and regular breaks are given. 	LOW		✓

			<ul style="list-style-type: none"> • Ensure water bottles are fully replenished before going outside and are easily accessible. • Sunscreen has been applied before pupils start school and parents are regularly reminded to do this by newsletter and text. • Pupils to bring in sunhats and wear those during playtimes. • Staff to check metal/dark surfaces before being used by pupils and restrict play if they are too hot. 			
School uniform	Pupils	Heat exhaustion Heat stroke	<ul style="list-style-type: none"> • Wear appropriate uniform or PE kit. Pupils required to remove inappropriate clothing likely to cause dehydration and or overheating 	LOW		✓
Severe heat	Staff Pupils	Heat exhaustion Heat stroke	<ul style="list-style-type: none"> • Staff to be aware of the signs of heat exhaustion: headaches, dizziness, confusion, loss of appetite, nausea, excessive sweating, pale clammy skin, cramps in limbs and stomach, and pupils becoming floppy and sleepy. • If someone is showing these symptoms: • Move them to a cool place. • Get them to lie down and raise their feet slightly. • Get them to drink plenty of water or rehydration drinks. • Cool their skin by using a spray or sponge with cool water. Use a fan, cold packs may also be used around the armpits and neck too (ensure these are in date and not left on the skin too long). • Ensure a member of staff stays with them until they feel better, this should take no longer than 30 minutes. • If their symptoms do not improve after 30 minutes, their temperature goes above 40°C, they lose consciousness or are unresponsive, call emergency services as this could signify they have heatstroke. 	LOW		✓
Lunchtime	Staff/pupils	Heat exhaustion Heat stroke	<ul style="list-style-type: none"> • Ensure pupils have access to water • Pupils and staff to stay indoors where possible at break and lunchtimes to prevent exposure to sun/heat 	LOW		✓
IT Rooms	Staff/pupils	Heat exhaustion Heat stroke	<ul style="list-style-type: none"> • Assess suitability of the room to use IT especially if mass PC's in one place 	LOW		✓
Classrooms	Staff/pupils	Heat exhaustion Heat stroke	<ul style="list-style-type: none"> • Assess temperature of classrooms and assess if class needs to move to other room e.g. hall to continue studies 	LOW		✓