

RE-Assessment date: 15/07/2022

Name of assessor: Academy Business Manager
and Vice Principal

Risk assessment for: Working safely during Heatwave

What are the significant hazards?	Who might be harmed & how?	Existing controls (What are you already doing?)	Additional controls required (Do you need to do anything else?)	Residual risk rating* L/M/H	1. Action by 2. Target date 3. Done date
Building and class occupancy levels	Staff & Students Over heating dehydration	<ul style="list-style-type: none"> Students in normal classrooms with doors open and windows open Staff in South facing rooms to move students to cooler classroom wherever available Fans have been distributed to many classrooms Students encouraged to have water in classrooms Students can bring in single use plastics and re-fill using water stations and encouraged to drink plenty Students dismissed at lunchtime to reduce time in warmer rooms 	All measures reviewed on Monday and Tuesday in line with weather forecast	L	Monday 18 th July Tuesday 19 th July
Clothing	Students and staff	<ul style="list-style-type: none"> Students and staff not needing to wear ties Top button undone for circulation No blazers (Monday/Tuesday) Outdoor coats discouraged Caps/head wear allowed in sunshine whilst outdoors Suncream encouraged – in letter to parents Staff email with guidance issued during w/c 10th July Parental letter sent 	•	L	
Catering and break times		<ul style="list-style-type: none"> Catering will be available at break in zones – indoors and students will be allowed to eat inside in shade Students will be allowed in building for shade during break Students encouraged to wear hats if outside and suncream advised – max 10 minutes during break Discourage ball games and students running around 	•	L	

		<ul style="list-style-type: none"> • Lunchtime – student collect FSM and food and leave at 12.15 to avoid being in the open sunshine • Students can remain on site to eat in shade in rooms 3 and 4 and canteen and West Hall • Water available through water stations and relaxed single use bottle rules to allow students to bring in any bottles to re-fill as needed 			
Students who can not return home at 12.15		<ul style="list-style-type: none"> • HOY will be informed and students remain in hubs and/or Library to do on-line work and dismissed at end of normal school day. 	•		
Students/Staff with medical needs		<ul style="list-style-type: none"> • Staff aware of medical needs of students in line with normal policies • School aware of staff medical conditions and staff know who to turn to for support as needed • Staff to be aware of the heat demands on themselves and students and allow water • Ample First Aiders on site are available across the Academy to deal with any students and/or staff who may not feel well • Cool areas in all buildings for students and staff to be taken too if the need arises • 	•		
Lack of effective ventilation	Staff & Students	<ul style="list-style-type: none"> • Servicing of circulation systems completed in line with guidance. • Opening doors and windows frequently to increase ventilation where possible. Doors should be wedged open in corridors and wedges removed at 12.15. • Staff asked to keep classroom doors and windows open and close after use • Most air conditioning system do not need adjustment • Maintain ventilation in rooms using windows and doors, 	•	L	Ongoing

Activities including PE	Students/staff Heat stroke/sun burn	<ul style="list-style-type: none"> • Activities to be done inside wherever possible • No PE outside • PE in Sports Hall only – where there is ample ventilation • Low intensity activities only • Option for students to go to a classroom if too hot • Swimming will continue • Science will avoid lessons involving Bunsen burners and other practical's which will generate heat • No Food Tech involving ovens • Technology will review activities to reduce heat/movement • Reduce activities requiring PPE clothing 	•		
Moving around the building	Staff & Students.	<ul style="list-style-type: none"> • Reducing movement by discouraging Active and high intensity activities and other practical tasks • Discourage students running around site 	•	L	
Work places and work stations	Staff & Students.	<ul style="list-style-type: none"> • Fans have been put in several office • Windows and doors open and ventilation adequate • Staff to move to cooler side of building as needed into empty classrooms vacated by Y11/13 • S Pace has sent lists of spare rooms on cooler side of building to all staff 		L	
Meetings and open/parents evenings etc	Staff, Students & Visitors.	<ul style="list-style-type: none"> • No parents evenings planned • Visitors can continue on site and use of meeting room which is cool 	•	L	
Accidents, incidents and emergencies	Staff, Students & Visitors.	<p>(In emergencies social distancing should be observed if possible, but this may not always be possible. As a minimum consider the following.)</p> <ul style="list-style-type: none"> • Several firsts aider on site at all times. • Students to self administer basic first aid. If further treatment required first aider can be called via walkie talkies/phone 	•	L	Ongoing

		<ul style="list-style-type: none"> • A first aid box will be placed in all designated areas in use. Staff to report usage to reception for replacement of items. • In case of Fire – all staff and students assemble on yard as usual. Allocated person on each day checks building. All staff take their group of onto yard and area marked as to where each group number stands. • Student medical information available via SIMS. • Staff to follow Academy First aid policy and Students with medical conditions policy and additional protocol for use of PPE • Checking that first aid and fire safety provision and equipment is adequate for the new working environment • First aid qualified staff and Evac chair operators, to ensure that they are available during the operating hours and accessible to all areas of the building or work area • Review of the location of the assembly point and if this needs to be changed to allow for social distancing – revised fire procedures issued in September and drill done in first week. • Ensure adequate PPE if provided for use of staff in all emergencies including first aid and fire • What sanitation systems will you need to put in place following an emergency? E.g. equipment cleans for Evac chairs, radios, etc. • Fire alarms tested weekly by site managers and logged in appropriate book. • Fire escape route plans displayed around site. • Temporary evacuation location signage displayed on Yard with segregated areas for each of the cohorts. • Fire doors checked regularly by site managers as part of normal routine. • Laptop trolleys controlled by timers to prevent being left on over night. 			
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		<ul style="list-style-type: none"> • Fire safety equipment serviced annually by Red Fire & Safety. • Adequate means of escape must be maintained even if the building is not fully occupied – occupants must have a primary escape route plus a secondary route in case the primary route is unavailable due to fire or smoke • One way systems that have been put in place may have to be abandoned in the event of fire – all students to follow the Fire route signs in event of fire. • Keys to external gates with site team. • Skips are used and are more than 6 m from nearest building. • In the event of CPR needing to be performed the Resuscitation Council (UK) guidance should be followed. Suitable PPE should be worn by the first aider (e.g. FFP3 face mask, disposable gloves, eye protection) Defib available in Main building KWB2 reception and P.E office. Defib locations clearly marked on first aid plans. • First aid training records kept up to date, and staff expiry dates monitored by LGardiner. 			
Transport to and from school	Staff, Students & Parents	<ul style="list-style-type: none"> • School promotes sustainable safe transport. • Students to walk to school in cool clothing – no blazers and ties and caps/hats encouraged for shade • Suncream advised • Length of school reduced to avoid highest temperatures that rise during the afternoon sessions • Students encouraged to go straight home and not go to open spaces • Parental letters sent. 	•	L	Monday and Tuesday
Educational Visits/Extra-curricular		<ul style="list-style-type: none"> • All trips and activities have been cancelled for Monday 18th and Tuesday 19th and rearranged as much as possible • No Activities week for Y7 and 8 • Y12 Science Trip postponed • D of E postponed • Enrichment cancelled due to early closure 	<ul style="list-style-type: none"> • Review alternative dates based on weather forecasts e.g. Y9/10 Activities planned for 20/21st to be reviewed on Tuesday 19th • D ofE and Science as well to be reviewed in Tuesday 19th for rearranged dates, 		

		• No hazardous activities to take place		
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This risk assessment has been completed based on the national and local guidance (using the Walsall RA advice at the time of completion having taken account of the additional risks/hazards/controls specific to this school. Union guidance considered. CK is an experienced EVC and has a Level 3 Risk Assessment qualification.

Signature:R Cook/S Millington.....

Date:15/07/2022.....

* Optional – Residual risk (after additional controls are in place): column can be used by teams dealing with more hazardous activities to prioritise risks