

Romilly PS Whole-school Extreme Heat Risk Assessment and Management Plan



Location/Premises/School: Extreme Heat – Whole School Operations	Date: 22/6/26/ 23/6/2026 (update 2)
Completed by: James Griffiths	Review date: Daily During Extreme Heat
Activity / Area / Description: This risk assessment applies to all pupils, staff, visitors and contractors during periods of extreme hot weather. It outlines the measures taken by Romilly Primary School to reduce the risk of heat-related illness and ensure the safety and wellbeing of all members of the school community.	

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom	Action by when	Date action completed
Hazard 1: Heat Exhaustion, Heat Stroke and Dehydration	<p>Pupils Staff Visitors</p> <p>Exposure to prolonged high temperatures may cause dehydration, heat exhaustion, heat stroke, dizziness, headaches, fainting and reduced concentration.</p>	<ul style="list-style-type: none"> • Parents informed of extreme heat arrangements. • Pupils encouraged to bring clearly named water bottles. • Additional drinking water stations available throughout the school. • Staff reminding pupils to drink regularly. • Frequent water breaks built into the school day. • Pupils permitted to refill bottles whenever required. • Staff monitoring pupils for signs of heat-related illness. 	<ul style="list-style-type: none"> • Continue monitoring temperatures and pupil wellbeing throughout the day. • Escalate concerns immediately to SLT. • Consider partial closure where internal temperatures and forecast conditions indicate that risks can no longer be adequately mitigated. 	Headteacher and Senior Management Team	22/6/26	22/6/26

		<ul style="list-style-type: none"> • First aiders briefed regarding symptoms of heat exhaustion and heat stroke. • Medical needs register available to staff. • Daily monitoring of classroom temperatures. • Use of air-conditioned and temperature-controlled spaces where available. • Partial closure arrangements implemented where safe temperatures cannot be maintained. 				
Hazard 2: Excessive Sun Exposure / Sunburn	<p>Pupils Staff</p> <p>Overexposure to UV radiation causing sunburn, discomfort and increased risk of heat-related illness.</p>	<ul style="list-style-type: none"> • Parents requested to apply sunscreen before school and children encouraged to reapply during the day. • Hats encouraged for all pupils. • Pupils permitted to wear lighter clothing and PE kit where appropriate. • Outdoor activities restricted where possible. • Shaded areas prioritised. 	Staff remind pupils to remain in shaded areas whenever possible.	Class teachers, Learning Support Assistants/ Midday Supervisors/ Senior Management Team	22/6/26	22/6/26

		<ul style="list-style-type: none"> • Gazebos and temporary shade used where available. • Staff reminded to model sun-safe behaviours. 				
Hazard 3: High Indoor Temperatures .	<p>Who might be harmed and how?</p> <ul style="list-style-type: none"> • Pupils • Staff <p>Poor concentration, discomfort, dehydration and heat illness.</p>	<ul style="list-style-type: none"> • Windows and internal doors opened where safe. • Blinds closed in classrooms exposed to direct sunlight. • Unnecessary electrical equipment switched off. • Cooler learning spaces utilised where available. • Staff permitted flexibility in classroom organisation to maximise airflow. • Indoor learning prioritised during peak temperatures. 	Relocate groups where rooms become excessively hot.	Class teachers, Learning Support Assistants/ Midday Supervisors/ Senior Management Team/ Site Manager	22/6/26	22/6/26
Hazard 4: Outdoor Play During Extreme Heat	<ul style="list-style-type: none"> • Pupils <p>Increased risk of overheating during breaktimes and social activities.</p>	<ul style="list-style-type: none"> • Breaktimes moved to the morning when temperatures are lower. • Outdoor access maintained to support wellbeing and social interaction whilst reducing heat exposure. • 	<p>Temporary break arrangements:</p> <p>9:05am–9:20am</p> <ul style="list-style-type: none"> • Year 1 • Year 2 • Year 5 • Year 6 	Headteacher and Senior Management Team	22/6/26	22/6/26

			<p>9:20am–9:35am</p> <ul style="list-style-type: none"> ● Reception ● Year 3 ● Year 4 ● Staff supervision provided throughout. ● Access to water maintained before and after play. <p>Further action</p> <ul style="list-style-type: none"> ● Review daily depending on weather conditions. 			
<p>Hazard 5: Physical Activity in Extreme Heat</p>	<ul style="list-style-type: none"> ● Pupils ● Staff <p>Overexertion leading to heat exhaustion and dehydration.</p>	<ul style="list-style-type: none"> ● PE lessons adapted or relocated indoors. ● Sports days reviewed through separate event-specific risk assessments. 	<ul style="list-style-type: none"> ● High-intensity physical activities avoided between 11:00am and 3:00pm. ● Staff instructed to modify activities based on conditions. ● Reception Sports Day postponed following risk assessment. 	Headteacher and Senior Management Team	22/6/26	22/6/26
<p>Hazard 6: Vulnerable Pupils and Staff</p>	<ul style="list-style-type: none"> ● Pupils with asthma, diabetes, epilepsy or other 	<ul style="list-style-type: none"> ● Medical care plans available to staff. ● Vulnerable pupils identified and shared with relevant staff. 	<ul style="list-style-type: none"> ● SLT review individual circumstances as required. 	Headteacher and Senior Management Team	22/6/26	22/6/26

	<p>medical conditions.</p> <ul style="list-style-type: none"> ● Pupils with ALN who may struggle to recognise, communicate or respond appropriately to symptoms of overheating. ● Pupils with sensory needs who may refuse hats, sunscreen or appropriate clothing. ● Pupils taking medication that may increase sensitivity to heat. ● Pregnant staff. ● Staff with underlying medical 	<ul style="list-style-type: none"> • Additional supervision and monitoring provided throughout the day. • Pupils encouraged and reminded to drink regularly. • Staff monitor for signs of heat-related illness including headaches, dizziness, lethargy, nausea, confusion, flushed skin and excessive sweating. • Access to cooler indoor areas available where required. • Individual adjustments made where necessary, including reduced time outdoors. • The View and other appropriate indoor spaces utilised where pupils require a cooler environment. • Pregnant staff and staff with medical conditions encouraged to discuss any concerns with SLT. 	<ul style="list-style-type: none"> ● The View available as a cool, regulated space for pupils who become overwhelmed or affected by the heat. ● Children with ASD, communication difficulties or sensory processing needs may not recognise or communicate symptoms of heat exhaustion. ● Pupils eligible for intimate care or requiring additional physical support may require more frequent monitoring. ● Children with asthma to have inhalers readily accessible as hot weather can exacerbate symptoms. ● Reception and Nursery pupils 			
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	<p>conditions.</p> <p>T.</p> <ul style="list-style-type: none"> Staff experiencing menopause, as symptoms may be exacerbated by extreme heat and high indoor temperatures 		<p>identified as a higher-risk group due to age and reduced ability to self-regulate hydration and heat exposure (this helps justify postponing Reception Sports Day).</p> <ul style="list-style-type: none"> Individual adjustments and access to cooler spaces considered for staff affected by menopause and other health conditions. 			
<p>Hazard 7: Educational Visits During Extreme Heat</p>	<ul style="list-style-type: none"> Pupils Staff <p>Increased exposure to heat whilst travelling and participating in off-site activities.</p>	<ul style="list-style-type: none"> Visits reviewed individually. Year 5 visit to Whitmore High School to see <i>Matilda</i> will proceed. Coach transport arranged to and from the venue to avoid walking in extreme temperatures. Water bottles required. Staff monitoring hydration throughout the visit. 	<ul style="list-style-type: none"> Review arrangements should weather conditions worsen. 	<p>Headteacher and Senior Management Team</p>	<p>22/6/26</p>	<p>22/6/26</p>
<p>Hazard 8: Staff Wellbeing</p>	<p>Staff</p> <p>Heat-related illness, fatigue</p>	<ul style="list-style-type: none"> Staff encouraged to remain hydrated. Non-essential meetings postponed. 	<p>SLT monitor staff welfare throughout the period of extreme heat.</p>	<p>Headteacher and Senior Manage</p>	<p>22/6/26</p>	<p>22/6/26</p>

	and reduced wellbeing.	<ul style="list-style-type: none"> ● Flexibility provided where possible. ● Air-conditioned spaces utilised where available. 		ment Team		
Hazard 9: School Operations During Extreme Heat	<ul style="list-style-type: none"> ● Pupils ● Staff ● Visitors <p>Where internal temperatures become excessive and safe working and learning conditions cannot be maintained, there is an increased risk of heat-related illness, reduced wellbeing, reduced concentration and inability to effectively implement control measures</p>	<ul style="list-style-type: none"> ● Daily monitoring of Met Office forecasts and warnings. ● Daily review of classroom temperatures across the school. ● Daily review of Welsh Government and Local Authority guidance. ● Implementation of control measures outlined within this risk assessment and management plan. ● Review of vulnerable pupils and staff. ● Adaptation of activities, playtimes and learning environments. ● School-run after-school clubs cancelled due to the highest temperatures occurring later in the day. ● Internal classroom temperatures reached 29°C on 22/6/26 despite mitigation measures. ● Four of the school's five teaching blocks are Victorian buildings and do not have air conditioning or modern cooling systems. 	<ul style="list-style-type: none"> ● Headteacher and Senior Leadership Team to undertake a daily review of site conditions. ● Where control measures are no longer sufficient to reduce risk to an acceptable level, further adaptations will be implemented. ● If safe operation of the school cannot be maintained, the Headteacher will consult with the Local Authority and Chair of Governors regarding partial or full closure of the school. ● Any decision to close will be based upon a dynamic risk assessment considering: <ul style="list-style-type: none"> ○ Internal classroom temperatures. ○ Forecast temperatures. 	Headteacher and Senior Management Team	22/6/26	22/6/26

		•	<ul style="list-style-type: none">○ Availability of suitable learning environments.○ Impact on vulnerable pupils and staff.○ Ability to maintain adequate hydration and supervision.○ Welsh Government and Local Authority advice. <p>Implement a partial closure from 1:00pm where safe learning conditions cannot be maintained.</p> <p>Maintain limited emergency childcare provision in air-conditioned and temperature-controlled spaces for families unable to make alternative arrangements.</p>			
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Name: James Griffiths

Signature: *James Griffiths*

Date: 22/6/26

Romilly Primary School

Extreme Heat Management Plan

June 2026

Purpose

This management plan outlines the measures that Romilly Primary School will implement during periods of extreme hot weather to protect the health, safety and wellbeing of pupils, staff and visitors.

The plan will be implemented alongside the school's Extreme Heat Risk Assessment and will be reviewed daily by the Headteacher and Senior Leadership Team.

1. Monitoring Arrangements

Daily Monitoring

The Headteacher and Senior Leadership Team will:

- Monitor Met Office forecasts and weather warnings.
- Review Welsh Government and Local Authority guidance.
- Assess conditions across the school site.
- Monitor classroom temperatures and indoor learning environments.
- Review the effectiveness of control measures daily.
- Make adjustments as required.

Decision Making

The Headteacher and Senior Leadership Team will continually assess whether the school can maintain a safe learning and working environment.

Whilst every effort will be made to keep the school open, further adaptations, partial closure or closure may be considered should risks to pupils, staff or visitors become unacceptable and cannot be adequately mitigated.

2. Hydration

To reduce the risk of dehydration:

- All pupils must have access to a water bottle throughout the day.
- Water refill stations will remain available.
- Additional water breaks will be provided.
- Staff will actively remind pupils to drink regularly.
- Pupils may refill water bottles whenever required.
- Staff will monitor pupils for signs of dehydration and heat-related illness.

3. Classroom Environment

To reduce indoor temperatures:

- Windows and doors will remain open where safe.
- Blinds will remain closed in rooms exposed to direct sunlight.
- Unnecessary electrical equipment will be switched off.
- Teaching spaces may be relocated if temperatures become excessive.
- Staff may adapt learning activities to reduce physical exertion.
- Classroom temperatures will be monitored throughout the day.

Where temperatures become excessive or conditions cause concern, staff should inform a member of the Senior Leadership Team immediately so that alternative arrangements can be considered.

4. Outdoor Activities

Playtimes

To ensure pupils continue to access outdoor play and social interaction whilst avoiding the hottest part of the day:

9:05am – 9:20am

- Year 1
- Year 2
- Year 5
- Year 6

9:20am – 9:35am

- Reception
- Year 3
- Year 4

Lunchtimes

- Additional shaded areas will be utilised.
- Access to drinking water will be available.
- Staff will monitor pupils for signs of heat-related illness.
- Outdoor activities will be adapted according to weather conditions.

PE and Physical Activity

- High-intensity physical activity will be reduced.
- Outdoor PE will be adapted or moved indoors where appropriate.
- Activities between 11:00am and 3:00pm will be carefully reviewed.
- Staff should modify activities where conditions require.

5. Sun Safety

The school will:

- Encourage hats and lightweight clothing.
- Encourage parents to apply sunscreen before school.
- Promote the use of shaded areas.
- Restrict prolonged exposure to direct sunlight where possible.
- Encourage regular hydration during all outdoor activities.

6. Vulnerable Pupils and Staff

Additional monitoring will be provided for:

- Nursery and Reception pupils.
- Pupils with medical conditions.
- Pupils with ALN.

- Pupils with sensory needs.
- Pupils who may struggle to recognise or communicate symptoms of overheating.
- Pregnant staff.
- Staff with underlying health conditions.

The View and other suitable indoor spaces will be used where additional regulation, cooling or supervision is required.

Individual arrangements will be reviewed by the Senior Leadership Team where necessary.

Children with asthma should have inhalers readily available, and staff should be particularly vigilant in monitoring vulnerable pupils throughout the day.

7. Educational Visits and Events

All visits and events will be reviewed individually.

Decisions will be based upon:

- Age of pupils.
- Duration of activity.
- Access to shade.
- Access to water.
- Physical demands of the activity.
- Forecast temperatures.
- Availability of suitable transport and cooling measures.

Examples of adaptations may include:

- Coach transport replacing walking routes.
- Additional water breaks.
- Increased supervision.
- Shortened activities.
- Postponement where risks cannot be adequately controlled.

8. Symptoms Requiring Immediate Action

Staff should seek First Aid support immediately if a pupil or colleague displays:

- Dizziness.
- Headache.
- Nausea.
- Vomiting.
- Excessive sweating.
- Unusual tiredness.
- Confusion.
- Loss of consciousness.

The individual should be:

- Moved to a cool area.
- Provided with drinking water if appropriate.
- Monitored closely.
- Referred to a qualified First Aider.

Any concerns regarding the wellbeing of pupils or staff should be reported immediately to a member of the Senior Leadership Team.

9. Escalation Measures

Should conditions worsen, the school may implement additional measures including:

- Further reduction of outdoor activities.
- Extended indoor provision.
- Use of alternative teaching spaces.
- Adaptations to the school day.
- Postponement of events.
- Additional communication with parents and carers.
- Partial or full closure where risks cannot be adequately controlled.

10. Staff Wellbeing

The school recognises that extreme heat may affect staff wellbeing and working conditions.

Staff are encouraged to:

- Remain hydrated throughout the day.
- Wear appropriate clothing for the conditions.

- Utilise cooler spaces where available.
- Raise any concerns with SLT immediately.

Non-essential meetings may be postponed, relocated or adapted during periods of extreme heat.

This is a live risk assessment and will be reviewed daily, or sooner should weather conditions, site conditions or official guidance change.

Review Arrangements

This plan will be reviewed daily whilst extreme heat warnings remain in place.

Responsible Officer: Headteacher

Date Implemented: 22 June 2026, reviewed 23.6.26

Review Date: Daily during periods of extreme heat.