



Policy Header

Policy Title	Sun Safety Policy
Version No	One
Written / Adopted Date	Written September 2016 Reviewed April 2017
This policy complies with WBC guidance	Yes
Linked Policies	H&S Policy, Safeguarding & Child Protection Policy
Written By	School
Date shared with Staff	April 2017
Date Ratified by Governors	16/05/17
Review Date	April 2019

Sun Safety Policy

Introduction

The aim of the sun safety policy is to protect pupils and staff from skin damage caused by the sun's harmful ultraviolet radiation. To maximise the benefits from the policy, there needs to be commitment from the school, the pupils themselves and parents.

Responsibilities

Head teacher

- Ensure a systematic process for regular review of hazards associated with outdoor work and activities in hot temperatures is in place;
- Ensure staff are aware of their responsibilities and are provided with adequate information, instruction, training and personal protection equipment (PPE).
- Ensure a record of all training, issuing and maintenance of PPE is kept.
- Facilitate the risk management approach by ensuring that hazards are identified and communicated to employees, and that control measures are identified and implemented

Staff

- Ensure any controls implemented by the Head teacher are adopted and enforced, e.g. wearing of PPE such as hats, sunscreen etc.
- Make the Head teacher aware of any faulty or broken PPE immediately.

Risk Management

A risk management approach incorporating the process of hazard identification, risk assessment and control measures is required to be undertaken to ensure the health and safety of all.

Hazards & Risks

Identifying the risks associated with working outdoors in hot temperatures is the first step in the process. Consideration must be made on the type of and duration of the task.

Some common hazards include:

- Hot temperatures;
- The activity is physically demanding;
- High humidity;
- There is a heat wave in progress;
- Staff and pupils are un-acclimatised to hot temperatures.

Risk assessments should identify outdoor activities for prolonged periods e.g. caretakers, playtime, sports lessons, etc. and may be at risk from working in hot temperatures.

Risk assessments should be undertaken prior to the hotter months to ensure any control measures identified are able to be implemented before the temperatures start to increase. Historically, **May** is an ideal time to prepare and review the risk assessments.

Control Measures

The school will take the following actions:

1. Remind parents that pupils should be dressed suitably in order to avoid unnecessary exposure of the skin to the UV Rays (e.g. longer shorts to cover the tops of legs, long sleeves of light weight material.

Sun hats preferably with a peak that provide adequate coverage for the head, face, ears and neck protection)

2. Staff advised to use sun block creams when outdoors.
3. Parents are responsible for applying a **good quality all day** sun cream / sun block before their child arrives at school each morning.
4. Sun cream should not be brought into school.
5. However, exception is given to children that attend nursery for a full day session.
6. For full time nursery children, sun cream can be held in school labelled with child's name.
7. Medicine form to be completed and sun cream to be stored in classroom.
8. Class teacher / teaching assistant will apply sun cream to nursery age children only as necessary.
9. Review the layout of the outdoor areas – if possible, shaded areas / sun shades will be provided.
10. Staff will be formally informed of what measures to take to prevent sunburn / sunstroke.
11. Mid-day assistants and teaching staff will encourage children to remain in the shaded areas during breaks (particularly the lunch break)
12. A plentiful supply of drinking water is provided via water coolers, to avoid dehydration.
13. Give consideration to the timing of outdoor activities e.g. Sports Days.
14. Carry out a risk assessment on outdoor educational visits which may involve prolonged periods in the open air
15. Teach pupils about sun safety

Review and Evaluation

In order to ensure that this policy continues to be effective and applicable to the Council, the program will be reviewed every two years to relevant stakeholders. Conditions which might warrant a review of the policy on a more frequent basis would include:

- Changes to legislation;
- Employee concern.

Following completion of any review, the program will be revised and/or updated in order to correct any deficiencies. Any changes to the policy will be consulted through the relevant stakeholders.