HEALTH & SAFETY

School Sun Safety Policy (April to September)

Date completed: January 2010	**Date amended** July 2015	**Date of Next Review:** July 2020
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Responsible Directorate/Division	Risk and Emergency Planning Division, Corporate and Policy	
Supporting documents, procedures & forms of this policy	– Risk Assessment Guidelines – Personal Protective Equipment (PPE) Guidelines	
References & Legislation	– The Management of Health and Safety at Work Regulations 1999 – The Health and Safety at Work Act 1974 – The Personal Protective Equipment Regulations 2002 – Indg 147 – Keep your top on. Health risks from working in the sun (HSE 2007)	
Schools Consultation Audience	Julia Rosser – Public Health Consultant Carolyn Roberts – Head teacher Daresbury Primary Heather Austin - Head teacher Chesnut Lodge Special Richard Jackson – Hillview Primary	
Headteachers checklist	1. Ensure that sun safety is incorporated in risk assessments 2. Provide PPE as identified in risk assessment 3. The governing bodies of schools are directed to adopt the policy, as from time to time revised, and implement its procedures.	

1. 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.

2. Responsibilities

Head teachers

- Ensure a systematic process for regular review of hazards associated with outdoor work and activities in hot temperatures is in place from April to September
- Ensure staff are aware of their responsibilities and are provided with adequate information, instruction, training and personal protective clothing (PPE) and sun cream with a recommended Sun Protection Factor of 15 and above
- Ensure a record of all training, issuing and maintenance of PPE is kept
- Facilitate the risk management approach by ensuring that hazards are identified in the Sun Risk Assessment (see appendix 'B') and communicated to employees, and that control measures are identified and implemented
- Communicate the Sun safety policy to parents so that they have an understanding of their responsibilities (see appendix 'A')

Staff

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

3. 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 staff.

Hazards & Risks

Identifying the risks associated with being outdoors between April to September 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;
- Increased UV 6+ (see Met office or most weather reports)
- The activity is physically demanding;
- High humidity;
- Periods of 30 minutes or more outside
- There is a heat wave in progress;
- Staff and pupils are unacclimatised to hot temperatures.

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

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

Sunscreen

- Sunscreen should be used for covering exposed areas of skin when shade may be unavailable and protective clothing is not practical e.g. during outdoor swimming, PE lessons and school excursions
- Choose a sunscreen with an SPF of at least 15 which is also labelled broad spectrum to protect from UVA and UVB rays and ensure that sunscreen is applied regularly and generously
- If required, letters are sent home asking for parental permission for teachers to supervise application of sunscreen
- At least SPF 15 sunscreen is used in school and is applied generously and regularly. For the average person, this means two teaspoonfuls for the head, arms and neck or two tablespoonfuls if in a swimming costume
- Sunscreen is reapplied regularly, by pupils, as it can be easily washed, rubbed or sweated off
- Each pupil has their own labelled bottle of sunscreen
- There is a school stock of sunscreen for pupils who forget their own

4. Control Measures

Some recommended control measures are listed below:

1. Providing timely reminders to 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. Ensure a plentiful and accessible supply of sun block creams for staff, at no cost to the employee

3. Based on the risks identified in the risk assessment, ensure a plentiful and accessible supply of sun block creams for pupils. Examples could include sports day, educational visits, overnight stays, etc.

4. Ask parents to provide their children with sun block and teach them how best to apply it. (unless they are unable to so In general staff should not apply sun block to pupils but will supervise them while they apply it on themselves)

5. Review the layout of the outdoor areas and if identified in the risk assessment, ensuring that shade (if necessary temporary facilities, e.g. gazebo) is provided during break time periods

6. Staff should be formally informed of what measures to take to prevent sunburn / sunstroke

7. Arrange for mid-day assistants and teaching staff to encourage children to remain in the shaded areas during breaks (particularly the lunch break)

8. Maintain hydration by ensuring that pupils have 4 to 5 glasses of water a day

9. Give consideration to the timing of outdoor activities e.g. Sports Days. Can these be timed to avoid the higher risk periods between 11.00am and 3.00 pm?

10. Carry out a risk assessment on outdoor educational visits which may involve prolonged periods in the open air

11. Teaching pupils about sun safety and how to apply sun cream

5. Useful Links

Sun Smart:

https://www.cancerresearchuk.org/

This provides resources for schools including :

- Poster, lesson plans and assembly plan for primary schools
- Means to incorporate sun protection into the school curriculum
- Warning parents about the dangers of too much sun

Met Office Weather Forecast:

http://www.metoffice.gov.uk/public/weather/forecast

6. Review and Evaluation

In order to ensure that this policy continues to be effective and applicable to the Council, the program will be reviewed biennially by Risk and Emergency Planning and 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 program will be consulted through the relevant stakeholders.

Version Control and Change History

Version Control	Date Released	Review Date	Amendment
1	January 2011	Apr 1st - 2013	Document Created.
2	January 2013	January 2015	Document reviewed, no updates.
3	July 2015	July 2020	Document reviewed and updated with consultation group (29th June 2015 1300hrs RTH)

[Letter template]

Dear Parent or Guardian,

I am writing to tell you about our **Sun Protection Policy** that has been developed with the help of key advisors from Public Health, Health and Safety and Head teachers in order to ensure that we can all enjoy the sun safely over the coming months.

The sun’s rays are particularly strong between April and September and can damage children’s skin. This may not seem like a problem right now, but it can lead to skin cancer in later life. Your child’s health and well-being are very important to us, which is why we have decided to:

- Increase the amount of school time spent learning about sun protection
- Provide more shade in the playground
- Encourage pupils to wear hats and t shirts when outside
- Encourage pupils to use at least SPF 15 sunscreen
- Maintain a supply of sunscreen for emergency use
- Ensure that pupils have 4 to 5 glasses of water a day
- Give consideration to the timing of outdoor activities e.g. Sports Days with a view to avoiding the higher risk periods between 11.00am and 3.00 pm

[delete as necessary]

Your support is very important if the policy is going to work and you can help by:

- Talking to your child about the importance of sun protection at home
- Sending your child to school with a wide brimmed hat, either bucket or legionnaires styles
- Ensuring that your child wears cotton clothing
- Apply sunscreen, at least SPF 15, to exposed areas including the nose and tops of ears in the morning before attending at school

Together I hope we can have a very happy and safe term to come!

Sun Risk Assessment Proforma

School:	
Assessor:	
Date:	
Review Date:	

Internal:

GENERAL HAZARDS	Yes / No / N/A	If No, describe issue
1. Have staff and pupils been encouraged to wear the correct protective clothing, i.e. 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. Are pupils aware of sun safety?	☐ ☐ ☐	

3. Is there a supply of sun block creams for staff?	☐ ☐ ☐	
4. Has consideration been given to the timing of outdoor activities e.g. Sports Days. Can these be timed to avoid the higher risk periods between 11.00am and 3.00 pm?	☐ ☐ ☐	
5. Is there a supply of drinking water to avoid dehydration?	☐ ☐ ☐	
6. Are mid-day assistants and teaching staff encouraging children to remain in the shaded areas during breaks (particularly the lunch break)?	☐ ☐ ☐	
7. Has staff been informed of what measures to take to prevent sunburn / sunstroke / heat stroke?	☐ ☐ ☐	
8. Is there anywhere that provides shade during break times?	☐ ☐ ☐	
9. Is it possible to rotate midday staff so that they are not exposed to the sun for longer than 30 minutes?	☐ ☐ ☐	
10. Have parents been asked to provide their children with sun block and teach them how best to apply it?	☐ ☐ ☐	

School:			**Assessment Date:**			
Assessor:			**Review Date:**			
HAZARDS	**NO. AT RISK**	**EXISTING CONTROLS**	**RISK LEVEL**	**ACTION REQUIRED**	**DATE DUE**	**SIGNED OFF/DATE**