



Extreme Weather & Temperature

Approved by: J. Clucas
Last reviewed on: July 2026
Next review due by: April 2027

Date: 01.07.2026

Signed by: Roy Fisher (Chair of Governors) Signed by: Jonathan Clucas (Head Teacher)

Contents

1. Legal framework
2. Roles and responsibilities
3. Minimising risks
4. Clothing
5. Sunscreen
6. PE and outdoor activities
7. Hot weather procedures
8. Pupils and staff at greater risk
9. Ill health
10. School closure
11. Remaining open in adverse weather conditions
12. Procedures for gritting
13. Health and safety
14. Attendance

Statement of intent

It is the aim of Layton Primary School to ensure the school remains open during extremes of temperature or weather, when practically possible, providing that this can be done in a safe manner.

The school recognises the risks to health posed by overexposure to the sun's ultraviolet (UV) radiation. The school also recognises that children are at greater risk of ill health from heat than adults as they cannot control their body temperature as efficiently because they do not sweat as much.

The purpose of this policy is to:

- Make the appropriate procedures clear, in relation to operating the school during adverse temperature/weather conditions.
- Make clear the grounds for a school closure due to adverse weather conditions.
- Advise and inform staff and parents of the systems and procedures in place in the event of a school closure due to adverse weather conditions.

The procedures outlined in this policy will be adhered to by all staff members, pupils, parents and visitors whilst on the school premises or attending a school event.

Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Health and Safety at Work etc. Act
- The Management of Health and Safety at Work Regulations
- The Education (School Premises) Regulations
- UKHSA 'Looking after children and those in early years settings during heatwaves: for teachers and professionals'
- UKHSA 'Looking after children and those in early years settings before and during cold weather: teachers and other educational professionals'
- UKHSA 'Adverse Weather and Health Plan'
- DfE 'Emergency planning and response for education, childcare, and children's social care settings'

This policy operates in conjunction with the following school policies:

- First Aid Policy
- Health and Safety Policy
- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Allegations of Abuse Against Staff Policy
- Behaviour Policy
- School Uniform Policy
- Remote Education Policy

Roles and responsibilities

The headteacher is responsible for:

- Deciding whether the school will close due to adverse weather/temperature.
- Ensuring staff are aware of relevant information within the Extreme Weather Policy.
- Ensuring staff have received appropriate training and guidance on the stipulations in this policy, and ensuring staff act in accordance with this policy.

The Health and Safety officer is responsible for:

- Deciding whether pupils should be kept indoors during planned outdoor activities and break times and reporting this decision to staff at the earliest opportunity via email.
- Ensuring classroom temperatures are maintained at an appropriate level.
- Reviewing this policy on an annual basis.

Staff are responsible for:

- Encouraging pupils to apply sun cream and wear/bring into school appropriate headgear
- Adhering to the requirements of this policy, and reporting any related concerns to the headteacher.
- The safety of pupils, colleagues and themselves.
- Wearing appropriate footwear and clothing during periods of adverse weather.
- Ensuring that pupils have the appropriate sun-safe clothing and sunscreen on.
- Encouraging pupils to stay appropriately hydrated.
- Ensuring sunscreen is only applied to pupils where consent has been provided and in line with this policy.
- Recognising and being alert to the signs of heat stress, heat exhaustion and heatstroke.

The premises manager is responsible for:

- Ensuring the school is fully stocked with shovels
- Completing a risk assessment that covers adverse weather and gritting.
- Ensuring gritting is carried out in line with the procedures outlined in this policy.

- Ensuring bladeless fans are available to all classes where temperatures are above 28 degrees.
- Ensuring all equipment is maintained and stored properly, notifying the headteacher of any damages.

Parents are responsible for:

- Sending their children to school with the necessary sun safety precautions, e.g. sunscreen, hats and water bottles.
- Completing the Parental Consent to Apply Sunscreen on the admission form
- Encouraging their children to practice sun-safe precautions.
- Only using the designated areas whilst on the school premises.
- Collecting their children when the school needs to close.
- Keeping all their contact information up-to-date.

Minimising risks

The following measures to protect staff and pupils indoors will be considered:

- Encourage staff and pupils to take their breaks in the shade, if possible, rather than staying out in the sun.
- Reschedule work/outdoor lessons to minimise UV exposure.
- Situate water points and rest areas in the shade.
- Encourage staff and pupils to eat normally and drink plenty of water to avoid dehydration.
- Where pupils have suffered from a sun-related illness, e.g. sunstroke, a trained first aider will provide appropriate support in accordance with the school's First Aid Policy.

The following measures to protect staff and pupils indoors will be considered:

- Opening windows as early as possible in the morning before pupils arrive – where the outdoor air is warmer than the air indoors, windows will be closed whilst considering the need to maintain adequate ventilation and air quality
- Minimising the use of electrical lighting and electrical equipment, e.g. computers, monitors and printers, including switching anything off that is not in use
- Using teaching spaces with a cooler temperature that are less prone to overheating wherever possible and adjusting the layout of classrooms to avoid direct sunlight on people
- Closing indoor blinds or curtains without blocking window ventilation
- Using oscillating mechanical fans to increase air movement if temperatures are below 35°C. Above this temperature they may be counterproductive
- Adjusting school start and finish times, and break times, e.g. extending the morning break and shortening lunchtime, to minimise time spent at school and outdoors in high temperatures

Where relevant to their role, staff members will be provided with training on the dangers of high temperatures, including how to recognise and respond to heat illness. All first aid training provided to staff members will cover heat illness.

Clothing

During the summer months, when temperatures reach above 25 degrees, school will consider cooler clothing and if necessary, relax the uniform policy.

Sunscreen

Where parents have made school aware of an allergy, it is expected that parents provide their child with suitable sunscreen from home in a bottle labelled with their name.

A reserve supply of sunscreen will be stored in each classroom for pupils. Sunscreen will be stored in a cool, dry place and the expiry date will be monitored. Sunscreen will be self-administered, under supervision, where possible.

Teachers and other staff members will not be encouraged, and will not be required, to apply sunscreen to pupils, due to the potential for allegations of abuse. Any allegations will be handled in line with the school's Allegations of Abuse Against Staff Policy.

Where a teacher or other staff member agrees to apply sunscreen to pupils, such as to our youngest pupils or a pupil with SEND, another member of staff will witness the application and parental consent will be obtained beforehand.

Teachers and other staff members will only apply sunscreen to pupils' faces, necks and arms.

PE and outdoor activities

On days above 25°C, PE lessons will only involve activities that are not overly strenuous.

All outdoor activities will be planned to take place in shaded areas as much as possible. Activities will be set up in the shade and moved throughout the day to stay in the shade.

On days where temperatures exceed 28°C, no PE lessons, indoors or outdoors will take place.

On days above 28°C, play times will be held indoors or outside in the shade for limited duration, where suitable, to prevent any kind of illness resulting from physical activities in hot conditions.

The headteacher will decide if a school trip needs to be cancelled for safety reasons due to high temperatures, with regard paid to weather forecast, the age of pupils attending, and the extent of physical activity required.

Hot weather procedures

The Education (School Premises) Regulations stipulate the temperatures that classrooms should be kept at, which are detailed below:

Area	Temperature
Where there is a below normal level of physical activity due to ill health or physical disability, e.g. isolation rooms; however, this does not include sleeping accommodation	21°C
Where there is a normal level of physical activity associated with teaching, private study or examinations	18°C
Where there is a high level of physical activity, e.g. PE sports halls, washrooms, sleeping accommodation and circulation spaces	15°C

Windows will be opened where possible to allow natural ventilation; where windows cannot be opened or it is unsafe to do so, alternative means of artificial ventilation will be available.

A sufficient number of thermometers will be available to ensure temperatures can be measured in any part of the school.

The health and safety officer will arrange contact with parents reminding them to send their children to school with appropriate clothing, sunscreen and a sufficient amount of water.

Where the indoor temperature is excessively high and ventilation measures are unable to address this, the headteacher will decide if the premises are unsuitable for working. In this event, a statement will be issued to parents via phone, text message or email, stating that children must be sent home, specifying the timeframe by which children need to be collected.

The school will ensure that senior leadership staff receive Weather-Health Alerts from the UKHSA and the Met Office.

Pupils and staff at greater risk

Pupils

The school recognises that some pupils will be more susceptible to high temperatures. This includes:

- Pupils who are overweight
- Pupils taking certain medications
- Pupils with disabilities, complex health needs, and specific medical conditions or disorders, e.g. albinism.

The school nurse or relevant professionals involved in the pupil's care will be asked to advise on particular needs for a pupil. The school will follow any medical advice, and all relevant members of staff will be made aware of the risks and how to manage them.

The school's Supporting Pupils with Medical Conditions Policy will be adhered to at all times.

Staff

Members of staff who are more susceptible to high temperatures will be asked to consult their GP or other relevant professionals and share with the school advice on additional precautions to take.

General precautions, e.g. being excused from outside playground duty, will be implemented where appropriate for staff members with medical conditions, including those who are pregnant.

Ill health

The most common risk to health from heat is dehydration and sunburn. The school will take all sensible precautions to prevent adverse effects, including ensuring pupils wear sunscreen, limit their time exposed to direct sunlight, and are drinking enough fluids.

Relevant staff members will be made aware of how to recognise the signs that a pupil may be suffering from ill health due to the heat. This includes the following:

Heat stress – Pupils may appear out of character or show signs of discomfort and irritability, including the symptoms listed below for heat exhaustion. These signs will worsen with physical activity and if left untreated can lead to heat exhaustion or heatstroke.

For children and pupils who use nappies, dark urine or dry nappies may indicate dehydration and the need for more fluids.

Heat exhaustion – Symptoms can vary but typically include one or more of the following:

- Tiredness
- Dizziness
- Headache
- Nausea
- Vomiting
- Excessive sweating and pale, clammy skin

Where a pupil is suffering from heat exhaustion, the following steps will be taken immediately:

- Moving the pupil to as cool a room as possible and encouraging them to drink cold water
- Cooling the pupil as rapidly as possible, using whatever methods possible, e.g. sponging or spraying the pupil with cool water, placing cold packs around the neck and armpits, wrapping the pupil in a cool, wet sheet, and assisting cooling with a fan.
- Where the pupil does not respond to treatment within 30 minutes, an ambulance will be called.
- If the pupil loses consciousness or has a fit, they will be placed in the recovery position and an ambulance called immediately; treatment to cool the pupil will continue until the ambulance arrives.

Heatstroke – This can develop when heat stress or heat exhaustion is left untreated, but it can also occur suddenly and without warning. Heatstroke is a medical emergency and can be fatal. Symptoms include:

- High body temperature (at or above 40°C is a major sign)

- Red, hot skin that can be sweaty or dry
- Fast heartbeat
- Fast shallow breathing
- Confusion or lack of co-ordination
- Seizures or fits
- Loss of consciousness
- Diarrhoea

Where a pupil is suspected to be suffering from heatstroke, 999 will be called immediately and the pupil will be cooled down in line with the procedures for managing heat illness outlined above whilst awaiting medical assistance.

Where a pupil loses consciousness or experiences a fit, they will be placed in the recovery position, 999 will be called immediately and staff will follow the operator's instructions.

School closure

The school will make a local assessment and initiate all appropriate procedures in response to an alert. Alerts will be reviewed to ensure the school fully understands the potential impacts and how likely they are to occur.

The decision to close the school will be made by the headteacher. In the absence of the headteacher, the deputy headteacher will assume the responsibility of the headteacher in relation to the Adverse Weather Policy.

The school will be closed if one or more of the following conditions apply:

- Conditions on site are considered to be unsafe and are likely to present danger to users of the site
- Staff numbers are insufficient for the school to operate safely
- Weather conditions are so extreme as to cause danger for pupils and staff to travel to school e.g. exceptionally high winds (exceeding 50/60 mph)

In the event of school closure, the headteacher will inform staff (via email) and parents via text message and/or email.

In the event of the school having to close during the day, parents will be contacted via text message, using the numbers provided on the emergency contacts list, and asked to collect their child from the school as soon as possible.

Where the school is temporarily closed due to adverse temperature or weather, the headteacher will aim to ensure the school can provide remote education in line with the Remote Education Policy.

A closure of the school during the day and an early release of staff will only be considered in extreme circumstances.

Remaining open in adverse temperature and weather conditions

When deciding whether the school will remain open, risks will be assessed in line with the appropriate risk assessment.

If the school remains open when there has been snowfall or the site is icy, access to the site for pedestrians will be restricted to the pedestrian gates only and all pathways, wherever practical, will have been cleared and gritted before pupils arrive on the premises.

The premises manager will place health and safety caution signs to warn users of the increased hazards on site, if there are any, and a notice will be erected to inform vehicles and pedestrians entering the school grounds that they do so at their own risk.

At the headteacher's discretion, during periods of adverse weather conditions, the playground may be out-of-bounds to pupils and parents.

All persons entering the school buildings will be asked to ensure they wipe their feet thoroughly, in order to reduce slip hazards.

Procedures for gritting

The first phase of gritting will prioritise those areas which are most used by pupils and staff. This includes the main entrance of the school, as well as the following areas:

- The ramp linking the Lynwood Avenue entrance to the Year 3/4 door
- A path through the KS1 playground and KS2 playground
- The path leading from the Meyler Avenue to KS2 playground entrance
- The path leading to Year 5 and the office

The premises team will ensure that the identified areas have been gritted and are safe for use. Any areas that have not been cleared or gritted will be clearly marked or cordoned off to prevent staff, pupils and visitors from entering.

Health and safety

The school will recognise its duty of care to anyone accessing the site and surrounding grounds. The school will be liable if it is found to have been negligent in its responsibilities and not taken all reasonable measures, given the circumstances, to ensure the health and safety of pupils, staff, visitors and parents entering the school site.

The headteacher will be responsible for ensuring safety on the school site, in accordance with the school's Health and Safety Policy.

Staff, visitors and parents have the personal responsibility to express caution and take responsibility for their own health and safety whilst on the school grounds.

Staff members must take responsibility for the health and safety of any pupils under their supervision.

If anyone believes that the site is unsafe after the appropriate risk assessment has been completed, they will be advised to not enter the school grounds and inform either the headteacher or premises team so the site can be reassessed.

A risk assessment of the site will be conducted by the premises team in order to assess any potential hazards due to the weather conditions and the headteacher will be informed of the outcome at 7.30 a.m.

Closing the school will be a reasonable decision if pupils or staff are at risk of serious injury due to the weather conditions.

To help protect staff, pupils and visitors during adverse cold weather, the school will:

- Ensure heating systems are maintained and in good working order, prioritising rooms being used where appropriate.
- Draught-proof windows, doors and other points of energy loss.
- Close rooms or buildings that are too cold to be used.
- Ventilate indoor spaces, especially where people gather, to help reduce the risk of infections spreading.
- Promote the flu vaccine for eligible staff and pupils and encourage parents to keep their children up to date with routine immunisations.
- Reinforce messaging around the importance of hand and respiratory hygiene.

- Encourage physical activity where appropriate to help keep pupils warm.
- Ensure pupils have a sufficient supply of hot meals and snacks.

Relevant staff members will be trained and made aware of how to recognise the signs that a pupil may be suffering from ill health due to adverse weather conditions.

Attendance

Where the school is officially closed, all absence will be registered as authorised.

If the headteacher believes the pupil could have safely made it to school but did not attend, the pupil will be marked in the register as having an unauthorised absence.

Parents acting on the assumption that the school is closed, without gaining confirmation, or failing to inform the school of the circumstances that prevent the child coming into school, risk their child's absence being registered as an unauthorised absence.

During periods of adverse temperature and weather conditions, staff members will be expected to make all reasonable efforts to attend work and are encouraged to liaise with the headteacher to discuss difficulties attending work due to adverse weather.