



St Joseph's Catholic Voluntary Academy



With God's Guidance We Love, Learn, Respect and Forgive

Part of the St Thomas Aquinas Catholic Academy Trust Sun Protection Policy / Risk Assessment

Written	23.01.22
Signed Head Teacher	
Signed Governing Body	
Review (February 2023)	
Signed Head Teacher	

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

a. Headteachers

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')

b. 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.

a) 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 and 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.

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 teaspoonsful 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

b) 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.

c) Useful Links

Sun Smart:

<http://www.cancerresearchuk.org/health-professional/prevention-and-awareness/sunsmart/sun-safety-at-schools/school-policy-guidelines-for-sun-protection>

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/publicweather/forecast>

d) 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