



In God's love we believe and achieve



St. Michael's

Catholic Primary School

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 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

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 Headteacher 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 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)
- Physically demanding activity
- High humidity;
- Spending prolonged periods of 30 minutes or more outside;
- 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, 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
- Key stage 1 Parents are asked to sign a form for parental permission for teachers to supervise application of sunscreen.

- If staff need to apply sunscreen, protective gloves should be worn before sunscreen is applied
- Sunscreen is reapplied regularly as it can be easily washed, rubbed or sweated off
- Pupils who suffer from allergies should always provide their own sunscreen clearly labelled
- A school stock of sunscreen for pupils should be maintained for pupils who forget their own.
- Key stage 2 children are asked to provide and apply their own sunscreen. Children not able to provide their own will be given access to sunscreen once permission is granted from parent/carer.

Control Measures

Some recommended control measures are listed below:

- Provide timely reminders to parents that pupils should arrive in school wearing sunscreen and sunhat. Staff will supervise the sunscreen being topped up at lunchtime if required.
- Parents are asked to ensure that children are 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.
- Based on the risks identified in the risk assessment, ensure a plentiful and accessible supply of sun block creams are available for pupils. Examples could include sports day, educational visits, overnight stays, etc.
- Ask parents to provide their children with sun block. Ideally staff should not apply sun block to pupils if possible, but will supervise children while they apply it on themselves

- 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
- Staff should be formally informed of what measures to take to prevent sunburn / sunstroke
- Arrange for mid-day assistants and teaching staff to encourage children to remain in the shaded areas during breaks (particularly the lunch break)
- Maintain hydration by ensuring that pupils regularly use and fill their water bottles.
- 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?
- Carry out a risk assessment on outdoor educational visits which may involve prolonged periods in the open air
- Teaching pupils about sun safety and how to apply sun cream

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/public/weather/forecast>

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.

**This policy will be reviewed by the Governing Body every 2 years and signed by Mike Volynchok on behalf of the Governing body.
Reviewed and signed Autumn 2024.
Signed copy available from the school office.**

[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

GENERAL HAZARDS	Yes / No / N/A	If No, describe issue
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School:	
Assessor:	
Date:	
Review Date:	

<p>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?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>2. Are pupils aware of sun safety?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>3. Is there a supply of sun block creams for staff?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

<p>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?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>5. Is there a supply of drinking water to avoid dehydration?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>6. Are mid-day assistants and teaching staff encouraging children to remain in the shaded areas during breaks (particularly the lunch break)?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>7. Has staff been informed of what measures to take to prevent sunburn / sunstroke / heat stroke?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>8. Is there anywhere that provides shade during break times?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>9. Is it possible to rotate midday staff so that they are not exposed to the sun for longer than 30 minutes?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>10. Have parents been asked to provide their children with sun block and teach them how best to apply it?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

