



HOT WEATHER WORKING POLICY

1. Policy Statement

The purpose of this policy is to proactively minimize the health hazards posed by high temperatures and UV exposure. We aim to prevent heat-related illnesses, sunburn, dehydration, and other adverse effects by implementing effective control measures, providing appropriate training, and promoting awareness among all staff.

2. Scope

This policy applies to all employees and workers working indoors or outdoors on site. It includes specific provisions for those who work outside for all or part of their normal working day.

3. General Principles

- Homerton is committed to providing a safe and comfortable working environment for everyone, especially during periods of high temperature and when there is risk of UV exposure.
- There is no legal maximum temperature for UK workplaces, but employers must ensure conditions are “reasonable” and that risks from heat and UV exposure are managed. It is advisable to be aware of Met Office heat-health alerts.
- Managers must use discretion and take appropriate action when temperatures and/or sun exposure may impact health, safety, or productivity.

4. Manager Responsibilities

We recognise that the working environment and physical demands vary significantly across different roles and employees within Homerton. Managers are therefore best positioned to assess the specific circumstances of their teams during periods of hot weather. As such, managers are entrusted with the discretion to make informed decisions regarding work adjustments, breaks, and other protective measures to ensure the health and safety of their staff in accordance with the guidelines provided in this Policy. If managers are uncertain about the appropriate course of action, or should they require additional guidance, please contact the Human Resources Department for support and advice.

4.1 Risk Assessment

Managers should regularly assess risks related to heat and UV exposure for all staff groups, considering the type of work and the working environment. A template is attached as Appendix A. Managers are required to complete this and share it with their team members and update as necessary.

4.2 Control Measures

If temperatures become extreme or if staff report symptoms of heat- or sun-related illness, managers should implement the following as appropriate:

- Adjust work schedules to avoid strenuous or outdoor work during the hottest part of the day (typically 11am–3pm).
- Provide regular, paid breaks in cool or shaded areas for all staff.
- Ensure easy access to cool drinking water across the site.
- Encourage the wearing of lightweight, breathable clothing and protective headwear where possible and safe.
- Use fans, air conditioning, or increase ventilation in offices, classroom/supervision rooms, and communal areas.
- Allow flexibility in start/finish times or consider temporary shift patterns to avoid peak heat.
- Relax formal dress codes where appropriate.
- For those who work outside for all or part of their normal working day, include sun protection advice in routine health and safety training.
- Encourage employees to keep covered up during summer months, especially at lunch times when the sun is at its hottest.
- Encourage employees to use sunscreen and wear suitable clothing to protect from UV radiation.
- Expect employees who work outside to wear suitable clothing and headwear and apply sunscreen.
- Allow employees to work from home if appropriate.

4.3 Provision of Protective Equipment

For employees who work a significant amount of their working day outside, Homerton will assist with purchasing suitable and appropriate protective headwear and reimburse sunscreen for departments as required.

5 **Staff Responsibilities**

- Follow all guidance and instructions regarding heat and sun safety.
- Report any symptoms of heat stress (such as dizziness, headache, or excessive sweating) or sunburn to your manager or supervisor immediately.
- Use provided cooling and/or sun protection measures (water, shade, fans, sunscreen, headwear) and take breaks as directed.
- Raise concerns if you feel your working environment is too hot, uncomfortable, or if you are at risk of sun exposure.

6 **Legal References and related documents**

- Health and Safety at Work Act 1974
- Workplace (Health, Safety and Welfare) Regulations 1992
- HSE Guidance on Temperature in the Workplace

Policy change history		
Date	Summary of Changes	Date of next review
July 2025	New policy to replace Sun Protection Policy and to also include Hot Weather working across the site, and a risk assessment template	July 2028



Hot Weather Policy – Risk Assessment Form

Managers are required to complete the Risk Assessments for their department, and for specific individuals if appropriate. Please share a copy with all the team members and update as necessary.

Department:
Manager:

Date of assessment:
Review date:

Task/Activity Description

Briefly describe the work activities and locations (e.g., cleaning, maintenance, academic work, outdoor events) within your team.

Work Activity	Location
Eg Cleaning stairs	West House

Persons at Risk

Specify who is at risk

Activity	Role at Risk

Hazard Identification

Identify the potential hazards

Hazard	Yes	No	N/A	Details/Comments
Work in hot weather/indoors				
Work outdoors/in direct sunlight				
Prolonged physical activity				
Poor ventilation indoors				
Lack of access to shade				
No access to cool drinking water				
Inadequate rest breaks				
Inadequate sun protection (PPE)				
Staff with medical vulnerabilities				

Risk Factors

Consider the following risk factors:

Risk Factor		Low Risk	Medium Risk	High Risk
Environmental	High temperature			
	Humidity			
	Radiant heat			
	Poor airflow			
Work-related	Heavy manual work			
	Use of PPE			
	Outdoor exposure			
Personal	Age			
	Health conditions			
	Medication			
	Clothing			
UV Exposure	Direct sunlight			
	Duration outdoors			
	Lack of sunscreen or protective clothing			
Other (specify)				

Existing Control Measures

Measure in place	Yes/No/NA	Other actions
Thermometers in work areas		
Fans/ventilation/air conditioning		
Shaded rest areas		
Access to cool drinking water		
Sun protection advice/training		
Provision of sunscreen and protective clothing/headwear (with reimbursement procedure)		
Flexible working hours or shift changes		
Relaxed dress code		
Monitoring of weather alerts and heat warnings		
Emergency procedures for heat stress		
Other:		

Manager Signature

Date