



ST. GERARD'S  
CATHOLIC  
PRIMARY AND  
NURSERY SCHOOL

# Sun Safety Policy 2023-2024

*I am a*  
*child*  
*of*  
*God*  
†

## St Gerard's Catholic Primary School

“Guided by God, St Gerard's Catholic Primary and Nursery School is an inspiring and aspirational community where we learn to love, hope, dream and achieve.”

# SAFEGUARDING STATEMENT

“St Gerard’s Catholic Primary and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment”.



## **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**

### **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) Ensure a record of all training, issuing and maintenance of PPE is kept  
provide sun cream for staff
- 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
- Ensure that no staff members apply sun cream to any persons in the school setting
- Ensure that parents understand and are advised that they must apply sun cream before their child/ren come to school
- Ensure that parents are aware that they must provide sun cream for their child
- Ensure parents know to provide a sun hat
- Ensure the Site Manager provides shaded area i.e. Gazebo

### **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.
- Ensure that they do not apply sun cream to any children

### **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 acclimatised 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

Ensure parents/carers understand that 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

Ensure parents/carers are aware of 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

## Control Measures

**Some recommended control measures are listed below:**

- 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
- Ask parents to apply sun cream to their children and teach them how best to apply it. **STAFF ARE NOT PERMITTED TO APPLY SUNCREAM**
- Parents asked to provide sun cream for their children and sign a disclaimer to state it has been provided and the children will be applying it themselves directed by the school staff
- 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 water is freely provided for staff and children.**

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

|                     |   |
|---------------------|---|
| <b>School:</b>      | <b>St. Gerard's Catholic Primary &amp; Nursery School</b> |
| <b>Assessor:</b>    | <b>Jane Gilbert</b>                                       |
| <b>Date:</b>        | <b>February 24</b>  |
| <b>Review Date:</b> | <b>June 2024</b>  |

## Sun Risk Assessment Proforma

**Internal:**

| <b>GENERAL HAZARDS</b>   | <b>Yes / No / N/A</b>                               | <b>If No, describe issue</b>   |
|--|---|--|
| 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? | ✓ <input type="checkbox"/> <input type="checkbox"/> | <b>This is sent out on every newsletter and text messages</b>                          |
| Are pupils aware of sun safety?  | ✓ <input type="checkbox"/> <input type="checkbox"/> | <b>Through PHSE</b>  |
| Is there a supply of sun block creams for staff?   | ✓ <input type="checkbox"/> <input type="checkbox"/> | <b>We only stock sunscreen for staff</b>   |
| 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?  | ✓ <input type="checkbox"/> <input type="checkbox"/> | <b>Support staff and mid-day assistant are aware of peak times</b>                     |
| Is there a supply of drinking water to avoid dehydration?  | ✓ <input type="checkbox"/> <input type="checkbox"/> | <b>Children have their own water bottle and can fill them up as many times as like</b> |

|   |  |   |
|---|--|---|
| <p>Are mid-day assistants and teaching staff encouraging children to remain in the shaded areas during breaks (particularly the lunch break)?</p> | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <p><b>A gazebo is erected by the site manager</b></p>   |
| <p>Has staff been informed of what measures to take to prevent sunburn / sunstroke / heat stroke?</p>   | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> |   |
| <p>Is there anywhere that provides shade during break times?</p>  | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> |   |
| <p>Is it possible to rotate midday staff so that they are not exposed to the sun for longer than 30 minutes?</p>                                  | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> |   |
| <p>Have parents been asked to provide their children with sun block and teach them how best to apply it?</p>                                      | <p>✓ <input type="checkbox"/> <input type="checkbox"/></p> | <p><b>Yes and sign a disclaimer stating that the children will apply the sun cream themselves directed by staff</b></p> |

|                  |                         |
|------------------|-------------------------|
| <b>School:</b>   | <b>Assessment Date:</b> |
| <b>Assessor:</b> | <b>Review Date:</b>     |

| HAZARDS | NO. AT RISK | EXISTING CONTROLS | RISK LEVEL | ACTION REQUIRED | DATE DUE | SIGNED OFF/DATE |
|---------|-------------|-------------------|------------|-----------------|----------|-----------------|
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