

Heat Management Procedure (v1 – May 2023)

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Purpose

This procedure outlines management systems put in place to secure the welfare of students and staff during a period of exceptionally hot weather. It assigns responsibilities for the implementation of heat management measures based on a set of guidelines corresponding to the health advisory.

Scope

This procedure applies to all School Activities and all members of the School Community.

Procedure

- Hot weather updates are posted in the School Newsletter and via email.
- Although temperatures of 35 C are considered normal in our SOP, School SLT will take certain precautions that suit the situation, for example, students can come to school in sports wear temporarily.
- Temperature at 1st warning level; all outdoor activities (including PE classes, morning and lunch break times and after school activities) will be brought indoors as appropriate. In the event that an activity cannot be brought indoors, it will be cancelled and a suitable alternative proposed. Cross Country, Sport Days and Agriculture Activity will be suspended temporary.
- Temperature at 2nd warning level, School SLT can propose to XCL Management to remain open and provide online options for those with health issues. SLT will **ONLY** consider closing a campus if temperatures are consistent at 39 °C and instruction from relevant authorities is given.
- Depending on ongoing temperature levels, it is possible that schools may have to be closed for multiple days. Where this is the case, parents will be updated on a regular basis at the earliest opportunity in order to inform their future planning. The focus of the SLT will be on ensuring the school remains open on all occasions it is safe to do so.
- In the event of a school closure, learning will move to an online format with immediate effect.
- Unless explicitly informed otherwise, staff will continue to report to work as normal, as many scheduled activities for school operation and development will be able to continue as planned. All such activities will be brought indoors

however; including food services, so as to ensure a safe school environment.

- Parents will be informed at every level of the action taken by the school to ensure the school community is protected.

Refer to the following table depicting the school's continuity plan.

Warning Level	Status	Temperature	Heatwave Management Measures
No Warning (0)	-	Below 35 °C	1. Temperature readings are monitored every 2 hours, but there is no impact on school operations. • Students allowed to wear PE uniforms or formal school uniform without tie with immediate effect. • Classrooms have good ventilation 2. School SLT will take the following action should the temperature be consistently at 35 °C for 3 days • Teaching staff will ensure students have more drink breaks • PE is to be relocated to indoor areas subject to availability and where this is difficult due to facilities, PE lessons should be carried out in classrooms with a health/well-being focus • Outdoor activities, inclusive of outdoor break and lunchtimes and outdoor CCAs will cease. 3. School SLT will take the following actions when temperature levels reach above 35 °C • As above and, • Locate air coolers at strategic locations as appropriate
1 st Warning (1)	Heatwave Warning Precaution	Daily temperature exceeding 35 °C to 37 °C for 3 consecutive days	School SLT proposed XCL Management on the following actions • School to remain open until the end of the day an announcement is made to ensure families have time and capacity to provide their own childcare. Parents can chose an early collection should they want to. • School to remain open and provide Hybrid Lessons as an option to families • School Principal to issue a circular to parents each time a step is taken by the school • Registrar to inform relevant authorities • School will ONLY close if temperatures consistent at 39 °C for 3 days and instruction from relevant authorities are received. Online lessons will be available.
2 nd Warning (2)	Heatwave	Daily temperature exceeded 37 °C for 3 consecutive days. Declare Heatwave by DOE	
3 rd Warning (3) Emergency / Disaster	Heatwave Emergency	Daily temperature exceeded 40 C for 3 consecutive days. Emergency will be declared by NADMA	The school will be closed. Guidance from the MOE is sought and followed. • All learning provision will be online. • Guidance taken regarding examination periods

- SLT reviews the temperature every morning and the temperature is monitored every two hours throughout the day. All figures are taken from <https://www.met.gov.my/iklim/status-cuaca-panas/>
- When the temperature is at level 2 warning, MOE, Met Malaysia and DOE specific SOP and guidance to be followed

Responsibility

- Operations Manager / Facilities Manager will update the School SLT every 2 hours of temperature measures
- School SLT will meet and discuss before the execution of each level of warning.
- School Principal will be responsible to issue circular to parents (via the school communications platform) on the action the school will take as per the continuity plan. School SLT should also be notified before the circular is sent and all staff copied into the parent circular.
- Operations Manager/Facilities Manager, Admin Manager, Director of Sport to notify relevant parties such as canteen operator, transporter, CCA Coaches as appropriate
- Registrar will inform relevant authorities once 2nd warning is announced.
- The School Leadership Team is responsible for monitoring the execution, conclusion and programmed evaluation of this Heat Management procedure.

- The School Principal is responsible for maintaining this Heat Management procedure.
- The School Principal is responsible for the development of the School's Heat Management processes and procedures.

Supporting Documents

- Health and Safety Management Procedure
- Incident and Emergency Procedure
- Crisis Management Plan (CMP)
- First Aid Services Procedure
- Hazard Identification, Risk Assessment and Control Procedure

Promulgation and Implementation

The Heat Management Procedure will be communicated and implemented throughout the School community in the form of:

- distribution of e-mails to Parents / School Staff, Health and Safety Committee / School Principal / School staff / CEO and Regional Risk & Compliance department.
- Policies can be found on the school website