

Heat Management Procedure (v3 – March 2024)

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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 from government or XCL Education.

Scope

This procedure applies to all school activities and all members of the school community.

This procedure is in line with the 'Guidelines for the implementation of outdoor activities in educational institutions under the Malaysian Ministry of Education during hot weather' (issued 06/06/2023). Particular attention is drawn to Sections 5 & 6 below which must be followed at all times and form part of this procedure:

5. *All educational institutions under the MOE that carry out activities outside the classroom must comply with the following:*
 - 5.1 *ensure that the student's participation is voluntary and has the consent of parents/guardians:*
 - 5.2 *explain to students preventive measures, symptoms and actions/ treatment*
 - 5.3 *encourage students to wear appropriate and colorful/ bright clothes*
 - 5.4 *providing cooling facilities (cooling facilities) such as places of shelter (canopy/umbrella), ice or wet towel;*
 - 5.5 *ensure students drink enough water before, during and after the activity by providing a supply of drinking water enough and encourage students to bring their own drinking water:*
 - 5.6 *monitor activities that may expose students to weather conditions/ heat to ensure their health is not affected;*
 - 5.7 *allow additional rest time during activity and adequate cooling down time;*

- 5.8 *making adjustments to the duration, start time and end time of the event/activity based on environmental weather changes;*
- 5.9 *refer to the nearby clinic or hospital in case of any cases and complications for students due to this phenomenon;*
- 5.10 *report cases related to student safety and health to parents/guardians immediately; and*
- 5.11 *suspend all ongoing outdoor activities in the event of an increase in temperature above 35°C.*
- 6. *Guidelines for the Implementation of Outdoor Activities of Educational Institutions under the Malaysian Ministry of Education During Hot Weather is expected to ensure that the management of the implementation of outdoor activities is carried out in an orderly manner. Aspects of student welfare, health and safety must be a priority for the people of educational institutions.*

Procedure

- Updates to parents, staff and students indicating that this procedure has been activated in response to government advice (Ministry of Education – MOE and Ministry of Health – MOH), by XCL Education or school leadership should be shared via email, posters and through school newsletters.
- Outdoor activities are an essential part of our curriculum and we will do all that we can to ensure that they are able to continue. Similarly, we are located in a country with a tropical climate and have adequate mitigation in place ordinarily to deal with excessive heat and humidity, such as air conditioning and shaded outdoor areas.
- Due to the above, parents will be considered to have given consent for students to participate in such outdoor activities at all times and when this procedure is activated **UNLESS written confirmation is made to the principal to WITHDRAW consent for the period that the procedure is in place**. Separate discussions, arrangement and written confirmation will need to take place to prevent student participation at all other times.
- Although temperatures of 35°C are considered normal in our SOP, school leaders (SLT) may take certain precautions that suit their community, e.g. allow students to 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 may be cancelled and a suitable alternative proposed. Cross Country, Sport Days and Agriculture Activity will be suspended temporarily.
- 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 when 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 be email or school communication processes.

Refer to the following table depicting the required actions at each heatwave warning level:

Warning Level	Status	Temperature	Possible Heatwave Management Measures
No Warning (0)	-	Daily temperature is higher than seasonal norms, but below 35 °C	SLT will ensure that the temperature readings are monitored every 2 hours, but there is no impact on school operations: <ul style="list-style-type: none"> • SLT may choose to modify uniform rules to allow school sport-wear to be worn, no tie etc. • Classrooms have good ventilation/ adequate AC, additional shaded outdoor areas to be provided - such as tents/ gazebos, use of non-AC areas to be avoided. • Students wear hats outdoors, students regularly apply sunscreen, students drink regularly. • Teaching staff will ensure students have more drink breaks and will avoid direct sun exposure where possible.
1 st Warning (1)	Heatwave Warning Precaution	Daily temperature exceeding 35 °C	School SLT may take the following action should the temperature be at 35 °C or above: <ul style="list-style-type: none"> • As above, though school sports-wear is now allowed instead of regular uniform. • PE lessons may be relocated to indoor areas and a wellness programme could be taught rather than practical physical lessons. Swimming may continue in covered pools • Structured outdoor sports activities for students may cease, inclusive of afternoon CCAs. • To locate air coolers at strategic locations not covered by AC.
2 nd Warning (2)	Heatwave	Daily temperature exceeded 37 °C for 3 consecutive days. Declare Heatwave by DOE	School SLT propose to Senior Management SLT on the following actions: <ul style="list-style-type: none"> • School to continue if an announcement comes through the middle of the day • All activities not in an Air Conditioned environment are to cease • School to remain open and provide hybrid Lessons as an option to families • School Head to issue a circular to parents on the steps taken by school • Registrar to inform relevant authorities • School will ONLY close if the situation worsens (temperature consistent at 39 °C) and instructions from relevant authorities are received
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: <ul style="list-style-type: none"> • School will provide online lessons.

- When required, 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 irrespective of what is written above.

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