



## EXTREME WEATHER POLICY

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**HS05**

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**Policy owner:** Health and Safety Manager

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**Policy agreed on:** March 2019

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## **POLICY STATEMENT**

It is the policy of Doha College to ensure that every precaution reasonable under the circumstances is taken to provide for the comfort and safety of all students, employees, contractors, and visitors within its jurisdiction during periods of extreme weather conditions.

## **INTRODUCTION**

The College has a clear policy and agreed procedures which are put in place during periods of hot weather and high humidity (typically between May to July and September to October) and extreme weather conditions.

## **AIM**

- To ensure the health and safety of all students, staff, and other people on campus during periods of extreme weather
- To ensure a balance between the need to reduce exposure to extreme weather but also the need for people to move around and have a break from the classroom environment in order to maximise their readiness for the learning process.

## **GUIDELINES ON HOT WEATHER PROCEDURES**

Hot Weather procedures are based on a system of green, amber, and red stages. Each colour corresponds to measurements on the Humidex chart (Appendix 1). Humidex relates to the combined effect of heat and humidity on physical activity and is drawn from the Wet Bulb Globe temperature scale. The wet-bulb globe temperature (WBGT) is a type of apparent temperature used to estimate the effect of temperature, humidity, wind speed (wind chill), and visible and infrared radiation (usually sunlight) on humans. It is used by industrial hygienists, athletes, and the military to determine appropriate exposure levels to high temperature.

Doha College provides facilities to enable people on the campuses to learn and work effectively in hot conditions. This includes air-conditioned learning environments, shaded break areas and supplies of drinking water as well as supplementary equipment such as misting fans. The purpose of the Hot Weather Policy and Procedure is to detail the actions to be taken when the temperature and humidity reach levels where normal College activities could become hazardous.

As a general principle all staff should promote the following acronym with all students.

**S**eek the Shade

**H**ats on Heads

**A**ct Slowly

**D**rink Plenty and Often

**E**njoy the Shade

All children in primary must wear a hat if exposed to direct sunlight. Staff must reinforce the **No Hat, No Play** rule.

During periods of hot weather, the Health & Safety(H&S) officer will ensure that temperature will be taken at specific times and key areas of the school site, during the school day and communicate to staff through email.

## **STAGES**

### **GREEN STAGE**

Temperatures up to 40

Students go out to break as normal. They will be encouraged to use the shaded seating areas whilst eating and also have an opportunity for exercise.

External PE lessons and trips to outdoor venues will be at this stage.

### **RED STAGE**

Temperature above 40

EYFS students will not normally be allowed to go outside for break time. External classrooms should not be used during periods of high heat

During the red stage Primary students must remain indoors. Indoor, air-conditioned spaces will be made available wherever possible for students to go to as a break from their classroom. It may be necessary, on occasion for students to remain in class, however they will have a break from normal lessons.

Secondary students will be allowed to remain indoors; however, they may sit outside if they so wish (shaded areas only). The external library courtyard will be available for eating during break times.

At the Red stage then no PE lessons should be outside

There should be no trips planned at the Red stage even to internal venues.

### **EXTREME STAGE**

Please note that only secondary students, with the permission of their respective tutors, will be permitted to sit outside in the event that exceptional conditions arise, such as when the temperature reading hits or exceeds 43

## PE LESSONS

These are implemented throughout the year:

No Primary students are allowed to take in outdoor activities without a hat.

Drink and rest stops can be taken at any point of the lesson providing it is not a period of direct instruction and teaching, unless the need is there i.e., once instructions have been given, students are permitted to go to a shaded area, have a drink and rest, before returning to continue with the activity.

A drink and rest break will be given every 15 minutes for all Primary students to ensure they have all had a break and a drink. For Secondary students timing may vary due to the length of the lesson, but in general practice most students will follow the procedure outlined above.

PE staff should monitor the condition of students and take appropriate action in order to ensure their safety and well-being, should a student feel unwell, they can go immediately to the school nurse or rest for further periods if they feel the need to do so. It may be necessary, under certain circumstances for a student to remain where they are and the nurse to assess their medical condition prior to the student being moved.

Students who are not taking a practical part in the lesson for any reason are to remain indoors.

Students who produce a note from their parents wishing them not to take part in outdoor activities, must have an accompanying medical certificate outlining the reason for non-participation outdoors. Should this not be produced then the matter will be passed to the school nurse.

## HEALTH & SAFETY

Children who appear to have a low tolerance to heat resulting in heat related illness will be monitored carefully, and a medical protocol put in place if deemed necessary by a school nurse. In these circumstances a school nurse will circulate the protocol to the student's parents, the class or form tutor.

The school nurses will monitor the number of heat related illnesses. This information will be used to monitor the existing policy and identify trends which may require further investigation or action.

## LIGHTNING/THUNDERSTORMS

The H&S officer will consider the following guidelines and will communicate to all staff

### GUIDELINES

- If the weather forecast is for possible thunderstorms/lightning, remain vigilant for approaching storms and/or changing or rapidly deteriorating conditions.

- If you see lightning, apply the “30 – 30 Rule” Count the time from seeing lightning to when an accompanying thunderclap is heard, if less than 30 seconds (storm is less than 10 kms away) go immediately to a safer place.
- Wait 30 minutes after the last thunderclap before continuing activity in an open area. Hearing thunder means that lightning is likely to be within striking range.

## **HEAVY RAIN/WIND GUSTS/SANDSTORMS**

The H&S officer will consider the following guidelines and will communicate to all staff;

Heavy rain or sandstorms may leave a playing surface dangerous and therefore unplayable. The following guidelines should be followed:

### **GUIDELINES**

- In the event of heavy rain or a sandstorm, if the conditions such as the safety of the playing surface or student welfare are deemed unsafe, then activities should initially be suspended.
- If the conditions improve, i.e., rain stops or eases, to what is considered a safe level and the playing surface can be cleared or has drained sufficiently to enable activities to recommence, activities should then be completed.
- This may also require a modification of existing rules regarding the durations of the activity.

## **FLOOD PREVENTION PLAN**

Staff includes all employees and contractors working at the College.

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully in complying with any procedures that the College may introduce as a measure to protect the safety and well-being of all staff and visitors.

## **WEATHER FORECAST MONITORING**

The College will ensure that any person it employs (directly or indirectly) is provided with all information related to fire safety and consult with our employees on all matters of fire safety policy and arrangements. We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. A fire safety briefing will form part of the induction training for new members of staff.

We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

## FLOOD ACTION PROCEDURES

The College has introduced the following procedures in order to maintain high standards of fire safety:

- a. The fire evacuation procedures will be practised at least two times annually on the campus.
- b. All staff will be given training, including a fire safety briefing as part of the induction process, and will receive refresher training as appropriate. Further training would be required if there were any changes that may affect fire safety. All training will be provided during normal working hours as far as reasonable. It is College policy that key staff, namely canteen staff, will be trained in the use of fire extinguishers and fire blankets whether or not they have been given specific fire-fighting duties.
- c. All escape routes will be established, kept in good working order and free from obstruction and combustible materials at all times. Operation of fire exit doors will be tested and recorded in the fire log on a quarterly basis.
- d. Firefighting equipment will be provided. In general, this means fire extinguishers and hoses, but additional provision of fire blankets or hoses may be made where deemed appropriate by the findings of a risk assessment.
- e. All fire related equipment will be regularly serviced and maintained by a competent person or contractor. If any member of the College notices defective or missing equipment, they must report it to a competent person.
- f. All available technological solutions to fire prevention will be examined by the College and innovative practices and equipment will be adopted as appropriate advice on available equipment and solutions will be sought at regular intervals.
- g. An appropriate fire detection and alarm system will be provided. The type and extent of the alarm system provided will be based on the findings of the relevant risk assessment. Alarm systems will be tested regularly. Staff will be told when a test is scheduled.
- h. Emergency lighting will be provided for escape routes where applicable. The need for and the extent of the system will be determined by the findings of the relevant risk assessment.
- i. The risk of fire spread will be controlled by the provision of fire resisting construction, and or fire/smoke resisting doors. These provisions will be kept in good order as part of a regular maintenance schedule. All staff are required to ensure that any fire door provided remains closed at all times.



- j. Any other safety systems provided will be checked regularly to ensure correct operation, where necessary e.g., emergency lighting, fire doors etc.
- k. Appropriate signs and notices will be displayed, giving clear instructions to staff and others in the event of a fire. In addition, signs will be provided to indicate the position of fire extinguishers, fire alarm call points and, to indicate the emergency exit routes.
- l. In the normal course of their work, housekeeping and maintenance staff will make it their business to ensure that residents, students, staff, visitors, and other users of the College buildings keep exits and lobbies clear of debris, furniture etc., that fire doors are not propped open, fire extinguishers have not been removed from their brackets and fire signs and notices have not been removed.
- m. This policy will be included as part of the terms and conditions of employment. Failure to cooperate may be treated as a disciplinary matter.

# DOHA COLLEGE

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## About Doha College

### Vision

To enable personal growth, instil a passion for learning and create aspirational minds.

### Mission

With the growth-mindset philosophy of High Performance Learning, we develop confidence, creativity and intellectual curiosity in a safe, caring and inclusive environment for our students to make a lasting contribution to global society.

### Core Values

Excellence and diligence  
Respect and Integrity  
Commitment and Accountability  
Perseverance and Honesty  
Fun and Enjoyment  
Challenge and reward

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