



# Safety, Health and Environment (SHE) Huddle



Huddle Date:	09/05/2022	Ref:	SHE Huddle FY22 022 Sun Safety
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Audience:	Processing	Delivery	Collections	Distribution	PFW	Specific Work Area
	All Employees					

Overview:	In late Spring the sun has the strength to burn skin, we want to start our sun safety communications early to ensure that employees are taking precautions now and throughout the summer months.
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## Message

When outside in warmer weather, it is important you cover your skin and drink plenty of water to avoid dehydration and heat stress, which can occur on hot days. Early symptoms include difficulty concentrating, headache, fatigue, dizziness, nausea and muscle cramps. If you suffer from heat exhaustion symptoms, make sure you seek shade, cool down, take a break and drink plenty of fluids. If symptoms persist, please seek professional assistance. There are a few easy steps you can take to make sure you protect your skin from the sun:

- Cover up: wear loose, cool clothing to keep the sun off your skin
- Protect your head: wear a hat, and sunglasses
- Seek shade: come out of the sun when it's at its hottest and take your break in the shade
- Use sunscreen: use sunscreen with a minimum SPF 30 and reapply frequently
- Be skin safe: report any mole changes or any other skin concerns

You should take action to protect yourself whilst outdoors when the ultraviolet (UV) index is three (moderate) or higher. Check the UV forecast here: <https://www.metoffice.gov.uk/public/weather/uv-index-forecast/>.

Refillable water bottles are available through the ordering website. Visit the [link](#) for more information. We encourage all employees to bring from home enough bottled water/drinks to last the length of their duty rather than refilling at work. If you do refill a bottle at work or outside of work, the neck of the bottle must not touch the dispenser or tap. Sanitising wipes must be used to wipe the bottle and dispenser or tap if that happens.

Remember - Keep sun safe and enjoy the summer! For further information, please refer to your [Stay Safe in Sun cards here](#).

**Refill**  
Refill is a national tap water campaign that aims to make refilling your bottle easier. A range of businesses – including cafes, bars, restaurants, banks, galleries, museums, participate by alerting passers-by to the fact they're welcome to come in and fill up their bottle (for free). For more information, visit <https://www.refill.org.uk/get-the-refill-app/>

## Actions

Managers must complete a [Severe Weather Risk Assessment](#) when temperatures reach the high 20s to record the controls that have been implemented. Familiarise yourself with the assessment so that you are prepared when higher summer temperatures arrive.

