



Hot weather guidance - general tips for indoor workers

There are a number of things you can do to help yourself...

- Be prepared for the weather and, if you can, dress accordingly. Try to wear layers of clothing so you can add or remove them depending on how hot or cold you are. In hot weather, wear cool clothing - choose loose-fitting, light-coloured clothes made of 'breathable' fabrics like cotton. Make sure you don't compromise health and safety for footwear or protective clothing.
- When it's warm, drink plenty of water - try to avoid caffeinated or carbonated drinks if possible. Don't wait until you're thirsty!
- Take regular breaks to cool down when it's hot.
- Switch off non-essential lights and electrical equipment - they add extra heat.
- Work away from direct sunlight or sources of radiant heat if possible. Consider moving workstations if you can and it would help.
- Consider using a desk or pedestal fan to increase air movement.
- Keep office plants well watered to increase humidity if the air feels too dry.
- Use window blinds to cut down the heating effects of the sun.
- Turn radiators down or off if they're not needed.
- Tell your manager about any health conditions you have or medication you're taking that could make you more at risk from hot conditions. Talk to your GP or Occupational Health if you need advice.
- If you can, plan and organise your day to avoid exposure to the heat. Try to:
 - do intensive tasks early or later in the day when it's cooler
 - avoid being outside between 11am and 3pm
 - make sure you stay hydrated - carry water with you if you're out
 - adjust your start and finish times to avoid getting overheated during journeys to and from work.
- Be 'Sun Smart'...
 - Don't let sunburn catch you out - don't sit outside and get overheated or burnt at lunchtime!
 - Spend time in the shade or indoors when the sun's at its hottest.
 - Cover up with a t-shirt, hat and sunglasses.
 - Use at least factor 30 sunscreen - put lots on and reapply regularly.
 - Know your skin type. Remember to report unusual moles and skin changes to your doctor as soon as you can.
- Be aware of situations where overheating could potentially increase work-related risks. This might include dehydration and heat stress increasing the risks from equipment or transport.
- Make sure you know the signs and symptoms of heat stress and what to do if you're worried about yourself or your colleagues. Check out our **Heat Stress** leaflet for more information. You can get a copy from your manager or by calling the Health and Safety Team on **640748**.