



Health and Safety Bulletin

To: Heads of Department/Section, Executive Deans, HSLOs and DHSOs, Faculty Managers.

Hot weather advice

The Met Office and UKHSA have issued [Extreme Heat Weather Warnings](#) and [Heat Health Alerts](#) for parts of the UK. With unusually high temperatures expected to continue over the coming days, we are asking all staff and managers to take sensible precautions to stay safe and comfortable while working. **Managers are asked to cascade this advice to their teams.**

Stay safe in the heat – all staff

Hot weather can affect concentration, increase fatigue and make some medical conditions worse. Please take sensible precautions and look out for colleagues who may be affected by the heat.

- Drink water regularly throughout the day and carry a water bottle where possible.
- Wear lightweight and comfortable clothing appropriate for your role.
- Keep out of direct sunlight where possible, particularly between 11am and 3pm.
- Use sunscreen and seek shade when outdoors.
- Keep blinds closed in sunny areas and use fans where available.
- Consider keeping windows closed during the hottest part of the day if opening them would allow hot air into the building.
- Switch off non-essential electrical equipment when not in use.
- Take regular breaks and avoid unnecessary physical activity in the hottest part of the day.
- If your workspace becomes uncomfortably warm, consider spending time in a cooler area of campus where appropriate. IT labs may be cooler than offices during periods of extreme heat.
- Check travel arrangements before setting out, as temperatures may affect journey times.
- Check in on colleagues, friends and family members who may be more affected by the heat.

If the heat is affecting you

Signs that the heat may be affecting you include headache, dizziness, excessive sweating, nausea, muscle cramps, and unusual tiredness or weakness. If you experience any of these symptoms move to a cooler location, drink water and take time to recover. If you continue to feel unwell, inform your manager and contact Campus Security for first aid assistance.

23 June 2026

For Action

Managers

Managers are asked to discuss the forecast with their teams and consider whether any temporary adjustments are appropriate. This may include rescheduling physically demanding tasks, providing additional rest breaks, ensuring access to drinking water, adjusting working patterns, enabling home working where appropriate, or relocating work to cooler environments.

Particular consideration should be given to staff working outdoors, undertaking physical activities, or with health conditions that may be affected by high temperatures. Please ensure staff in these areas have access to drinking water, suitable sun protection and regular opportunities to rest in shaded areas. Similar considerations should be applied when managing contractors undertaking work on behalf of the University.

Teaching and research activities

Please consider whether planned activities may be affected by the extreme temperatures expected over the coming days. Activities involving significant physical exertion, prolonged periods outdoors, fieldwork, practical teaching, research activities, heat-generating equipment, or the use of PPE should be reviewed and, where appropriate, risk assessed. Consider whether activities should be modified, relocated, rescheduled, or supported by additional control measures.

Preventing fires

During hot and dry weather, even small ignition sources can start fires. Please dispose of smoking and any other potential ignition sources responsibly, ensure waste is placed in the correct bins, and take care not to leave any items that could create a fire risk. Report any signs of fire, smoke or smouldering materials immediately.

Further information

Guidance on [temperature and thermal comfort](#) is available on the Staff Directory. The UK Met Office [Weather Ready](#) website also provides practical advice on staying safe during extreme weather, including steps to protect yourself, your home, and others.

For further advice and support, please contact Workplace Health, Safety and Wellbeing at safety@essex.ac.uk or on 01206 87 2944.

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