

# Sun Protection Policy

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## Introduction

Lavalla Catholic College (the College) is committed to complying with its Work Safe requirements.

## Purpose and Objectives

Prolonged exposure to the sun without sun protection may increase the risk of skin cancer, damage to eyes from sun exposure, dehydration and heat stroke. Skin and eye damage can occur when the UV Index is 3 or above. Daily weather forecasts advise UV index levels. Damage can still occur on cloudy days. Dehydration and heat stroke can occur depending on the nature of the work being conducted and the individual worker. The measures below should be followed to reduce the risk of injury and illness from sun exposure and outdoor heat exposure, where this has been identified as a risk.

## Scope

This Policy and its Procedures apply to all staff and students at the College.

## Policy

The College is committed to providing a safe working environment for all our staff and students.

It is our policy to:

- increase student and community awareness about skin cancer and sun protection
- encourage and require the entire College community to use a combination of sun protection measures when UV levels are 3 and above (typically from mid-August until the end of April)
- display the UV index level on the College intranet
- work towards a safe College environment that provides shade for students, staff and the College community
- assist students to be responsible for their own sun protection
- ensure that families and new staff are informed of this policy
- support student duty of care requirements
- support appropriate workplace strategies to minimise UV risk and associated harms for staff and students.

## Sun Protection Measures

### *Shade*

- The College makes sure there is sufficient shelter and trees providing shade in the College grounds, particularly in areas where students congregate (e.g. lunch areas, canteen, outdoor lesson areas, popular play areas).
- Shade provision is considered in plans for future buildings and grounds.
- Playgrounds should be designed with areas of effective summer shade from either trees or built elements, or both. Playgrounds which comply with Australian Standard AS 4685.0:2017, Playground equipment and surfacing – Development, installation, inspection, maintenance and operation, are encouraged but optional.
- The availability of shade is considered when planning excursions and outdoor activities.
- Students are actively encouraged to use available areas of shade when outside. Students who do not have appropriate hats or outdoor clothing are asked to stay in an area protected from the sun.

## ***Staff Clothing***

The following should be worn by staff when working outdoors and the UV Index is 3 or above:

- long sleeve shirt with a collar
- trousers or knee length shorts / skirt
- clothing should be loose fitting to ensure air circulation, unless this would pose an additional hazard
- hat which shades the face, head, ears and neck – it should be broad brimmed, bucket or legionnaire style
- when wearing a hard hat, attachable brims and neck flaps should be worn.

## ***Student Uniform***

- Sun protective clothing is included in the College uniform. This includes:
  - clothing with elbow length sleeves
  - shirts and tops that cover shoulders, with a collar that sits close to the neck, above the collarbone
  - appropriate hats
  - other appropriate sun protective clothing.

## ***Hats***

- Students and staff should wear sun-safe hats that protect their face, neck and ears whenever they are outside.
- Recommended sun-safe hats include legionnaire, broad-brimmed and bucket hats with a deep crown and angled brim.

## ***Sunscreen***

- Parents/carers are responsible for providing students with their own SPF50 or SPF50+ broad spectrum, water-resistant sunscreen to be used while at school or participating in College activities.
- The College does provide SPF50 or SPF50+ broad spectrum, water-resistant sunscreen at Reception and it is also made available by PE Staff at sporting events.
- Staff and students should generously apply SPF50 or SPF50+ broad spectrum, water-resistant sunscreen to all exposed areas at least 20 minutes before going outdoors. Sunscreen should be reapplied every 2 hours, or more frequently if working with water, heavily perspiring or participating in sport or swimming.
- Time will be allocated for sunscreen application prior to outdoor activities.
- Strategies are in place to remind students to apply sunscreen before going outdoors (e.g. reminder notices, sunscreen monitors, sunscreen buddies).
- Regular application of a SPF lip balm is also recommended.

## ***Sunglasses***

- Close-fitting, wrap-around sunglasses that comply with Australian Standard AS/NZS 1067.1:2026, and cover as much of the eye area as possible are encouraged but optional.
- Sunglasses should have an eye protection factor (EPF) of 9 or 10.

## ***Scheduling and Planning***

- Sun protection is considered when planning all outdoor events (e.g. assemblies, camps, excursions and sporting events).
- Before commencing an excursion, the organising staff will check the daily local sun protection times of the location and continue to monitor these times for the duration of the excursion.

## ***Work Methods***

The following measures should be taken by staff working outdoors where the UV Index is 3 or above:

- outdoor work should be conducted in shaded areas or temporary shade, where reasonably practicable
- outdoor work should be scheduled earlier in the morning or later in the afternoon, where reasonably practicable
- staff should be rotated between indoor/shaded and outdoor tasks to avoid exposing any one individual to long periods in the sun
- rest and meal breaks should be taken in shaded/covered areas
- water should be drunk regularly to avoid dehydration
- reflective surfaces should be modified where reasonably practicable.

## ***Curriculum***

- Sun protection and skin cancer awareness programs are incorporated into appropriate areas of the College curriculum.
- Students are encouraged to be involved in initiative to promote and model sun protection measures to the whole College community.
- Sun safe behaviour is regularly reinforced and promoted to the whole College community through newsletters, College website, parent meetings, staff meetings, College assemblies, student and teacher activities and on student enrolment.

## ***Role Modelling***

- Staff act as role models by using a combination of sun protection measures as outlined above when the UV level is 3 or above.

## **Implementation**

This Policy is implemented through a combination of:

- staff and student awareness of issues relating to safe sun exposure
- implementation of sun protection measures
- effective notification procedures
- effective communication procedures
- initiation of corrective actions where necessary.

## **Breach of this Policy and Procedures**

Where a staff member breaches this Policy, the College may take disciplinary action.