

# Collective Agreement on Heatwave Working Procedures

**Between:**

**[Employer Name]** ("the Employer")

**And:**

**[Union Name]** ("the Union"), representing employees at **[Workplace Name/Location]**

**Date:** [Insert Date]

**Review Date:** [Insert Review Date]

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## 1. Purpose

This agreement sets out the procedures and protections to be implemented during periods of extreme heat (heatwaves) to safeguard the health, safety, and welfare of all employees working indoors and outdoors. It reflects the joint commitment of the Employer and the Union to uphold legal obligations under health and safety legislation and to act on emerging risks.

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## 2. Scope

This agreement applies to all workers employed at **[Workplace Name]**, including permanent, temporary, and agency staff, who work indoors or outdoors and may be exposed to excessive heat.

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## 3. Definition of a Heatwave

For the purposes of this agreement, a heatwave is defined as:

- A period when the **Met Office issues a Heat Health Alert (Yellow or above)** for the local area; or
- When **temperatures exceed 24°C indoors or 28°C outdoors**, sustained for more than two consecutive hours, or sooner if symptoms of heat stress are observed.

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## 4. Joint Responsibilities

The Employer and Union agree to:

- Recognise excessive heat as a foreseeable workplace hazard.
- Use the Health and Safety at Work Act and other relevant regulations as a baseline for action.
- Review and implement heatwave procedures in consultation with health and safety representatives.
- Keep risk assessments updated and specific to indoor and outdoor settings.

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## 5. Measures for Indoor Workers

During heatwave conditions, the Employer will:

### 5.1 Temperature Monitoring

- Monitor workplace temperatures at least twice daily.
- Share results with Union health and safety reps.

### 5.2 Ventilation and Cooling

- Ensure mechanical or natural ventilation is effective.
- Provide fans or portable air conditioning where safe to do so.

### 5.3 Work Adjustments

- Permit flexible working hours, earlier or later start/finish times.
- Introduce additional paid breaks in a cooler environment.
- Implement relaxed dress codes where safe and appropriate (e.g., removal of ties or PPE alternatives).

### 5.4 Workload Management

- Reduce physical tasks where possible.
- Avoid scheduling intensive work during peak heat hours (12–4pm).

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## 6. Measures for Outdoor Workers

During heatwave conditions, the Employer will:

### **6.1 Shade and Shelter**

- Provide shaded rest areas or shelters near the worksite.

### **6.2 Hydration**

- Ensure ready access to cool drinking water throughout the shift.
- Encourage workers to take hydration breaks every hour.
- Provide electrolyte replacement sachets for those doing strenuous work where excessive sweating is expected.

### **6.3 PPE and Clothing**

- Ensure ready access to sunscreen with UV and UVA protection.
- Review requirements for high-heat PPE.
- Supply alternative PPE that meets safety and heat stress reduction standards.
- Provide sun-protective clothing (e.g. brimmed hats, UV-resistant clothing).

### **6.4 Task Management**

- Reschedule physically demanding tasks to early morning or late afternoon.
  - Rotate duties to limit prolonged exposure.
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## **7. Training and Awareness**

- The Employer will provide heat stress awareness training to all staff and line managers.
  - Union health and safety reps will be supported to raise awareness and report issues promptly.
  - Posters and guidance materials will be displayed on heat risks and safe behaviours.
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## **8. Right to Stop Work**

- In line with Sections 44 and 100 of the Employment Rights Act 1996, workers have the right to remove themselves from serious or imminent danger.

- Any worker who feels unwell or unsafe due to heat exposure may stop work and report to their supervisor or union rep without disciplinary consequence.
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## 9. Monitoring and Review

- A Heatwave Working Group, composed of union reps, managers, and health & safety leads, will meet annually before summer and after any significant heat event to review effectiveness.
  - All incidents of heat-related illness or near-misses will be recorded and investigated jointly.
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## 10. Duration

This agreement is effective from **[Insert Date]** and will remain in place for a period of **[12/24 months]**, subject to earlier review by agreement.

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### Signed on behalf of the Employer:

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Signed on behalf of the Union:

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_