

This checklist will outline the key elements to consider and review during a heatwave.

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| **Checkpoint** | **Yes** | **No** | **N/A** | **Comments** |
| Are local weather forecasts regularly monitored by the service? |[ ] [ ] [ ]  Click or tap here to enter text. |
| Are all staff familiar with the Heatwave Policy and Procedure? |[ ] [ ] [ ]  Click or tap here to enter text. |
| Are staff trained in the signs and effects of a heatwave? |[ ] [ ] [ ]  Click or tap here to enter text. |
| A robust Business Continuity Plan is in place that encompasses heatwave considerations? |[ ] [ ] [ ]  Click or tap here to enter text. |
| Sufficient staffing levels are in place? |[ ] [ ] [ ]  Click or tap here to enter text. |

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| **Environment/Facilities** | **Yes** | **No** | **N/A** | **Comments** |
| Are windows that are exposed to direct sunlight shaded or covered? |[ ] [ ] [ ]  Click or tap here to enter text. |
| Are windows accessible to open where required, whilst acknowledging security considerations? |[ ] [ ] [ ]  Click or tap here to enter text. |
| Are windows or vents opened when the air feels cooler outside than inside? |[ ] [ ] [ ]  Click or tap here to enter text. |
| Is the central heating system turned off? |[ ] [ ] [ ]  Click or tap here to enter text. |
| Are lights and electrical equipment turned off when not in use? |[ ] [ ] [ ]  Click or tap here to enter text. |
| Are indoor thermometers in place? |[ ] [ ] [ ]  Click or tap here to enter text. |
| Are indoor temperatures regularly monitored? |[ ] [ ] [ ]  Click or tap here to enter text. |
| Is there an adequate supply of fans at the service? |[ ] [ ] [ ]  Click or tap here to enter text. |
| Are there adequate supplies of cold drinks, water, and ice at the service? |[ ] [ ] [ ]  Click or tap here to enter text. |
| Are menus adapted, during a heatwave, to support colder meals during hot weather? |[ ] [ ] [ ]  Click or tap here to enter text. |

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| **Service Users** | **Yes** | **No** | **N/A** | **Comments** |
| Is there a current list in place of service users most at risk due to the heat? |[ ] [ ] [ ]  Click or tap here to enter text. |
| Are protocols in place to monitor the most at risk service users? |[ ] [ ] [ ]  Click or tap here to enter text. |
| Where required, have service users’ GPs been contacted about possible changes to their treatment and/or medication? |[ ] [ ] [ ]  Click or tap here to enter text. |
| Do service users have light, loose-fitting clothing to wear? |[ ] [ ] [ ]  Click or tap here to enter text. |
| Do staff monitor for changes in behaviour of service users? |[ ] [ ] [ ]  Click or tap here to enter text. |

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| **Service Users** | **Yes** | **No** | **N/A** | **Comments** |
| Are service users encouraged to remain in the coolest parts of the building, where possible? |[ ] [ ] [ ]  Click or tap here to enter text. |
| Is the fluid intake of service users monitored? |[ ] [ ] [ ]  Click or tap here to enter text. |
| Are service users advised to avoid caffeine, very sweet drinks, and alcohol? |[ ] [ ] [ ]  Click or tap here to enter text. |
| Where required, are showers or cool baths arranged for service users? |[ ] [ ] [ ]  Click or tap here to enter text. |

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