

## Guidance on Sun Protection

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## 1. Overview

This guidance has been developed to support the University in managing the risks associated with exposure to the sun and ultraviolet (UV) radiation during work-related activities.

While sunlight can be beneficial, overexposure to UV radiation can cause sunburn, heat stress and, over time, increase the risk of skin cancer. This guidance applies to all staff and students who work or study outdoors or whose activities may result in significant exposure to sunlight as part of University business. It complements existing health and safety arrangements and supports the University's general duties under [the Health and Safety at Work etc. Act 1974](#).

## 2. Definitions

**“Outdoor work”** - Any work activity carried out outside, including grounds maintenance, estates work, fieldwork, events, security patrols and similar activities.

**“Sun protection”** - Measures taken to reduce exposure to harmful UV radiation, including clothing, shade, sunscreen and work planning.

**“Ultraviolet (UV) radiation”** - Invisible radiation from the sun that can damage skin and eyes and increase the risk of skin cancer.

## 3. Roles and Responsibilities

### 3.1. University Secretary

The University Secretary is responsible for ensuring that this guidance is formally approved, reviewed and maintained in line with legislative requirements, recognised good practice and University governance arrangements.

### 3.2. Senior leadership

Senior leaders are responsible for promoting awareness of sun protection risks within their areas of responsibility and for ensuring that appropriate arrangements are in place for outdoor activities, including work planning and local risk management.

### 3.3. Managers

Managers are responsible for identifying activities that may involve significant sun exposure and for ensuring that suitable control measures are implemented. This includes considering sun exposure as part of risk assessments, providing information to staff, and encouraging safe working practices.

### **3.4. Health and Safety Managers**

Health and Safety Managers provide specialist advice on managing the risks associated with sun exposure, support managers in completing risk assessments, and monitor the effectiveness of control measures where required.

### **3.5. Health and Safety Local Officers**

Health and Safety Local Officers support local areas by promoting awareness of this guidance, assisting with local implementation, and acting as a point of contact for queries relating to sun protection and outdoor work.

### **3.6. All staff**

All staff have a responsibility to take reasonable care of their own health and safety by following this guidance, using sun protection measures provided or recommended, and reporting concerns relating to excessive sun exposure.

### **3.7. Students**

Students must follow any instructions provided for outdoor activities and take reasonable steps to protect themselves from sun exposure during teaching, research or placement activities.

## **4. Guidance**

### **4.1. Managing the Risk of Sun Exposure**

Sun exposure should be considered as part of routine risk assessments for outdoor work and activities. The level of risk will depend on factors such as the time of year, duration of exposure, time of day, weather conditions and the nature of the work being undertaken.

Where reasonably practicable, activities should be planned to reduce time spent in direct sunlight, particularly during the middle of the day when UV levels are highest.

### **4.2. Sun Protection Measures**

Appropriate sun protection measures may include wearing suitable clothing that covers the skin, such as long-sleeved tops and hats with brims, using sunscreen with an appropriate sun protection factor, and taking regular breaks in shaded or indoor areas.

Managers should encourage staff to apply sun protection before starting outdoor work and to reapply sunscreen as needed, particularly during prolonged outdoor activities.

### **4.3. Sun Protection Measures**

Staff and students involved in outdoor activities should be made aware of the health risks associated with sun exposure and the steps they can take to protect themselves. This may include local briefings; toolbox talks or signposting to further guidance.

## 5. Further information

### 5.1. Related HSE Guidance:

Further general guidance on Sun Protection can be found on Health and Safety Executive (HSE) web pages: [Skin at work: Outdoor workers and sun exposure - HSE](#)

### 5.2. Related University documents:

- [Accident/Incident Reporting and Investigation](#)

### 5.3. Other related guidance:

- [Health and Safety at Work etc Act 1974 - HSE](#)
- [Skin at work: Outdoor workers and sun exposure - HSE](#)

## 6. Document History

Details of previous reviews are as follows:

Review Date	Reviewer	Summary of Review
01-Feb-24	Health and Safety Services	First revision (V.24.1)
17-Dec-25	Michelle Owusua Appiah-Agyekum Health and Safety Advisor	Annual review – New Guidance created for Sun Protection based on HSE guidance on web page. Relevant links and guidance also included.

This document will be reviewed at least annually, hereafter.