

**From:** [Louise Dougal](#)  
**To:** [Managers & Supervisors](#)  
**Subject:** Hot Weather – Staying Safe and Comfortable at Work  
**Date:** 22 June 2026 13:50:43  
**Attachments:** [image001.png](#)

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Dear Colleagues

With the warmer weather forecasted this week, we want to ensure everyone stays safe, well, and comfortable while at work.

Below are a few tips to help, I appreciate some job roles allow greater flexibility than others, having said that:

### **Hydration**

- Drink plenty of water throughout the day – little and often.
- Avoid too much caffeine or sugary drinks.

### **Keeping Cool**

- Make use of blinds or curtains to reduce direct sunlight.
- Use fans or ventilation where available.
- Open windows where it is safe to do so.

### **Clothing**

- Wear lightweight, breathable clothing where possible.
- Line managers may allow flexibility with dress codes during very hot weather (only where possible).

### **Breaks and Workload**

- Take regular breaks in cooler areas.
- Try to avoid physically demanding tasks (where possible) during the hottest part of the day (11am–3pm).
- Speak to your manager if you are finding the heat difficult.

### **🕒 For those working outdoors**

- Work in shaded areas where possible.
- Apply sunscreen (SPF 30+) regularly.
- Wear a hat and appropriate protective clothing.
- Take more frequent breaks and stay hydrated.

### **Managers may:**

- Allow flexible working hours
- Relax dress codes where appropriate
- Reduce workloads or rotate tasks

- Encourage remote working if appropriate or feasible

Kind Regards  
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*O'r 1af o Fedi 2019 bydd Care First yn cynnig cyngor, gwybodaeth a chwmsela annibynnol a chyfrinachol am ddim i weithwyr DCC.  
Mae'r gwasanaeth rhadffôn hwn ar gael i'r holl gydweithwyr ei ddefnyddio 24 awr y dydd, 365 diwrnod y flwyddyn. Ffon: 08001 74319*

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