**Comfortable Work Temperature**

The following guidance will assist now that the summer season has arrived and we are getting to grips with new ways of working / hybrid working in the workplace. Managers will need to assess the risk of heat stress for their respective teams and services they provide.

Good ventilation can reduce the spread of respiratory infections, including Covid-19.

Ventilation in NYCC workspaces and meeting rooms has been reviewed and these areas have been allocated agreed occupancy figures or layouts, as long as there are suitable levels of ventilation. Windows should be open and any mechanical systems used unless advised not to do so.

* partially opening windows and doors can still provide adequate ventilation
* opening higher-level windows will create fewer draughts
* using trickle vents rather than opening windows

You can also consider regularly airing rooms that rely on natural ventilation, by opening windows and doors in between use.

When remedial works to mechanical systems, freeing of windows or the installation of CO2 remote monitoring systems has been completed numbers may be reviewed and revised.

**Desk or ceiling fans**

You should not rely purely on desk or ceiling fans in poorly ventilated areas. They will not improve fresh air or ventilation. However if the workspace is adequately ventilated, fans can be used to help the workspace feel cooler. These fans will need to be appropriately located and directed upwards rather than across the room so as not to directly cross people’s breathing zone as if someone is Asymptomatic any respiratory infections could be passed round the room. For example a fan by an open window will help move fresh air into the room.

If there are any ventilation / temperature issues in workspaces these should be reported to workplace operations managers.

**Further Guidance**

Heatwave Plan - <https://www.gov.uk/government/publications/heatwave-plan-for-england>

[Reducing the spread of respiratory infections, including COVID-19, in the workplace - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/reducing-the-spread-of-respiratory-infections-including-covid-19-in-the-workplace)

<https://www.hse.gov.uk/temperature/furtherinfo.htm> for further information on Heat stress management