



# Higher Failsworth Primary School

## Emergency weather policy

**'Working together towards an Education for Life.'**

Date Adopted:	October 2016
Date of Review:	October 2018
Policy Reference Number:	P16
Staff Member:	Steve Sanderson
Chair of Governors:	Martin Breslin

## **Snow/Ice Clearance and Gritting Policy: Updated October 2016 Version 2016:1**

To ensure the safety of staff, visitors and pupils at school and to satisfy legal requirements for the provision of a safe working environment we will adopt a common sense approach to the clearance of snow and ice during periods of bad weather. This will enable us to consider the health, safety and well-being of all stakeholders. In order to adhere to these commitments we have produced this policy, a zoned gritting plan and a risk assessment.

Before the winter term we will ensure that we are fully equipped with appropriate snow clearing equipment and adequate stocks of rock salt / sand or grit. The Site Manager's duties will be re-arranged to ensure that the site remains safe during periods of bad weather. Hours may need to be reviewed in exceptional circumstances. The Site Manager will, if possible, upon request from the SBM arrive at school earlier than normal to help clear the school for opening in adverse weather conditions.

We have a gritting plan in place which highlights areas to be cleared. With this in mind it may be necessary for the normal entrance route to be temporarily closed and alternative entrance and exit arrangements put in place if conditions are too extreme. This will be communicated via Parentpay to parents and staff. When changing entrance locations, we will ensure staff are on hand to meet children at the new locations. Parentpay communication will be the responsibility of the SBM and in their absence, the Headteacher will issue instructions on communications to be issued.

### **Snow/ice clearance priorities:**

1. Pathway from pedestrian gate to main entrance at the front of the school (including kitchen entrance). The school grit bin is located in this year.
2. A pathway from the staff car park car gates to pedestrian gate to be cleared of snow and gritted. This will create a clear pathway for staff to make their way through car park to the pavements outside the school.

3. The car park must then be cleared of snow/ice and fully gritted as a priority.
4. The public pavement between the school car park pedestrian entrance and the main school gates entrance (by the children's centre) is to be cleared and gritted, as appropriate, by the site manager.
5. Path immediately in front of the KS1 doors, the path to reach this from the front yard and through to minor street by the red fenced area. The rest of KS1 playground to be taped off if icy conditions apply, which will only be removed following a risk assessment by the site manager or SLT colleague or the KS1 unit leader.
6. Path from pedestrian gate through KS2 playground to all 3 internal entrances.
7. A priority is that each playground must have an area cleared (prior to pupil entry) to allow for safe pupil and staff assembly in the event of an emergency building evacuation. We understand this is a legal (and moral) obligation and part of our overall safeguarding programme.
8. All paths to be highlighted with cones if available to highlight the path to be followed.

**Alternative entrance use:**

If alternative entrances e.g. front reception yard have to be used for pupil entrance, pupils will need to be lined up in class order to allow for safe entry. However, dependent upon the prevailing weather conditions, this may need to be changed at the discretion of the SLT member on duty at the door,

**First break time (approx. 10:20)**

In icy/snow conditions, the Site Manager will have attempted to clear/grit as much of the playgrounds as possible prior to 10:00. At 10:00 a risk assessment will need to be made by the Site Manager for each playground to:

- Allow full play
- Allow restricted play (with part(s) of the playground(s) cordoned off)
- Advise conditions allow no outdoor play.

These risk assessment decisions will be displayed on the playground notice boards in KS1 and KS2.

**Lunch breaks:** The site Manager finishes his first shift at 10:50 and therefore Lunch time breaks risk assessments will need to be conducted by a member of the Senior Leadership team. The play “notice board” advice will automatically be left at that showing for first break, until changed by a member of the SLT.

**Site Manager will:**

- Be responsible for the immediate clearance of snow and ice in designated areas, in line with this policy and the gritting plan.
- Ensure that adequate supplies of all materials needed for snow and ice clearance are in stock.
- Communicate to the SBM the immediate site situation when ice and/or snow are on the ground.
- Clear a pathway through snow and ice of a width suitable to allow access for pedestrians, pushchairs and wheelchairs using a snow scraper or shovel .

**Once the path has been cleared.**

- Ensure that main school entrance paths are clear by 7:30am at the latest.
- This pathway from the pedestrian gate to the main ,if necessary, will become the main school entrance way for all children. This will be communicated by Text via Parentpay to parents and staff.
- Rock salt or grit will be used to assist in providing extra grip.
- Paths will be regularly checked throughout the day to ensure re-freezing or further snow coverage has not occurred.
- If it has areas will be re-cleared and gritted as necessary.
- A Record when and where has been gritted on the log sheet held in the office.

**All staff will:**

- Report any situation to the headteacher or SBM where they feel this policy is not being carried out.
- Be responsible for safeguarding their own and colleagues health and safety in bad weather.

- Wear footwear / clothing appropriate to the conditions.
- Liaise with senior management before home time and adopt an exit plan which is appropriate to the conditions.

In severe weather conditions this may mean staff bringing KS1 (and possibly older ) children to parents and carers who will wait outside of the main entrance.

**All parents / carers will:**

- Read and adhere to guidance received by text or verbally from school staff.
- Alert any staff member of concerns they have regarding health and safety during adverse

weather.

**All pupils will:**

- Wear footwear / clothing appropriate to the conditions.
- Stay on cleared pathways at all times
- Follow all instructions provided by school