



SONNING CE PRIMARY SCHOOL

SNOW AND ICE - INCLEMENT WEATHER POLICY

Objective / Aims of Policy: This Policy aims to clarify procedures in the event of inclement weather conditions and works in conjunction with the school Emergency Closure Policy.

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Approval By	Premises Committee	Team Reviewing	Premises
Based on Model Policy?		Uploaded to eSchools	

Description: This Policy details the actions to be taken in the event of bad weather conditions which may affect the school day. It includes procedures to be followed/considered and highlights the health and safety and risk assessment elements. This Policy works in conjunction with the School's Emergency Closure Policy.

Version Control

Approved by	Date	Next Review due
Premises Committee & FGB	29 th November 2016	October 2022

SONNING CHURCH OF ENGLAND PRIMARY SCHOOL



SNOW AND ICE – INCLEMENT WEATHER POLICY

<i>Approved by FULL GOVERNORS</i>	<i>Date</i>	<i>Next Review due</i>
Version 1	29 th November 2016	October 2022

SONNING CHURCH OF ENGLAND PRIMARY SCHOOL

SNOW AND ICE POLICY

1.0 SNOW AND ICE CLEARANCE

1.1 Each year, many staff and members of the public suffer personal injuries as a consequence of slipping and falling on ice and snow.

1.2 The Health and Safety at Work Act 1974 and the Occupiers liability Act place a responsibility upon the employer, so far as is reasonably practicable, that the means of access and egress from its premises are maintained in a condition that is safe and without risk to either its employees or other persons.

1.3 The approved code of practice which supports the Workplace (Health, Safety and Welfare) Regulations states that "arrangements should be made to minimise risks from snow and ice. This may involve gritting, snow clearing and closure of some routes....."

1.4 It is a popular misconception that an occupier cannot be held liable for failing to clear snow / ice, but can be held liable once an attempt at clearance has been made and then someone is injured. The true position is that an occupier can be held liable for 'failing to act reasonably' in order to prevent accidents.

1.5 Heads of establishments are responsible for ensuring that the means of access to their establishment is safe for both employees and visitors and that adequate arrangements are made to ensure that the risks from snow and ice are minimised. It is recognised that it is not possible to remove immediately every piece of snow or ice. It does however, require those responsible for premises to exercise careful judgement and prioritise de-icing and salting of key access routes.

1.6 All reasonable efforts should be made to ensure that the establishment remains open as normal.

1.7 Schools should follow the Snowline guidance for severe weather events that culminate in closure.

RISK ASSESSMENT

2.1 Headteachers and premises managers must ensure that a risk assessment is in place, which covers the hazards associated with snow and ice on their premises. See Appendix 1.

2.2 The following recommendations are provided as a guide to typical arrangements which should be in place. The Headteacher is responsible for reviewing and revising the arrangements as determined by their local risk assessment.

- Staff to be aware of their duties and responsibilities, it may be necessary for site staff to start work earlier on a particular day to commence a gritting plan.
- Adequate equipment available (including salt /grit, Rock salt for de-icing)
- Determine which access routes are the most used / important. Clear a path 1 metre wide from the site entrance to the main building entrance. Pathways leading from car parks to buildings, slopes and steps on route should be regarded as a priority. Treat cleared paths with salt/grit to maintain a clear pathway especially where temperatures remain below freezing. As time permits, other pathways to entrances and between buildings should be cleared and gritted.
- Appropriate checks to be made to ensure continued safety.

RISK ASSESSMENT

- Identify any particularly dangerous areas which require extra care and should be checked / treated more frequently e.g. steps, slopes, gullies which may be hidden etc.

- Consider the needs of any visitors with particular needs (elderly, disabled etc.)

2.3 Where the Headteacher has concerns over the safety of certain external pathways, circulation routes, playgrounds etc, it may be appropriate for affected areas to be taken out of use. If this is the case this must be marked clearly using signs/cones/tape to ensure everyone is made aware.

2.4 If playgrounds remain in use, supervision levels may need to be increased.

2.5 All staff should be aware of the risk assessment in place for snow and ice and take responsibility for following the designated paths and access routes when such conditions exist.

ROUTES TO SCHOOL DURING SEVERE WEATHER

3.1 The Headteacher will also consider how such weather may affect the operation of the school e.g. transport difficulties in getting to school and the availability of staff and other services.

3.2 Whilst walking routes to schools are increasing, it is not practical to undertake salting on footways, or roads, to all schools in the county. Those schools serving the highest numbers of pupils are those most likely to be serviced by scheduled bus services or high usage footways so are likely to receive pre or post salting.

COMMUNICATION TO PARENTS

In the event of school not opening (or opening late) or if the school were to be closed (or due to open late) we would send an SMS message to parents as soon as the decision not to open had been made. We would also notify the local radio stations and they would make an announcement. The local radio stations also give valuable information on the local traffic situation and any difficulties there may be.

In the event of heavy snow or adverse weather, a message would also be put on the school website (www.sonning.wokingham.sch.uk) by 8.30am and we would ask all parents to check this before leaving home. If there is no message on the website you should assume the school is open. We would aim for the school office to be manned from 8.00am, but would ask for your understanding if staff have been unable to get in to man the phones. We would always ask you to check the website rather than phoning the school. However, if your child walks to school on their own, you may wish to call the school to confirm arrangements for the day.

Local Radio Stations: BBC Radio Berkshire Frequency 104.1, 104.4, 95.4, 94.6 FM & DAB

Heart Frequency: 97.0, 102.9, 103.4 FM

Reading 107 Frequency: 107.0 FM

In the event of school closing during school hours.

If the decision is made to close the school during the day, we would send an SMS message to parents' and carers' mobile phones email and/or telephone. A message would also be put on the school website. If the school is to remain closed for the following day(s), please refer to the above procedure before leaving for school in the morning.

Sonning Church of England Primary School



Risk Assessment- Snow and Ice

Step 1 Identify Hazards	Step 2 Who could be harmed and how?	Step 3 Evaluate current control measures	Adequate or to be actioned	Action by	Date to be actioned	Date actioned
Slips, Trips and Falls	Employees, Pupils, Visitors	<ul style="list-style-type: none"> - Nominated member of staff to monitor weather conditions and anticipate when snow / ice clearance may be required. (may be necessary for them to start work earlier to implement procedures) - Prioritised areas for clearing of snow and gritting of paths, steps and slopes. (main access routes , paths from car parks to buildings etc to be dealt with ASAP) - Other areas cleared as time permits. - Direct access to the main entrance from the site access point is created (1 M wide) - Regular inspection of all areas and identification of those such as steps, slopes etc which may not be safe even when cleared. - Treat cleared paths with salt and grit if freezing temperatures continue. 				
		<ul style="list-style-type: none"> - Ensure all employees are aware of designated paths / access routes and take responsibility for using these. Reinforce this with pupils / visitors. - If slopes and steps remain in a dangerous condition it may be necessary to prevent access to affected area – cones / barrier/ tape etc. Where playgrounds remain slippery due to compacted snow / ice it may be necessary to accommodate pupils indoors at break time. If playgrounds remain in use supervision levels may need to be increased. 				

Manual Handling						
Physical exertion Back injuries, Strains/sprains	Site Staff	<ul style="list-style-type: none"> - Employees who are responsible for gritting / clearing paths have adequate equipment and clothing to carry out the work. - Ensure employees and volunteers clearing snow are physically capable, are fully briefed and have read the Risk Assessment. - Work at sensible pace and take frequent breaks - Training given in correct lifting techniques. - Appropriate footwear worn - Mechanical lifting aids available (trolleys, sack barrow etc.) 				
Third Party help using heavy equipment	Employees, volunteers	<ul style="list-style-type: none"> - Only work within a designated coned area - Designated area should be marshalled at all times - Follow safety instructions provided by lead member of school staff 				
Large number of third party helpers – inadequately briefed on safety	Employees, volunteers	If a general request for help is issued with the expectation of a large number of volunteers, Safety Guidelines should be attached to the request e:mail.				

STEP 4: Record This assessment has been carried out by:

Name		Job		Date	
Name		Job		Date	
Name		Job		Date	
Unless a change necessitates an earlier review, this assessment is due for review on:					