



# Evelyn Street Primary School

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Principal & CEO of WPAT:  
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Policy Title	Snow and Ice Policy
School/WBC (Adopted date)	School
This policy complies with Warrington LA guidance	Yes
Linked Polices:	Health and Safety
Written By	T. Hicks
Staff Approval Date	February 2017
FGB Ratification Date	February 2017
Signed by Chair of Governors	Nigel Spencer
Review Date	February 2018



# **Evelyn Street Primary School** **Snow and Ice Policy**

## **1.0 Policy Aims and Objectives**

1.1 Evelyn Street Primary School's policy aims to maintain safe access across the school site as far as reasonably practical within the resources available.

1.2 All reasonable efforts will be made to ensure the school remains open as normal and partial closure will always be considered before the decision is made to completely close the school.

On occasions adverse weather means that the school site is unsafe and poses health and safety risks to the school community.

Staff who live locally will be in school to keep the school open if at all possible.

A decision to close the school would never be taken lightly. This would involve both the Senior Leadership Team and Caretaker. The first consideration is always the safety of the children. In adverse weather conditions, where staff live some distance from school, the journey to school may be too hazardous for them to set out and, once here, equally hazardous for them to get home. They may also be affected by the closure of their own children's schools. Health and Safety risk assessments mean that we cannot open the school if there is insufficient staff to properly supervise the children.

A decision will be made before 7.00 am as to whether the school should be open or needs to be closed.

In the event of closure, the school will send text messages and emails via parent mail and also put a notice on the school website ([www.evelynstreetschool.co.uk](http://www.evelynstreetschool.co.uk)). We will always do everything in our power to avoid school closure.

## **2.0 Management Plan and Procedures**

2.1 A management plan has been devised together with a generic risk assessment to describe how the procedures will be implemented and put into practice in order to meet the aims and objectives of the policy.

2.2 Due to the expanse of the site it is recognised that it is impossible to immediately clear snow and ice from all the pathways. The procedures do however, require those responsible to exercise careful judgement in prioritising key access, egress and routes throughout the site as well as outline the responsibilities of all users to exercise their own initiative in ensuring their own and others safety during times of snow and ice in the school grounds.

## **3.0 Responsibilities**

3.1 Governing Body:

- Responsibility for this policy has been delegated to the Local Governing Body. In order to monitor and evaluate the effectiveness of the procedures in minimising the risks from snow and ice, the policy will be reviewed annually.

### 3.2 Principal:

- Ensure means of access and routes across the school are safe for employees, pupils and visitors and that adequate arrangements are made to ensure that the risks from snow and ice are minimised. In circumstances when safe access, egress and safe routes cannot be achieved, close or partially close the school and communicate the closure/partial closure to all relevant parties as soon as possible.
- Consider how snow and ice may affect the operation of the school e.g. transport difficulties in getting to school and the availability of staff and other services. Have a clear understanding of where staff are having to come from so that an assessment can be made as to whether we can have sufficient staff to ensure pupil safety.
- The Principal will liaise with the Caretaker by 6.30 am in the event of heavy snow. An assessment and risk assessment will be conducted by him as to whether the site can be sufficiently cleared and made safe. The Principal will then liaise with relevant SLT members and inform staff and parents by 7.00 am via the Office Manager who will publish the school closure or part closure on the school's website, send a message to parents via parent mail and email and text all staff. Updates regarding closure will be regularly issued thereafter.
- SLT will contact their Link departments/Heads of House then team leaders will ensure all their staff are aware. The Principal will also notify the Business and Finance Manager who will inform support staff team leaders who will do the same.

### 3.3 Business and Finance Manager via Caretaker

- Develop procedures and maintain records to include:
- Generic risk assessment for clearance of snow and ice from site and communicate procedures and methods of work to Premises staff.
- Site map detailing order of priority for clearing of snow and ice and communicate to Premises staff.
- Proactively monitor the weather forecast and initiate preventative measures to manage risks from snow and ice e.g. gritting/salting.
- Proactively monitor current conditions and react to changing priorities e.g. communicating temporary closure of playgrounds/pathways, amending/increasing working hours of Premises staff to deal with increased levels of snow and ice.
- Ensure sufficient supply of suitable equipment and salt grit/other materials are available in order to meet demand.

### 3.4 Premises Staff

- Commence the immediate clearance of snow and ice in designated areas, in line with the procedures.
- Ensure equipment provided to clear snow and ice is maintained in a satisfactory condition.
- Temporary closure of designated areas until cleared. Such areas should be clearly marked e.g. signage, tape etc needs to be readily available.

### 3.5 All Staff

- Be aware that when areas have had salt grit/other materials applied it is not a guarantee that the paths are completely safe or slip-proof; they should travel with caution when moving around site. Be aware of the risk assessment in place for snow and ice and take responsibility for following the designated routes when such conditions exist.
- Safeguarding their own, colleagues' and pupils' health and safety.
- Ensure appropriate footwear is worn to reduce the risk of slips, trips and falls.
- Report any internal wet areas/external icy patches to the Main Office who will inform the Premises staff to enable them to position wet floor signs/mop up any excess water/re-apply salt grit/other materials.
- Communicate to students the need to wear appropriate footwear in snow and ice and to exercise caution when moving around site.

## **4.0 Clearance Procedures**

- 4.1 During severe weather site staff will suspend their other duties and priority will be given to clearing snow and ice.
- 4.2 All site staff will be provided with suitable equipment and Personal Protective Equipment.
- 4.3 In order of priority shown on the site map, treat paths with salt grit/other materials to maintain safe access and routes across the site.
- 4.5 Where snow has fallen, clear a path 1 metre wide and treat cleared paths with salt/grit materials to maintain a clear pathway especially where temperatures remain below freezing.
- 4.6 Routes will be regularly checked throughout the day to ensure freezing or further snow coverage has not occurred. Additional care should be taken when clearing sloping pathways and steps, it may be necessary for safety reasons to consider the temporary closure of some non-essential areas of the premises (e.g. steep pathways, playgrounds etc.) to avoid risks of staff, pupils or visitors.
- 4.7 There is no advantage in applying grit salt grit/other materials to deep snow; this should be cleared from the past first.
- 4.8 When severe weather is forecast site staff will spread salt grit/other materials the night before as well as on arrival at 6 am or earlier by arrangement.
- 4.9 The gritting of roads and pavements outside the site are dealt with separately by the Highways Department.
- 5.1 The site will be cleared/gritted in the following order of priority:

## **Order of Priority**

1. Main car parks
2. Steps/slopes to Nursery. Reception main pedestrian entrance.
3. Pathway to reception
4. Pathway to all main entrances to other buildings
5. All other pathways around site
6. Playgrounds

## **5. Key Staff**

### **Key Contacts**

1. Louise Smith
2. Nikki Edwards
3. Melanie Greenwood
4. Clare Westwell
5. Kay Tobin
6. Emma Leigh
7. Sarah Irvine
8. Sharon Johnson
9. Arthur Simpkins