



SNOW AND ICE POLICY

<u>Status of Policy</u>	<u>Date</u>
Policy Reviewed	Spring Term 2018
Agreed by Governors	Spring Term 2018
Next Review	Spring Term 2019

Head Teacher Signature:

Date:

Chair of Governors Signature:

Date:

Aims and Objectives

East Herrington Primary Academy aims to maintain safe access, egress and routes across the academy site as far as reasonably practical within the resources available, however responsibility for safety in snow and ice conditions lies with adult individuals (whether employees, parents or visitors) as our best endeavours should not be taken as an absolute guarantee of safety.

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

Management Plan and Procedures

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.

Due to the expanse of the site it is recognised that it is impossible to immediately clear snow and ice from the many 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 academy's grounds. **Neither the Key Stage 1 and Key Stage 2 yards nor the car park will be cleared completely.**

Responsibilities

Governing Body

Responsibility for this policy has been delegated to the Governors' Finance and Premises Committee. 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.

Head Teacher

- Ensure means of access, egress and routes across the academy grounds 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 and with the agreement of the Chair of Governors, close or partially close the academy and communicate the closure/partial closure to all relevant parties.
- Consider how snow and ice may affect the operation of the academy e.g. transport difficulties in getting to academy and the availability of staff and other services.
- Advise parents and students of the risks during ice and snow and the importance of suitable footwear.

Office Manager

- Formulate a policy and risk assessment for approval by the Governors' Finance and Premises Committee which will enable the Head Teacher to fully discharge her responsibilities.
- Monitor the effectiveness of the policy and report any concerns to the Governors' Finance and Premises Committee.
- Liaise with the Site Manager regarding the generic risk assessment and site plan for the clearance of snow and ice from site, as well as the availability of resources.

Site Manager

- Agree a site map detailing order of priority for clearing of snow and ice with the Head Teacher and Office Manager.

- Proactively monitor the weather forecast and initiate preventative measures to manage risks from snow and ice.
- 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.
- The immediate clearance of snow and ice in designated areas, in line with the procedures and priorities shown on the site map.
- Ensuring 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.
- Maintain records of clearance and temporary closures on the daily caretaking sheets.

All staff

- Suitable clothing and footwear should be worn according to forecasted and actual weather conditions to reduce the risk of slips, trips and falls.
- Be aware that when areas have had salt grit or other materials applied it is not a guarantee that the paths are completely safe or slip-proof; please travel with caution when moving around site.
- When parking in the car park staff must use the nearest available cleared pathway to enter the building. As far as reasonably practicable within the resources available a pathway will be cleared in the car park to lead to a path.
- 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.
- Report any internal wet areas/external icy patches to the Main Office who will inform the Site Manager 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.

Clearance Procedures

- During severe weather site staff will suspend their other duties and priority will be given to clearing snow and ice.
- The Site Manager will be provided with suitable equipment and Personal Protective Equipment.
- In order of priority shown on the site map, treat paths with salt grit/other materials to maintain safe access, egress and routes across the site.
- Identify any particularly dangerous areas which require extra care and which should be checked/treated more frequently e.g. steps, slopes, gullies which may be hidden etc.
- Where snow has fallen, clear a path approximately 1 metre wide in order of priority shown on the site map and treat cleared paths with salt grit/other materials to maintain a clear pathway especially where temperatures remain below freezing.
- Routes will be checked before the end of the Site Manager's morning shift and throughout the afternoon shift 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 to staff, pupils or visitors. An assessment of the situation will be made by the Site Manager.

- To gain the most economical and environmental solution the minimum amount of salt grit should be used. As a guide a good handful is sufficient to treat 1m².
- There is no advantage in applying grit salt/other materials to deep snow; this should be cleared from the path first.
- When severe weather is forecast site staff will spread salt grit/other materials the night before as well as on arrival at 7am or earlier by arrangement.
- In extreme conditions the Site Manager will investigate the outsourced snow clearing services available in consultation with the Office Manager.
- The gritting of roads and pavements outside the site are dealt with separately by Sunderland City Council.

Indicative Site Map and Order of Priority for Gritting / Clearance of Routes



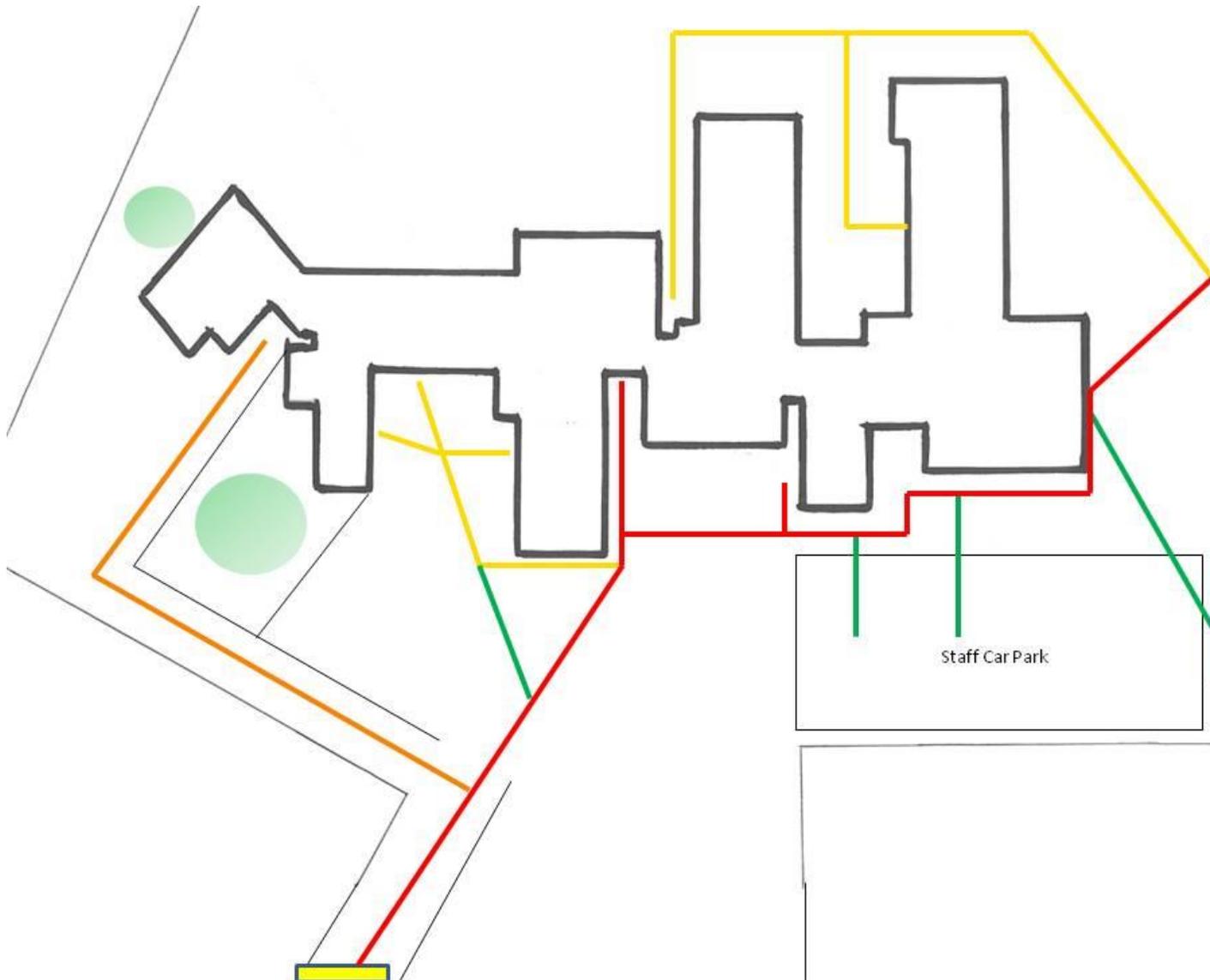
Priority 1 – Routes required for OOSC and Employees

Priority 2 – Route required for Nursery building (begins before main school)

Priority 3 – Route required for KS1 and KS2 children

Priority 4 – dependent on resources

Detailed Site Map and Order of Priority for Gritting / Clearance of Routes Around the Site



Priority 1- Routes from main pedestrian entrances at Charter Drive and Balmoral Terrace to the main office and OOSC entrances.

Priority 2 – Nursery pathway (pupils start their day before the primary school pupils).

Priority 3 – Routes into the KS1 and KS2 yards to primary school year group entrances.

Priority 4 – A pathway will be cleared from the vehicle entrance to the main office and the Nursery and Reception areas will be cleared dependent on resources available.

Risk Assessment

Hazard

SNOW AND ICE

People Affected

EMPLOYEES, PUPILS AND VISITORS, PREMISES STAFF

Risks and Controls

What are the hazards?	Who is at risk?	Control
Slips, trips and falls	Staff and visitors may be injured if they slip, trip or fall due to adverse weather conditions	<ul style="list-style-type: none">· Premises are cleared of ice and snow according to prioritised routes.· 'Caution Ice' signs are to be placed strategically at the main entrances to the academy and in other areas such as the KS1 and KS2 yards· 'Wet Floor' signs placed in corridors inside the building on non-carpeted surfaces· Barrier matting in place at all entrances
Slips, trips and falls	Premises Staff	<ul style="list-style-type: none">· Appropriate outdoor shoes worn· Adopt route which minimises the need to walk over un-cleared areas, clearing heavily used paths first
Manual Handling	Premises Staff	<ul style="list-style-type: none">· All premises staff training in manual handling techniques and training is updated on a regular basis· Where necessary / possible, purpose built push or motorised equipment will be used e.g. salt spreader
Exposure due to low external temperature	Premises Staff	<ul style="list-style-type: none">· Protective warm clothing including hat and gloves worn· Take regular breaks
Injury caused by salt when spreading	Premises Staff	<ul style="list-style-type: none">· Appropriate, thick gloves to be worn
Exhaustion	Premises Staff	<ul style="list-style-type: none">· Take regular breaks