



Queen's Hill Primary and Nursery School Snow and Ice Policy

1.0 Policy Aims and Objectives

1.1 Queen's Hill Primary and Nursery 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. We will consider providing a child care only service if applicable and reasonably practical.

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 Site Manager. 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 7.30am as to whether the school should be open or needs to be closed.

In the event of closure, the school will put a notice on the school website and post a message on Radio Norfolk.

We will always do everything in our power to avoid school closure.

2.0 Procedures

2.1 A generic risk assessment is used 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 recognized 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 prioritizing key access 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.

2.3 The site manager will grit major access routes as far as reasonably possible given the constraints of time and space. If the site manager is unable to grit an area, and he deems the area to be a hazard, that route will be closed off to parents and children.

3.0 Responsibilities

3.1 Governing Body:

Responsibility for this policy has been delegated to the Governors' Premises Committee. In order to monitor and evaluate the effectiveness of the procedures in minimizing the risks from snow and ice, the policy will be reviewed annually.

3.2 Headteacher:

Ensure means of access, egress 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 minimized. 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. Have rehearsed a number of scenarios in terms of the number of staff we would need to keep school open.

The Headteacher will liaise with the site manager by 7.30am 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. She will then liaise with relevant SLT members and inform staff and parents by 7.45am via the Office Manager/Librarian who will publish the school closure or part closure on the school's website, and text staff following the closure procedure flow chart. Updates regarding closure will be regularly issued thereafter.

SLT will contact their team to ensure all their staff are aware.

3.3. Site Manager

The site manager will develop procedures and maintain records to include:

Generic risk assessment for clearance of snow and ice from site and communicate procedures to staff.

Site map detailing order of priority for clearing of snow and ice and communicate to 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 Teaching Staff

Staff will be responsible for monitoring and assessing snow and ice on the playground. They will conduct visual risk assessments to ensure the playground is fit for children to play.

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 students' 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, egress and routes across the site.

4.5 Where snow has fallen, clear a path 1 meter wide in order of priority shown on the site map 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 path 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 7am or earlier by arrangement.

4.9 The gritting of roads and pavements outside the site are dealt with separately by the Highways Department.

5.0 Site Map and Order of Priority for Application of Salt/Grit/Other Materials

5.1 The site will be cleared/gritted in the following order of priority:

- Pathways to front entrance
- Pathway to rear entrance
- Pathway next to the Studio
- All other pathways around site
- Playgrounds

6.0 Risk Assessment	
1. Hazard	2. People Affected
Snow and ice	Employees, students and visitors Premises staff
3. Risks and Controls	
Risks to Employees, Students and Visitors	
Risk	Control
Slips, trips and falls	<ul style="list-style-type: none"> · Staff are aware of the Snow and Ice Policy, risk assessment, procedures and routes to be followed and reinforce these to students and visitors. · Barrier matting in place at all entrances.
Risks to Premises Staff	
Risk	Control
Manual Handling	<ul style="list-style-type: none"> · All staff training in manual handling techniques. · Where possible, purpose built push or motorized equipment used i.e. spreader and snow plough.
Exposure due to low external temperature	<ul style="list-style-type: none"> · Protective, warm clothing including hat and gloves worn. · Take regular breaks.
Slips, trips and falls	<ul style="list-style-type: none"> · Snow and ice over shoe protectors issued. · Adopt route which minimizes the need to walk over uncleared areas, clearing heavily used paths first.
Injury caused by salt when spreading	<ul style="list-style-type: none"> · Goggles and cut resistant insulated gloves worn.
Exhaustion	<ul style="list-style-type: none"> · Take regular breaks.