



POLICY:	CLEARING OF SNOW AND ICE
COMMITTEE:	PREMISES, HEALTH & SAFETY
MEMBER OF STAFF RESPONSIBLE:	CELINE HAWKINS
GOVERNOR RESPONSIBLE:	SCOTT MOFFAT
LAST UPDATED:	JANUARY 2023
REVIEWED:	JANUARY 2023
NEXT REVIEW DUE:	JANUARY 2024

## High Wycombe Church of England School

### Policy for the Clearing of Snow and Ice

#### Introduction

Health and Safety legislation as well as other Acts of Parliament requires employers and owners of buildings to ensure, so far as is reasonably practicable, that safe access and egress is available to and from premises. Whilst this policy predominantly relates to the clearance of snow, ice caused by frosty conditions should also be taken into account when assessing the safety of the school environment.

#### Responsibility for Reviewing and Implementation

This policy has been written by the Health and Safety Committee, using guidance from the Bucks County Council Health & Safety Handbook, Section 4.4: Clearing of Snow and Ice, Salting and Gritting.

The Policy for Clearing Snow and Ice falls under the remit of the School's Premises, Health & Safety Committee, and will be reviewed annually in the Autumn Term.

During adverse weather conditions, the responsibility for organising the clearance of snow and ice and the spreading of rock salt / grit rests with the Headteacher. The Headteacher may however delegate responsibility to other members of staff, who will then be responsible for the allocation of resources for the clearance of the snow and application of rock salt / grit.

Details of the safest routes to enter and exit the premises should be brought to the attention of all persons using the premises. (Temporary signs denoting safe routes may be necessary).

The Site Manager is responsible for :-

1. Ensuring that the school is fully equipped with appropriate snow clearing equipment, has adequate supplies of rock salt / grit, and that relevant staff have suitable protective clothing.
2. Drawing up and reviewing annually, instructions / plan for premises winter clearance and salting / gritting. This should identify priority and secondary areas for clearance.

3. Identifying and nominating appropriate staff to delegate snow and ice clearance to, taking into account their fitness and the physical nature of the task, the significant need for the moving and handling of snow, salt/grit, tools etc.
4. Carrying out a formal snow clearance / salting / gritting risk assessment in advance of bad weather. This RA must include references to manual handling issues, personal protective equipment for staff and how the school will communicate with staff, pupils, parents and visitors the safe access routes to and from the premises.

### **Instructions / Plans for the Clearance of Snow**

The main priority will be for clearing snow and applying salt/grit to the main access pathway(s) to the school. Consideration should also be given to emergency escape routes which should be kept reasonably clear for evacuation purposes, if it is feasible to do so.

### **Priority Areas for Clearance of Snow and Application of Salt / Grit**

See Appendix 1 – Plan of School, Priority Areas for Snow Clearance and storage of Equipment

The Plan also indicates where all necessary tools / equipment needed for snow clearance and salting are located.

If there is early warning of snow or icy conditions e.g. via local radio or television, the Headteacher or delegated persons may wish to consider arranging for priority areas to be salted / gritted in advance e.g. previous afternoon/evening.

Arrangements should be made for access routes to be inspected regularly following the salting / gritting to monitor its effectiveness and apply more salt/grit if required. It is suggested that inspections be done at the start of the day, before lunch and before end of the school day. The results of all such inspections should be recorded on the attached log (see Appendix 2). Completed logs should be archived in the Health and Safety Inspection Manual.

Where practicable all staff, pupils, parents and visitors should be reminded of the need to wear appropriate clothing and footwear when coming to the school in severe weather conditions, as it will not be possible to clear all snow and ice from the school premises.

### **Supply and Storage of Salt / Grit**

The Site Manager is responsible for making arrangements to ensure that a sufficient supply of rock salt is available for use by designated staff at the start of the cold season. Supplies should be ordered well in advance of adverse weather conditions.

An appropriate storage location will enable a reasonable amount of rock salt to be kept on site ready for use. This location should be suitably accessible in bad weather, but not accessible by pupils.

### **Clearance**

A pathway of at least one metre wide should be cleared; this will allow suitable access for pedestrians and pushchairs/ wheelchairs. Snow and ice should be completely removed using a suitable snow scraper or shovel, snow and ice should **NOT** be brushed, or dissolved using hot water, as this will make surfaces more hazardous. Once the path has been cleared rock salt should be used to assist in providing extra grip. During exceptional periods a mix of rock salt and sharp sand (grit) can be used.

Paths should be regularly checked throughout the day to ensure re-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, car parks, to avoid risks to staff, pupils or visitors. An assessment of the situation should be made by the delegated persons in conjunction with the Head Teacher.

All persons clearing snow should be provided with suitable snow scrapers, shovels, rock salt /sharp sand, protective gloves, footwear and clothing (i.e. high visibility vests), personnel should take regular breaks from the task.

### **Clothing**

Staff should wear suitable warm clothing; particularly those who might be working outside, Staff travelling to/from work by car are advised to take sensible precautions e.g. keep a blanket, mobile phone, shovel, food and a drink in their vehicles in the event of a breakdown or stoppage on their way to/from work.

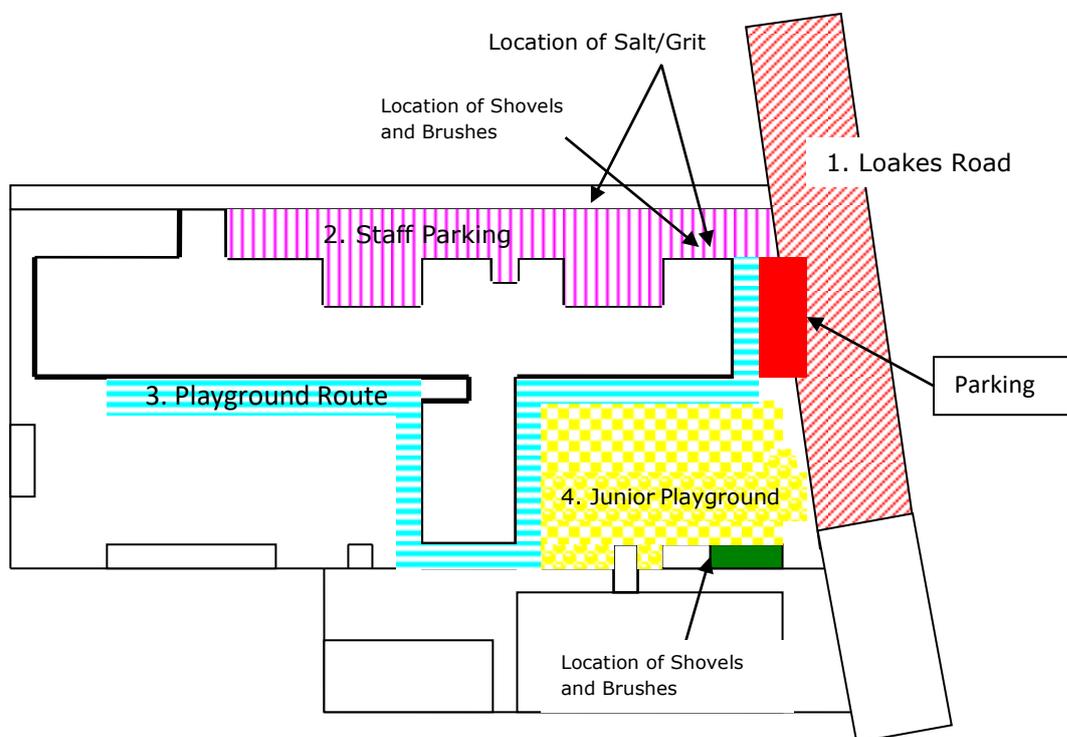
### **Vehicular Traffic**

Staff undertaking snow and ice clearance, need to be aware of traffic movements in their immediate vicinity, and to be able to take evasive action in the event that a car or other vehicle loses control on a slippery surface. To that end it is advised that staff face on-coming traffic, wear bright visible clothing e.g. reflective jackets or bands, do not cover their ears completely with ear muffs or hats or use earphones to listen to music. They should look and listen for traffic and have an escape route planned.

### **Very Severe Weather Conditions**

The Head Teacher should draw up plans, as part of the emergency procedures for the premises, on the action to be taken in the event of immediate or predicted severe weather e.g. deep snow or severe cold. This may involve general criteria of closing the building and arrangements for sending pupils home. (see Appendix 3).

**Appendix 1 – Outline map of premises, showing priority areas to be cleared & location of relevant equipment**



**1. Loakes Road** - from the junction with Alexandra Road up to and including the entrance to the Junior Playground, and the parking spaces in front of the main school entrance.

**2. Staff Parking** - along the rear of the school building, and all steps into the school.

**3. Playground Route** - pathway from Loakes Road, into the Junior Playground, along to the entrance by the School Hall, then around the hall block, passed the entrances to the Music Room, Y2, Infant Library and Y1.

**4. Junior Playground** – clear remainder of Junior playground if resource and time allows.

**Appendix 2 – Inspection Form for use in snow or icy conditions**

<b>Date and Time of Inspection</b>	<b>Inspected by</b>	<b>Results</b>	<b>Remedial Action Required</b>

### Appendix 3 – Action Timeline

Action	When	Completed	By
Policy and Appendices checked and updated	Autumn Term	First half term	M.Gomm/HT
Check and replenish stock required for snow	Autumn Term	First half term	M.Gomm
Update Staff Weather Contingency Plan (Appendix 4)  Work out how many would be able to get in by foot and who they are	Autumn Term	November	M.Gomm
Overview of numbers on 'g' ready for adverse weather	Autumn Term	November	M.Gomm
Snow Procedure (Appendix 5) copied to all staff and Appendix 6 (Confidential) attached for CT/SM/SLT/S Admin	Autumn Term and when snow warnings	November	M.Gomm
Snow Activities ready to be added to website (Appendix 7)	Autumn Term	November	Class Teacher
Update/add notice to website re: Adverse Weather and School Closure	December and/or as dictated by weather conditions	As required	M Gomm /Office

## Appendix 5 – Adverse Weather Procedure.

- Once snow warnings are evident the Site Manager/Headteacher agree planned action and how we will communicate or consider possible actions **ie: snow fallen overnight/school has been closed need to clear ready for Monday**
- **Staff responsibility in this situation is:**
  - ❖ to be checking their emails/phones for update regarding opening and times
  - ❖ to be clear on the snow procedures and their roles within it
  - ❖ allow time for slower journeys
  - ❖ work to the contingency plan ie: walk and be in to receive children and the normal unless informed otherwise
  - ❖ Action **Appendix 7** – ‘Snow work onto website’
- **Remote actions:**
  - HT follows agreed plan and informs relevant personnel of decision
  - Website/texts updated for Parents/LA by Headteacher if out of school hours (SLT in her absence)
- **Staff and all stakeholders will be informed by text/email of the decision to open or close. The procedure should then be followed by all.**
- Caretaker will attend the school to assess, aiming to arrive by 0730 hrs. This may be later if the adverse weather condition were not expected in advance.
- Upon arrival the Caretaker will contact Head Teacher to update on local road and pavements and of the conditions at the school and Loakes Road.
- Caretaker to also report on school utilities and heating system.
- **If school is closed** then a text/email update will be sent as soon as we know
- Caretaker/Site Manager will start to clear snow and/or distribute salt and grit as appropriate. Other members of staff will be utilised where possible on their arrival, but only if they feel able to and are dressed appropriately.
- The contingency plan will be used to assess who is able to attend on time and Head Teacher is to be kept updated.
- On arrival, the Office Staff will make contact with Site Manager/Caretaker regarding roles
- SLT will assess the situation and allocate teachers/staff to classes

- During the day Office staff will ensure that the School Web site is kept up to date with the status of the School.
- Office staff or the Head/SLT (as detailed above) will ensure that the BCC Schools Web is updated with the status of the school, this can for example be 'OPEN as normal' – 'Closed due to .....
- Any decision to close the school or delay the start of school for pupils will be made after obtaining full details regarding but not restricted to: Local road and infrastructure conditions, conditions in Loakes Road and at the school, adequate heating and power at the school, sufficient staff available. This decision will be made by the Head Teacher in consultation with the Chair of Governors and the Senior Area Adviser.