

School Closure Policy – Adverse Weather

**North
Walsham**
High School

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Documents:	NWHS School Closure Policy – Adverse Weather
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1. AMENDMENT HISTORY

Author	Version	Reason	Date

2. LINKED DOCUMENTS

Title	File Name	Location

3. POLICY AIMS AND OBJECTIVES

North Walsham High School's policy aims to maintain safe access, egress and routes across the School site as far as reasonably practical within the resources available.

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.

4. 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 on all sites. 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.

5. RESPONSIBILITIES:

Governing Body

- Responsibility for this policy has been delegated to the Head Teacher
- The effectiveness of these procedures in minimising the risks from snow and ice will be judged through and in conjunction with the Annual Accident Analysis.

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Head Teacher

- Formally review the policy on a tri-annual basis.
- 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 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 School and communicate the closure/partial closure to all relevant parties.
- 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.
- Advise parents and students of the risks during ice and snow and the importance of suitable footwear.

Business Manager

- Formulate a policy and management plan for approval in the first instance by the Board of Governors, which will enable the Principal to fully discharge his responsibilities as described in the paragraph above.
- Monitor the effectiveness of the policy and management plan and report any concerns to the Board of Governors.
- Include information regarding the effectiveness of this policy and management plan in the Annual Accident Analysis.
- Amend the procedures as required.

Media Lead

- Should be notified with immediate effect and all local media and radio stations informed of the closure. This will also be replicated on Facebook, Twitter, FROG and through Text message.

Site Manager

- 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.
 - Written and recorded 'day specific' 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.
- 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.

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Premises Staff

- The immediate clearance of snow and ice in designated areas, in line with the procedures and 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

- 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; please 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.

6. CLEARANCE PROCEDURES

During severe weather site staff will suspend their other duties and priority will be given to clearing snow and ice

All staff 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 should be checked/treated more frequently e.g. steps, slopes, gullies which may be hidden etc.

Where snow has fallen, clear a path 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 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 to staff, pupils or visitors. An assessment of the situation will be made by the Facilities 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 6am or earlier by arrangement.

In extreme conditions the Facilities Manager will investigate the snow clearing services at the local authority.

The gritting of roads and pavements outside the site are dealt with separately by Norfolk County Council.

ANNEX A – 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	Staff 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	All staff training in manual handling techniques.
	Where possible, purpose built push or motorised equipment used, i.e. spreader and snow plough.
Exposure due to low external temperature	Protective, warm clothing including hat and gloves worn.
	Take regular breaks
Slips, trips and falls	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	Goggles and cut resistant insulated gloves worn.
Exhaustion	Take regular breaks.