



Plan for the Clearing of Snow and Ice, Salting and Gritting

1.0 Purpose

- 1.1 Health and Safety legislation and other Acts of Parliament require us to ensure, so far as is reasonably practicable, safe access to, and exit from, premises.
- 1.2 The purpose of this plan is to maintain safety during frosty, icy and snowy weather.

2.0 Responsibilities

- 2.1 School governors are responsible for agreeing a plan for the clearance of snow and ice and the spreading of salt/grit/sharp sand. This plan is agreed with other users of the school site including **the Pre-School building** and the Out of School Club. The plan will be reviewed by the Finance & Resources Committee annually at their autumn term meeting.
- 2.2 The Headteacher is responsible for ensuring that the plan is clearly communicated to parents, children and staff and that everyone is reminded of the plan before the onset of the winter months. Attention should be drawn to safest ways of entering and leaving the premises in the event of bad weather.
- 2.3 During adverse weather conditions, the Headteacher is responsible for organising the clearance of snow and ice and the spreading of salt/grit/sharp sand.
- 2.4 The Headteacher may delegate the responsibility for arranging for clearing of snow and ice and salting and gritting to a responsible member of staff who should determine how on site resources are best used and prioritise areas for snow and ice clearance and the application of salt/grit.

The person to whom this responsibility has been delegated is:

Chris Bonny – School Caretaker.

3.0 Bad Weather Procedures

- 3.1 A simple plan of the school will be maintained showing the routes that will be cleared and monitored. This plan is kept in a "Snow and Ice" folder along with details of staff responsible, written instructions, inspection log, location of tools equipment, details of suppliers of salt and grit etc.
- 3.2 The priority will be to clear snow and applying salt/grit to the main access pathways to the school, **the Pre-School building** and the Out of School Club as marked on the plan. Other areas, such as routes to the car park, will be cleared on a best endeavours basis but this cannot be guaranteed.
- 3.3 Snow and ice clearing duties should, as far as possible, be counted as part of normal working hours of caretaking staff and as such, other non-essential duties may have to be

left. However, governors accept that it may be necessary for a small amount of overtime in the early morning to ensure that children can access the Out of School Club from 8am.

- 3.4 During bad weather priority areas will be inspected before the start of the school day (prior to 8am) before lunch and before the end of the school day.
- 3.5 As soon as snow or icy conditions are forecast, priority areas will be salted and gritted. However, these routes will still need to be inspected each morning before school and towards the end of the school day to ensure that the work continues to be effective.
- 3.6 All should be aware that whilst Main Road is on the council's gritting route, Kilnwood is the property of the RAF and is not gritted in icy conditions. The school is not responsible for gritting on Kilnwood and that fact that it is not gritted will be taken into consideration when decisions are made to close the school due to adverse weather conditions.

4.0 Salt and Grit Supplies

- 4.1 Buckinghamshire County Council recommend that salt/grit mix is the most effective and economical method of over-coming slippery conditions. Sharp sand can be used as a substitute for rock salt.
- 4.2 The Headteacher is responsible for making arrangements to ensure that a sufficient supply of salt/sharp sand and grit 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.
- 4.3 A salt/grit bin is found by the main doors in from the playground and top up supplies are kept in the boiler room. The gritting machine is kept in the Boiler Room.

IMPORTANT

We have been advised of at least one instance of pupils in a first school picking some crystalline salt granules off the playground and tasting them, thinking they were snow or ice particles. Because of this risk we will therefore use salt/grit mixture or sharp sand rather than pure crystalline salt for treating icy surfaces. The Headteacher of the school and the Chairman of Little Ash Pre-School and the Out of School Club are responsible for ensuring that their children are warned of this risk accordingly.

5.0 School Closure Due to Bad Weather

- 5.1 The decision about a school closure is the responsibility of the Headteacher having, as far as reasonable and practical, consulted fully with the Chairman of Governors and the Area Operations Manager (School Improvement). Where, for whatever reason, consultation is not possible, the Headteacher can make that decision alone, but should notify the Chairman of Governors and the Area Operations Manager (School Improvement) as soon as possible. The decision is never taken lightly and at all times the safety of pupils, parents and staff will be of primary importance.

The decision will be based on:

- a) the current prevailing weather conditions in the area
- b) local forecasted weather for the following 24 hours
- c) the distance that staff have to travel to the school and the possible risks to them of undertaking the journey in hazardous conditions
- d) any severe weather warnings issued by the County Council
- e) other known local factors such as gritting of Main Road, whether the busses are running

(a good indication of the safety of routes up to Walter's Ash).

- 5.2 The decision to close the school premises will be posted on the Buckinghamshire County Council and school web sites giving as much notice as is possible in the circumstances.
- 5.3 The following contacts will be notified personally by the Headteacher or Chairman of Governors:

Out of School Club Wendy Dyne (Supervisor) 01494 564704
 Shannon Dyne (Deputy)

Approval

This policy has been discussed by the Governing Body and was approved at their meeting on 15 Nov 2018 minute 10

Date for next review: Autumn Term 2019

Committee responsible: Finance & Resources