

WEST HATCH HIGH SCHOOL



THE BEST THAT I CAN BE

Snow & Ice Policy

Policy reviewed in December 2022

Signed

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West Hatch High School Snow and Ice Policy

1.0 Policy Aims and Objectives

- 1.1 West Hatch High 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.

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 Head Caretaker. 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 7.00am as to whether the school should be open or needs to be closed.

In the event of closure, the school will send text messages and emails via PS Engage and My Edd App and put a notice on the school website (www.westhatch.net)

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

- 1.3 If school is closed online lessons will take place following the usual school day timings but lessons will only be 50 minutes long. See below;

Monday, Wednesday, Thursday and Friday online lesson timings

| Time | Period |
|------------------------------|-----------------|
| 09:10 – 10:00 | Period 2 lesson |
| 10:10 – 11:00 | Period 3 lesson |
| 11:00 – 11:30 | Break |
| 11:30 – 12:20 | Period 4 lesson |
| 12:30 – 13:20 | Period 5 lesson |
| 13:20 – 14:15 | Lunch |
| 14:15 – 15:05 (all years) | Period 6 lesson |

Tuesday online lesson timings

| Time | Period |
|------------------------------|-----------------|
| 8.40-9.30am | Period 2 lesson |
| 9.40-10.30am | Period 3 lesson |
| 10.30-11am | Break |
| 11-11.50am | Period 4 lesson |
| 12-12.50pm | Period 5 lesson |
| 12.50-1.45pm | Lunch |
| 1.45pm-2.35pm (all years) | Period 6 lesson |

- 1.4 West Hatch have a Snow Day timetable in place so that should a part day closure be required, for example to ensure the site is safe to access, the school will open and close at the times listed below.

| | |
|---------------|--|
| School starts | 09:55am |
| Period 3 | 10.00am – 11.00am |
| Period 4 | 11.00am -12.00am |
| Lunch | 12.00pm – 12.30pm (This will be a grab and go lunch) |
| Period 5 | 12.30pm – 1.30pm |
| Period 6 | 1.30pm – 2.30pm |
| School ends | 2:30pm |

2.0 Management Plan and Procedures

- 2.1 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.
- 2.2 Due to the expanse of the site it is recognised 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 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.

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 minimising 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 minimised. 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 for KS4 and 5.
- The Headteacher will liaise with the Head Caretaker by 6.30am 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 7.00am via the Office Manager who will publish the school closure or part closure on the school's website, send a message to parents via KeepKidsSafe and email and text all staff. Updates regarding closure will be regularly issued thereafter.
- SLT will contact their Link departments/Heads of House then team leaders will ensure all their staff are aware. The Headteacher will also notify the Business and Finance Manager who will inform support staff team leaders who will do the same.

3.3. Business and Finance Manager via Head Caretaker

- 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.
 - 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 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 Premises Staff

- Commence the immediate clearance of snow and ice in designated areas, in line with the procedures and shown on the site map.
- Ensure 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 needs to be readily available.
- Maintain records of clearance and temporary closures on the daily caretaking sheets.

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 metre 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.

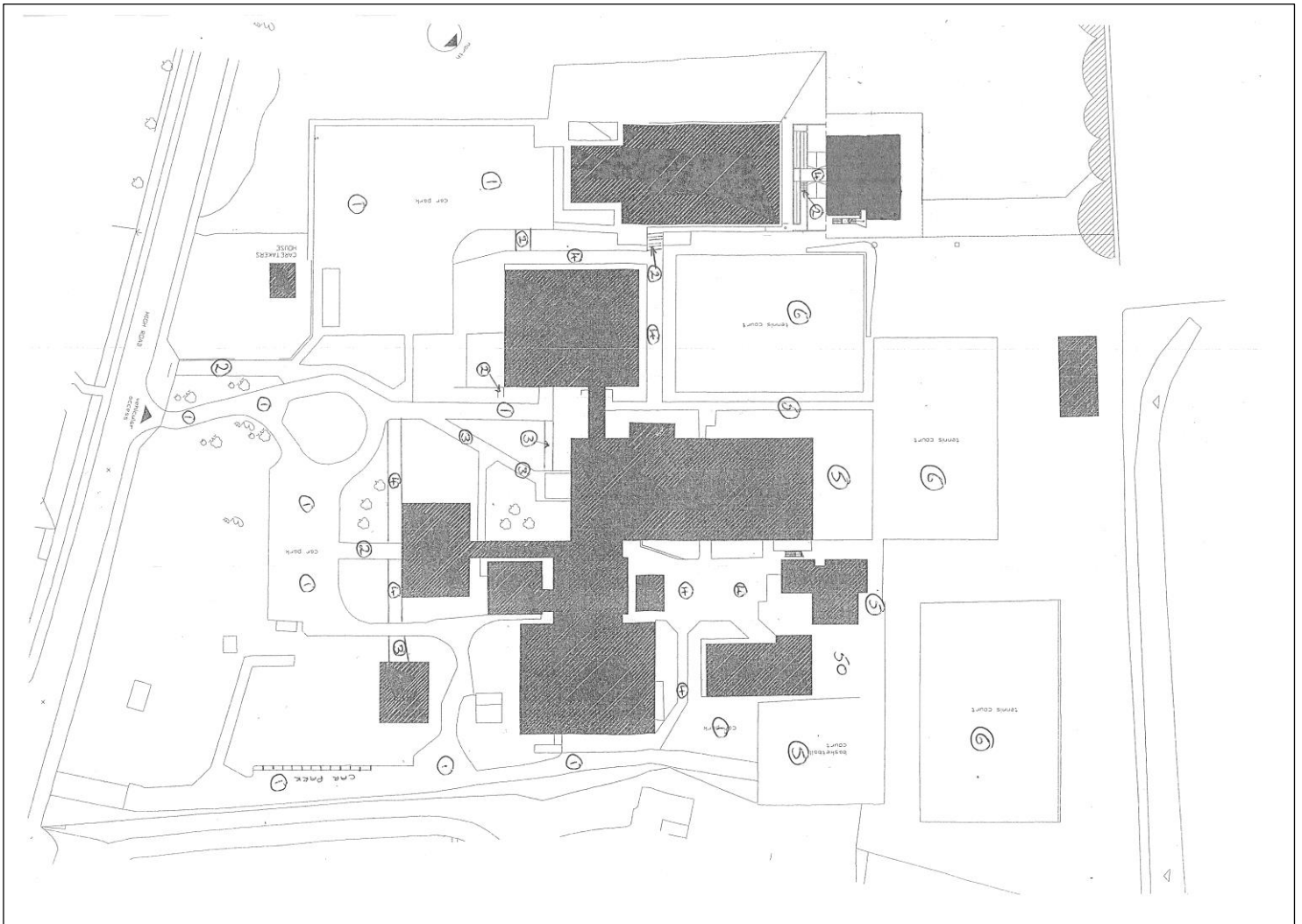
4.7 There is no advantage in applying grit salt grit/other materials to deep snow; this should be cleared from the past first.

4.8 When severe weather is forecast site staff will spread salt girt/other materials the night before as well as on arrival at 6am 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:



1. Main carpark
2. Steps/slopes to English, delivery bay, Design Tech pathway to carpark, Drama steps, main pedestrian entrance slope to C block
3. Pathway to reception
4. Pathway to all main entrances to other buildings
5. All other pathways around site
6. Tennis courts/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 motorised 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. |