

POLICY:

GRITTING AND SNOW CLEARANCE POLICY

PERSON RESPONSIBLE: B MANEK

MONITORING: J BAILEY

DATE: September 2017

REVIEW DATE: September 2018

RATIONALE

Ensure that the school premises are safe for staff and students.

PURPOSE

To provide clear guidelines to staff, students and parents/carers on procedures followed by the school during bad weather.

CONCLUSION

Observation of working practice will safeguard the well-being of staff and students.

WORKING PRACTICE: GRITTING AND SNOW CLEARANCE POLICY

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The approved code of practice which supports the Workplace (Health, Safety and Welfare) Regulations states that “arrangements should be made to minimise risks from snow and ice”. This may involve gritting, snow clearing and closure of some routes to ensure all reasonable efforts will be made to ensure that the school remains open as normal.

The Business Manager will ensure that the site team are clear about their responsibilities during winter weather. Instructions will be given to ensure that gritting, snow clearing and, in extreme cases, closure of certain routes is carried out to the plan as necessary. It may be necessary for the site team to start work earlier on a particular day to commence a gritting plan and this is included in the communication and planning process with staff.

Outline plan for gritting and snow clearance

A plan for the gritting of site is attached, indicating the priority areas and will cover the following:

- Clearing a path 1 metre wide from the site pedestrian entrance to the main building entrance.
- Pathways leading from car parks to the building.
- Treating cleared paths with salt/grit to maintain a clear pathway especially where temperatures remain below freezing.
- Slopes and steps are regarded as a priority.
- As time permits, other pathways to entrances and between buildings will be cleared and gritted (refer to plan).
- Car parks may be considered for clearing or gritting depending upon site specific risk assessment.

Where the Headteacher or the Business Manager has concerns over the safety of certain external pathways, circulation routes, playgrounds etc, it may be appropriate for affected areas to be taken out of use, to carry out snow clearance, increase gritting. If there is a requirement to prevent access to paths, slopes, steps or other areas then this will be marked clearly using signs/cones/tape to ensure everyone is made aware.

Any winter weather procedures including local site plans for gritting, snow clearance and other winter weather issues must be communicated to **all staff**. This must include staff who will take responsibility for carrying out procedures such as gritting, snow clearance, etc. and all other staff who may be affected by the winter weather conditions.

Letting and Community use of buildings

Where the premises are used by organisations outside normal working hours the Business Manager will provide the hirer with a copy of this policy.

Wet and decaying leaves

Fallen leaves that become wet or have started to decay can increase the risk of slipping in two ways, they hide any hazard that may be on the path or they themselves are slippery. A regular schedule for clearance of fallen leaves is in place to avoid a slipping hazard.

School closure

Should a decision be taken to close the school due to bad weather, the Headteacher will inform parents/carers via text, school website and “Emergency School Closure” web page on www.staffordshire.gov.uk/schoolclosures.

Staff will be informed by their line managers.

