



# Snow and Ice Policy

Status:	<b>NON STATUTORY</b>
Responsible person:	Headteacher
Responsible Governors' Committee:	Buildings and Grounds
Date first approved by Governing Body:	18 September 2013
Ratified date:	18 September 2018
Review date:	September 2020

Signed .....M Neale Chair of Governors

Date.....19 September 2018

# **Penkford School**

## **Snow and Ice Policy**

### **1.0 Policy Aims and Objectives**

- 1.1 Penkford School policy aims to maintain safe access, egress and routes 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 .

### **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 It is recognised that it is impossible to immediately clear snow and ice from the many pathways on site. 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, Health and Safety 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 at the first meeting of the Autumn Term.

#### **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 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.

### 3.3 **Office Manager –**

- Formulate a policy and management plan for approval by the Governors' Premises, Health and Safety Committee which will enable the Headteacher to fully discharge their responsibilities as described in paragraph 3.2.
- Monitor the effectiveness of the policy and management plan and report any concerns to the Governors' Premises, Health and Safety Committee.
- Develop procedures and maintain records to include:
  - Site map detailing order of priority for clearing of snow and ice and communicate to Premises staff.

### 3.4 **Caretaker –**

- Ensure sufficient supply of suitable equipment and salt grit/other materials are available in order to meet demand.
- 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
- 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.

### 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; 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.

#### **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 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.
- 4.4 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.
- 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/other 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 to staff, pupils or visitors. An assessment of the situation will be made by the Facilities Manager.
- 4.6 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 1m<sup>2</sup>.
- 4.7 There is no advantage in applying grit salt/other materials to deep snow; this should be cleared from the path first.
- 4.8 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.
- 4.9 In extreme conditions the school will investigate the snow clearing services at the local authority.
- 4.10 The gritting of roads and pavements outside the site are dealt with separately by the St Helens 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:

Map and priority list of areas :

1. Main School Car Park
2. Ramp access to main entrance
3. Front step access to site
4. Walkways at front of school leading past Art/ Science/ CDT/ MLT bases
5. Top playground
6. Ramp access to Therapy Base (including ramps from side fire exit doors)
7. Walkways at rear of school leading past Cookery / Room 3/ Room 4

## 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	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.



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