



# All Saints CE (VC) First School

## Policy on Snow Clearance and Gritting

Date: December 2014

Reviewed: December 2016

Next Review: December 2018

To ensure the safety of staff, visitors and pupils at school and to satisfy legal requirements for the provision of a safe working environment we will adopt a common sense approach to the clearance of snow and ice during periods of bad weather. This will enable us to consider the health, safety and well-being of all stakeholders. In order to adhere to these commitments we have produced this policy, a zoned gritting plan and a risk assessment.

Before the winter term we will ensure that we are fully equipped with appropriate snow clearing equipment and adequate stocks of rock salt / sand or grit. The caretaker's duties and hours will be re-arranged to ensure that the site remains safe during periods of bad weather.

We have a gritting plan in place which highlights areas to be cleared. With this in mind it may be necessary for the normal entrance route to be temporarily closed and alternative entrance and exit arrangements put in place if conditions are too extreme. This is communicated to parents. Staff are on hand to guide parents and carers at the beginning and end of each school day.

**First phase to be gritted:**

- Pathway from pedestrian gate to library door.
- If we have deep snow the library entrance must be cleared as part of the first Phase to maintain the health and safety of children and staff. In adverse weather the library door will be used as the main entrance and exit to/from school.

**Second phase to be gritted:**

- Path from pedestrian gate through to playground and on to Kitchen, Class 1, Class 2 and Busy Bees doors.
- Main school driveway and Staff car park will be cleared of snow and gritted as and when necessary (see below for responsibilities).

**Headteacher and Office Manager will:**

- Carry out a review of these procedures (including this policy, risk assessment and gritting plan) in the first half of the autumn term to ensure their continued relevance.
- Liaise with the caretaker to confirm expectations of this policy.
- In lieu of caretaker absence alternative arrangements will be put in place to ensure continuity of service.

**The Caretaker will:**

- Be responsible for the immediate clearance of snow and ice in designated areas, in line with this policy and the gritting plan.
- Ensure that adequate supplies of all materials needed for snow and ice clearance are in stock.
- Communicate to senior management her implementation of the gritting plan by 7.30am.
- Clear a pathway through snow and ice of a width suitable to allow access for pedestrians, pushchairs and wheelchairs using a snow scraper or shovel. Once the path has been cleared rock salt or grit will be used to assist in providing extra grip.
- Ensure that access routes are clear by 8.45am at the latest. The pathway from the pedestrian gate to the main entrance must be clear by 8am to allow safe access to breakfast club.
- Paths will be regularly checked throughout the day to ensure re-freezing or further snow coverage has not occurred. If it has areas will be re-cleared and gritted as necessary.
- Record when and where has been gritted on the log sheet held in the office.
- Please note - It is not appropriate for school staff to clear or grit areas falling outside the school site boundary.

**All staff will:**

- Report any situation to the Headteacher or Office Manager where they feel this policy is not being carried out.
- Be responsible for safeguarding their own health and safety in bad weather.
- Wear footwear / clothing appropriate to the conditions.

- Liaise with senior management before home time and adopt an exit plan which is appropriate to the conditions. In most cases this will mean staff bringing all children to parents and carers who will wait outside of the library entrance.

**All parents / carers will:**

- Read and adhere to guidance.
- When bad weather conditions prevail and when directed by staff, parents and carers of children will encourage the children to enter school independently where they will be met by staff, unless they need to speak to class teachers. These arrangements will be repeated at the end of the school day when we kindly ask parents to wait for children outside the library entrance.
- Wear footwear / clothing appropriate to the conditions.
- Alert any staff member of concerns they have regarding health and safety during adverse weather.

**All pupils will:**

- Wear footwear / clothing appropriate to the conditions.
- Stay on cleared pathways at all times.