

Adverse Weather Conditions

POLICY

Adopted: December 2017

Next review date: December 2018

Adverse weather conditions Policy

1.0 Aim and Closure Communication Routes

1.1 The adverse weather conditions policy of LeAF Studio details aims to maintain safe access across all routes within the site as far as reasonably practical within the resources available.

All reasonable efforts will be made to ensure the site remains open as normal and partial closure will always be considered before the decision is made to completely close. Information about any closure will be updated on the school website and school Facebook page, broadcasted on local radio stations and contact will be made with parents via text message.

The school will only be closed if one or more of the following conditions apply:

1. Insufficient numbers of staff are able to come in to keep the school running safely
2. Conditions on site are dangerous
3. Conditions are considered to be, or are anticipated to later become, too hazardous for travel

Where closure occurs part way through the day, LeAF will endeavour to inform parents via text message and arrangements will need to be made for students to return home.

1.2 For students travelling to school on a school minibus route, we will notify parents of cancellations to routes as early as possible. We appreciate that some students have connecting journeys prior to the minibus pick up, we request parental judgement before students embark on these journeys in adverse weather.

1.3 Should the school remain open but students are unable to attend due to adverse weather, work will be set via 'Show My Homework'.

2.0 Management Plan and Procedures

2.1 A management plan has been devised together 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 the many pathways at LeAF Studio. The procedures do however, require those responsible to exercise careful judgement in prioritising key access, entrances 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 Studio School Principal. The effectiveness of these procedures in minimising the risks from snow and ice will be judged through and in conjunction with the annual health & safety audit.

3.2 Director of Outcomes with the Studio School Principal –

- Formally review the policy annually.

- 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.
- 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.
- Advise parents and students of the risks during ice and snow and the importance of suitable footwear.

3.3 Site Manager –

- To 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.
 - Written and recorded 'day specific' 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.
- 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 –

- Ensure 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.
- Enforce closure of designated areas until cleared. Such areas should be clearly marked, e.g. signage, tape etc.
- Maintain records of clearance and temporary closures on the daily caretaking sheets.

3.5 All staff –

- Are expected to make "all reasonable efforts" to reach the workplace
- To 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.
- To be aware of the risk assessment in place for snow and ice and take responsibility for following the designated routes when such conditions exist.
- To safeguard their own, colleagues' and students' health and safety.
- To wear appropriate footwear to reduce the risk of slips, trips and falls.
- To report any internal wet areas/external icy patches to the Main Reception 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.
- To 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 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.
- 4.3 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.
- 4.4 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.
- 4.5 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, etc.) to avoid risks to staff, pupils or visitors. An assessment of the situation will be made by the Site 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 1m².
- 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 7am or earlier by arrangement.