

St Bede's

Catholic School
& Sixth Form College

INCLEMENT WEATHER / WINTER GRITTING POLICY & RISK ASSESSMENT

2018- 2021

Governing Body Approval: Finance and Buildings Committee	
Name:	Signature:
Reviewed: October 2018	Review Date: Autumn Term 2021

INTRODUCTION

The health, safety and welfare of all the stakeholders that work or learn at our school are of fundamental importance. St Bede's Catholic School and Sixth Form College is committed to securing the health and safety of its staff and students by achieving standards of safety which represent the best of our profession and by pursuing continuous improvement towards the objective of zero accidents. The governing body, as an employer, takes responsibility for the health and safety of all our students, members of staff and all others who visit our premises.

The school is committed to complying with the requirements of the Health & Safety at Work Act 1974 and other regulations that require, so far as is reasonably practicable, the provision and maintenance of a safe means of access to and egress from the premises.

The school has a duty to keep access routes within its grounds free from any substance that could cause a slip – e.g. ice or snow, and subject to the defense of it being reasonably practicable they will also have the civil duty of care to their students, staff and visitors.

Subject to ice or snow being present upon the access routes the school will assess the risk and if said risks are deemed to be significant then effective measures will be put into place to mitigate any risks to students, staff and visitors as far as reasonably practicable by salting/gritting and/or clearing the substance from designated access routes. This policy sets out the procedures adopted by the school in the event of snow or ice being present on the school pathways/access routes.

In the event of icy weather conditions, it is not practical to grit the entire site, but as part of the gritting policy, safe routes have been identified and communicated to staff, pupils and parents. There is a gritting priority plan. (See appendix 1)

A member of the Premises Team will arrive on site at 6:30am each morning to carry out a site survey. They will determine if the identified safe routes require gritting or not. A warning notice will be placed at the front of the car lane entrance to warn staff, visitors and students that there is ice and to stay on the designated gritted paths. In extreme cases of snow, the Headteacher will be informed at 6:40am by the Premises Team. The Headteacher after consulting with the Premises Team may decide that there is no option but to close the school, if there is a severe health and safety risk in cases of snow. If this is done a message will be placed onto the school website and other communication systems e.g. facebook, twitter, text messaging system.

This assessment of risk will be made at the beginning, middle and end of the school day whilst these conditions prevail. When the decision to implement the policy has been made this will be documented, dated and signed.

Students, staff, parents and visitors must use the gritted paths rather than walk across the snow and ice.

A plan of the school grounds and routes is included to ease the understanding and assist the Premises Team responsible for gritting. This plan also identifies priority areas and if it becomes impractical to grit the entire site, safe route(s) have been identified. If the school can not grit all suggested routes, it may decide to close one or more routes within the school grounds.

PROCEDURE

Assuming the weather is not serious enough to warrant closure of the school, the following guidelines will be adopted.

On arriving at the school site a member of the Premises Team will risk assess the snow/ice to determine whether the 'Inclement Weather/Gritting Policy' should be implemented. This decision, and all associated decisions will be documented from this point onwards.

The next decision to be made is that of whether other members of the team should be called in to support with the gritting or clearing of snow. In most instances one member of the Premises Team would be sufficient to clear the main routes into school for students, staff and visitors.

As a general guideline the order in which the gritting should take place is as follows but this does not preclude the Premises Team from veering from this order as long as the general principle is adhered to:

- That the Premises Team will clear and grit access routes and priority areas identified as soon as possible on the morning of inclement weather. This will occur, if reasonably practicable, before the arrival of other staff and students.
- During the school day further applications of grit will be applied when required to ensure safe egress from the site at the end of the school day.
- **Whilst every effort will be made to clear snow and ice it must be remembered that individuals have a responsibility for their own safety and that of others. This means being aware of the potential hazards of walking or driving in icy conditions and acting reasonably in the circumstances.**

Priority access routes for winter gritting will be –

- Bus lane and main entrance road
- Pupil entrance and paths (Tech Block / Yard Block and Library entrance)
- Paths to the main entrance/reception
- Car park, staff entrance and student support
- Entrance to the kitchen
- Main staff car park
- Entrance to the Sixth Form
- Technology Yard
- Pathway to the astroturf
- All fire exits and steps
- Temporary car park

Other priority areas for winter gritting will be –

- Playground
- Visitor car park

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Special attention will be given to –

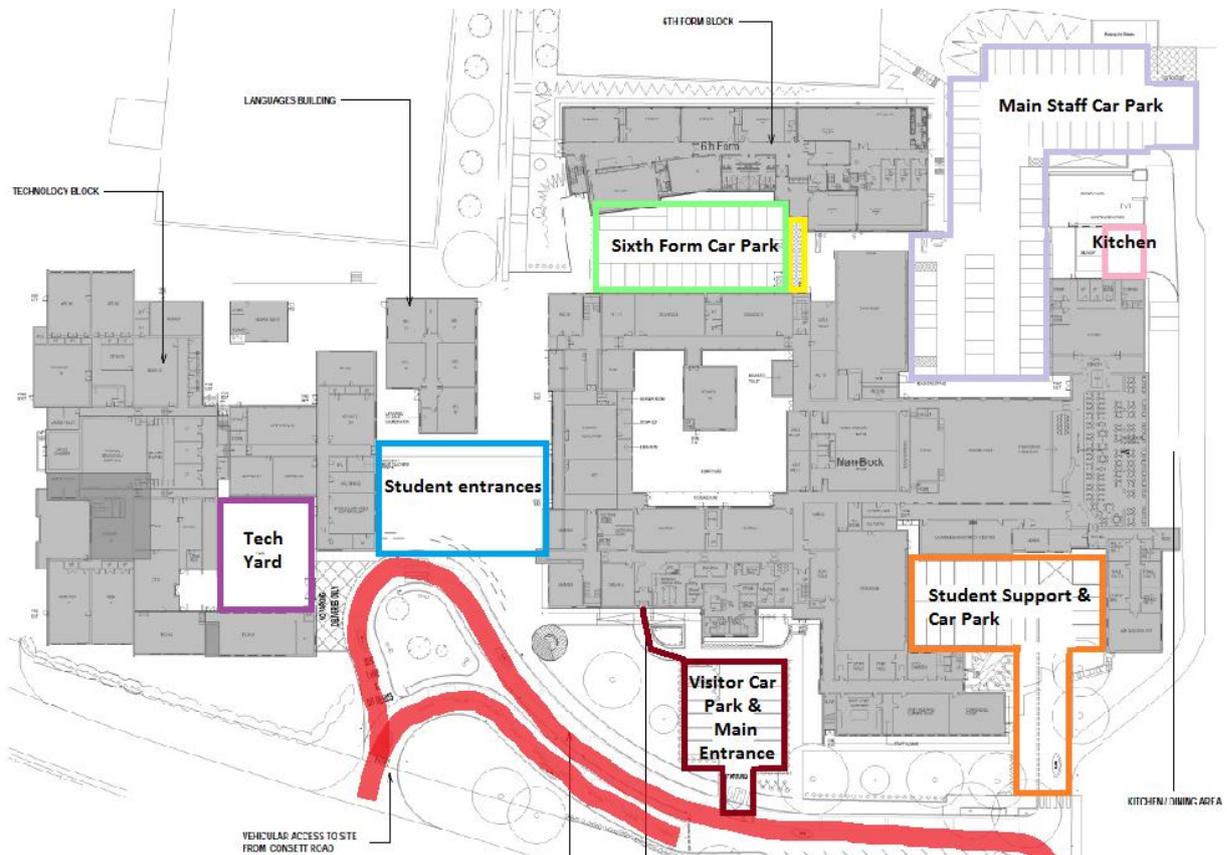
- Steps
- Ramps, including those for people with accessibility problems
- Zebra crossings and other areas where road markings need to be seen

Whilst the inclement conditions persist the premises team will continue to risk assess (midday and afternoon) and document decisions made until conditions improve to the extent that it is no longer necessary to implement the policy.

FURTHER ACTION REQUIRED

The School Manager and Premises Team will monitor the effectiveness of these procedures throughout the winter season and amend any aspect of it found to be ineffective.

MAP OF THE SCHOOL – GRITTING PRIORITY PLAN



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APPENDIX 2 – WINTER GRITTING CHECKLIST

Date		
Time gritting commenced		
Names of staff involved		
Have all areas marked in red been gritted?	Yes	No
If NO outline why and action taken to close path(s) that have not been gritted		
Was there:	SNOW	ICE
Did you have to grit the bus / entrance lane?		
Have you placed out the warning signs?	YES	NO
	IF NO – PLACE SIGNS OUT	
Time gritting completed		
Signed		

APPENDIX 3 – GRITTING POLICY IMPLEMENTATION RECORD

<u>Gritting Policy Implementation Record</u>			
Date:	Morning Risk Assessment	Midday Risk Assessment	Afternoon Risk Assessment
Gritting Policy Implemented?			
Second Caretaker Called?			
Other actions/notes:			
Name:		Signed:	

Risk Assessment Template for Snow and Ice

In accordance with government policy every effort should be made to keep a school open and the closure of the school must be justified. In order to determine a decision, work through the following risk assessment.

This assessment should be carried out:

- Before any bad weather arrives - make sure identified control measures are implemented; refer to your action plan at end.
- At the time of the emergency - consider and complete the last header column.
- After the event - does the risk assessment need to be reviewed?

	Are the following control measures in place?	State what risks are involved and the consequence of the risk	State which control measures are in place to reduce the risk	Are the controls in place?		Are the controls in place?	
				(Pre-planning)		(On the day)	
				Yes	No	Yes	No
1	Is there enough salt/grit available on site to keep a clear path for safe access and egress around the school site?	Slip/trip of pupils, staff, third party visitors, causing a twist, strain or fracture.	Maintain stocks of salt/grit.	✓		✓	
			Identify which walkways or areas need to be cleared to allow people to get around the premises safely.	✓		✓	
			Allocate a responsible person to monitor weather reports and grit/salt prior to snow/ice forming.	✓		✓	
			Reduce the movement of people around the premises.	✓		✓	
			Identify access specific routes and restrict movement to those routes.	✓		✓	
2	Is there an acceptable ratio of staff to pupils to attain adequate supervision?	Staff not being able to attend school, leaving pupils without adequate supervision	Estimate how many staff members need to get in for the school to operate safely by identifying how many pupils could attend.	✓		✓	
			Identify how many staff would be safe to travel to work in severe conditions.	✓		✓	

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			Inform staff to listen to Road Safety (AA) to see if the roads are safe to travel on. Remember: travelling to school is considered 'essential travel'.	✓		✓	
			Devise a system where staff can report to Headteacher by 7.45am and contact number given.	✓		✓	

	Are the following control measures in place?	State what risks are involved and the consequence of the risk	State which control measures are in place to reduce the risk	Are the controls in place? (Pre-planning)		Are the controls in place? (On the day)	
				Yes	No	Yes	No
3	Are there procedures in place for heating failure?	Unable to sufficiently heat school to the minimum working temperature 18 deg C, causing staff and pupils to suffer from the cold.	Contact Property Service desk to have emergency heaters delivered.	✓		✓	
			Consider only using the parts of the school that has heating.	✓		✓	
			Keep doors, curtains and blinds closed during the night to retain heat.	✓		✓	
4	In the event of a closure, has it been identified which pupils are safe to be sent home?	Pupils unable to get into their homes, left stranded.	Identify which pupils have alternative arrangements if they were to be sent home.	✓		✓	
			Consider if enough staff can stay on site to supervise the pupils unable to return home, and that those staff will be able to get home at a later time.	✓		✓	
5	Will the school have adequate welfare facilities?	Staff and pupils are unable to wash their hands, flush the toilets or have access to drinking water.	Ensure that there is anti-bacterial wash on site.	✓		✓	
			Reserve supplies of bottled water.	✓		✓	
			Consider if all toilets are operational or whether alternative toilets can be used.	✓		✓	
6	Would the school have provision for the pupils to cross the road safely?	Pupils involved in vehicle collision	Consider if the road patrol officer is able to get to the school.	✓		✓	
			Consider if alternative arrangements need to be made if the road patrol officer cannot get to school.	✓		✓	

All actions, where possible, should be completed before the bad weather arrives.

Action Plan			
Pre-planned control measures that are not in place:	Actions to be taken:	By Who:	Date Completed:
Winter Gritting Equipment	Winter Gritting Equipment to be checked on a regular basis and replaced as necessary	Premises Team	ongoing

Completed By: Lesley-Anne Hall	Position: School Manager
Signed:	Date of completion of risk assessment: October 2018

Review dates:	Signature:
November 2021	L A Hall

To be completed if the school is closed:

The decision for closing the school has been based on the following: (highlight relevant question number). **1 2 3 4 5 6**

Signature of Headteacher:

Date:

Signature of Chair of Governors:

Date: