

## THE VICTORY PRIMARY SCHOOL

### ICE & SNOW POLICY

#### INTRODUCTION:

Implementation of this Snow & Ice Policy is to be initiated upon notification or recognition of icy and/or snowy conditions that may result in unsafe accessibility to the site, affecting any or all staff, children or visitors, whether pedestrians or when driving vehicles.

#### ICE & SNOW RISK ASSESSMENT

An Ice & Snow risk assessment has been completed. The identified hazards have been considered and appropriate control measures put in place. All staff are familiar with the contents of the risk assessment. A copy is available in the Policy Documents file and will be displayed in the staffroom.

#### SITE PLAN (FOR USE DURING SNOW & ICE)

A site plan of the school is attached as part of this policy. It identifies the following information:

- Gates and entrances/doors that will be used during unsafe ice/snow conditions
- Gates and entrances/doors that **will not** be used during unsafe ice/snow conditions
- Access routes that will be open and maintained for pedestrians
- Traffic routes that will be open and maintained for drivers
- Access and traffic routes that **will not** be maintained or used
- Grit/salt storage areas
- Higher risk areas which require additional maintenance e.g. steps, slopes, specific entrance areas/gates

#### GRIT/SALT STORAGE

Grit/salt is located in the storage shed/area and shown on the site plan. Fully stocked grit/salt is expected to last upto 10 days. A full restock of grit/salt supplies will require purchase of 40 bags/sacks.

#### EQUIPMENT

Equipment for gritting/salting is held on site in the bin shed area. The following is held for use by staff:

- Grit/salt spreader
- Shovels x 4
- Grit/salt

## PREPARATIONS PRIOR TO POLICY IMPLEMENTATION

- All staff to be provided with details of the policy and risk assessment
- All staff to be provided with a **Guide to Driving in Ice & Snow (CHST)**
- Grit/salt levels to be checked half termly by the site manager and restocked as required
- A text to parents/carers and/or letter to go out when local snow warnings received
- Headteacher to make a decision re school closure by 7:30am. A text to all parents/staff will follow plus notification via Facebook/local radio and the school website

## IMPLEMENTING THE SNOW & ICE POLICY

Upon notification of unsafe conditions due to ice/snow the management team will meet to confirm requirements. This team will consist of the headteacher, deputy, site manager and business manager. The following actions will be undertaken by the site manager/team:

- Status of school will be relayed to staff and parents/carers as early as possible via text in the first instance
- Close and lock gates where accessibility is considered unsafe
- Entry to the school will be via the main reception entrance
- Appropriate signage/notices to be displayed where routes/access/gates are closed
- Staff, parents/carers to be informed and updated of current school status via text, Facebook, website and local radio
- Snow clearing of primary routes/paths to be undertaken by site manager as soon as possible
- Clearing of driveway slope outside school entrance to assist in safe access
- Gritting/salting of driveway outside school reception entrance a priority to allow vehicular & pedestrian access
- Gritting/salting of icy routes and snow cleared where access is permitted
- Assess playground for safety and cordon off unsafe areas as appropriate
- All staff to be briefed as to permitted accessibility
- Information given to parents advising of safe access routes via text, Facebook and website.

## MONITORING OF THE ICE & SNOW POLICY

Following implementation, the policy is to be monitored by ensuring the following actions are undertaken by the site manager:

- Early morning inspection to be carried out prior to staff/children arrival – allowing adequate time to implement and further gritting/salting or changes to access routes
- Increased daily inspections (am & pm) of safe routes/entrance areas to ensure continued safety
- Increased daily inspections of closed routes/gates/entrances to assess restrictions and review
- Regular re-gritting/salting to ensure continuous safety

- Updating to staff/parent/carers via text, Facebook or website with regards to continued safety, access routes and school openings/closures/

#### RECOVERING THE ICE AND SNOW POLICY

Following completion of adverse weather conditions causing unsafe conditions, the premises will revert to normal and staff/parents/carers informed as appropriate. Other actions to be undertaken to include:

- Parents informed of school status via text, Facebook and website
- Evaluation of current Ice & Snow Policy to make improvements as identified
- Re-ordering of grit/salt

#### EMERGENCY CLOSURE OF SCHOOL/PREMISES

In the event of extreme ice and snow conditions that cannot be adequately controlled, considerations, decision making and notification of emergency closure will be undertaken in accordance with United Learning policy.

Reviewed: October 2013

Agreed by: Jim Hartley, Headteacher/Shane Leavers, Site Manager & Jill Newton, Business Manager