



Coombe Hill Infant School & Coombe Hill Junior School ADVERSE WEATHER POLICY & PROCEDURES

Coombe Hill Infant School and & Coombe Hill Junior Schools' policy aims to maintain safe access, egress, and routes across the schools' site as far as reasonably practicable within the resources available.

Reviewed : 24th November 2023

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Contents

Part 1 – Policy Aims & Objectives

Part 2 – Management Plan & Procedures

Part 3 – Responsibilities

Part 4 – Clearance Procedures

Part 5 – Site Map & Order of Priorities for application of Salt/Grit

Part 1 – Policy Aims & Objectives

- 1.1 Coombe Hill Schools' policy aims to maintain safe access, egress, and routes across the Schools site as far as reasonably practical within the resources available.
- 1.2 All reasonable efforts will be made to ensure the Schools remains open as normal and partial closure will always be considered before the decision is made to completely close the Schools.

Part 2 – Management Plan & 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 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 on the 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 Schools' grounds.

Part 3 – Responsibilities

3.1 Governing Bodies

- Responsibility for this policy has been delegated to the Site Manager. The effectiveness of these procedures in minimising the risks from snow and ice will be judged thoroughly.

3.2 Head Teachers

- 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 Schools 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 Schools 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.

3.4 Site Manager

- Formulate a policy and management plan for approval in the first instance by the Governors' Premises, Health and Safety Committee which will enable the Headteachers to fully discharge their responsibilities as described in paragraph 3.2.
- Formally review the policy on an annual basis.
- 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.

3 of 7

Coombe Hill Infant & Junior
Schools Reviewed
November 2020

- 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 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.
- Ensure means of access, egress and routes across the Schools are safe for employees, pupils and visitors and that adequate arrangements are made to ensure that the risks from snow and ice are minimised.
- Maintain records of clearance and temporary closures on the daily caretaking sheets.

3.4 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.
- Safeguard 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.

Part 4 – 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 of 7

Coombe Hill Infant & Junior
Schools Reviewed
November 2020

- 4.5 Where snow has fallen, clear a path 1 metre wide where possible 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 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 overnight, the site manager will assess the site at approximately 5am and start to clear pathways as per priority map until joined by the other designated site team member on duty at 6.30am
- 4.9 When severe weather is forecast overnight, site staff will spread salt grit/other materials the night before as well as on arrival at 6.30am.
- 4.10 In extreme conditions the Site Manager will investigate the snow clearing services at the local authority.
- 4.11 The gritting of roads and pavements outside the site are dealt with separately by RBK.

Part 5 – Site Map & Order of Priorities for application of

Salt/Grit 5.1 The site will be cleared/gritted in the following order of priority:

Coombe Hill II



PRIORITY 1

PRIORITY 2

PRIORITY 3



Priority 1

- Entrance
- Car park
- Main routes to front of building

Priority 2

- Pathways at front of school
- Crossing path from Coombe Lane West •
- All pedestrian routes from car park

Priority 3

- All pathways and routes around schools ○
 - Front of Yr2
 - Yr2 playground
 - YrR patio
 - Route to breakfast club
 - Steps to Adventure Playground
 - Junior Playground
 - Path to MBB
 - Path around Yr5 and to Atrium
 - Path and Steps around Yr3
 - Steps to MUGA
 - Rear of Atrium and path to Cabin

