




THE ST. BART'S  
**ACADEMY**  
— TRUST —

**Winter Weather  
Policy**

**June 2019**

# The St. Bart's Academy Trust

## Winter Weather Policy

<b>Produced Date:</b>	<b>June 2019</b>	
<b>Approved by Trust Board:</b>		<b>Christopher Brislen</b> Chief Executive Officer
<b>Review Date:</b>	<b>June 2023</b>	

Date	Section Amended	Signature
May 2019	Updated Template	S. Jones



## Contents

1.	Introduction	4
2.	Aims	4
3.	Responsibilities	4
4.	Clearance Procedures	5
5.	Closure Procedures	6
6.	Site Clearance Procedures	7

## Appendices

Appendix 1	Clearance/Gritting Record	8
------------	---------------------------	---

## 1. Introduction

The Health and Safety at Work Act 1974 and the Occupiers Liability Act place a responsibility upon schools, so far as is reasonably practicable, to ensure a safe means of access and egress from its premises.

Government guidance on this subject is that there is no law stopping you from clearing snow and ice from the pavement providing it is adequately done, but it is an offence to clear snow and ice onto a road or pavement.

A duty of care concerns reasonably practicable tasks. Effective snow and ice clearance is safer than not clearing, which means you are unlikely to be held responsible for falls providing it is done adequately and in accordance with approved guidance.

The school will make every effort to remain open whenever possible.

The decision to close will be made by the Principal and will only be closed if one or more of the following conditions apply:

1. Insufficient 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 to become later, too hazardous to travel.

## 2. Aims

1. To provide safe access and egress to the site for pupils, staff, parents, visitors and deliveries.
2. To reduce the risk of slips/accidents as a result of ice, frost or snow.
3. To monitor the temperature as prevention is key to prevent ice formation on the ground.
4. We will if possible take action whenever freezing temperatures are forecast and keep up to date by visiting one of the weather service sites below;

Met Office – [www.metoffice.gov.uk](http://www.metoffice.gov.uk)  
BBC Weather - [www.bbc.co.uk/weather](http://www.bbc.co.uk/weather)

5. The intention will be where practicable to ensure that a delivery system is in place to prevent icy surfaces forming and to advise/prevent pedestrians from using areas, which fall outside of the gritting plan.

## 3. Responsibilities

The Principal will:

- Ensure this policy is implemented at local level and ensure adequate funds/resources are provided when required.
- Ensure there is a risk assessment completed for snow and ice (clearance, slips etc.) and planned response are in place in advance of severe weather, prioritising which routes will be cleared / treated paying extra attention to steps or inclines.

- Ensure all staff are aware of the risk assessment / plan in place for severe weather and take responsibility for ensuring designated paths and access routes are utilised.
- 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, pupils and staff of the risks during ice and snow and the importance of suitable footwear, the closure procedures and to take extra care moving around the site. This should be included on the newsletter before the winter period, along with a copy of the site plan with gritting routes shown.
- A copy of the site plan with gritting routes should be posted on each entrance to the site during the winter period.
- Monitor the effectiveness of the policy and feedback any amendments required to the Trust.

Site staff will:

- Ensure they have adequate equipment to gain access to the site.
- Have adequate equipment to clear snow and spread rock salt.
- Ensure a stock of rock salt is sought before the winter period starts and levels maintained as it is used.
- Monitor weather forecasts and makes decisions on when to implement the gritting plan.
- Keep a record of when/where the gritting plan has come in to action and the level of service used **Appendix 1**.
- Advise the Principal regularly of conditions on the ground and the level of prevention/action currently being implemented.
- 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.

All staff will:

- 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.
- 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 site team to position wet floor signs/mop up any excess water/re-apply salt grit/other materials.
- Communicate to pupils the need to move around the site carefully in snow and ice.

## 4. Clearance Procedures

- Staff to be aware of their duties and responsibilities, it may be necessary for site staff to start work earlier on a particular day to commence a clearance / gritting plan.
- At present, the only method available to de-ice all surfaces is rock salt, as it is relatively cheap and quick to apply.
- Gritting will be carried out when frost, ice or snow is forecast.
- Where possible apply grit / salt early in evening before the frost settles and /or early in the morning before staff, pupils and parents arrive.
- To ensure surfaces remain ice / snow free, review the weather conditions throughout the day and re-apply the treatment as required.
- Salt can stop ice forming and cause existing ice or snow to melt, but doesn't work instantly; it needs time to dissolve into the moisture on the floor and as such only offers improvement in

conditions with increased traffic, be it pedestrian or road traffic, so care will need to be exercised at all times by all users.

- No tests have been carried out on how much grit to use and because of this we will use what is thought to be best given the prevailing conditions at the time, which will vary across the school even on the same day/time. Excess salt can be hazardous.
- There is no advantage in applying grit salt/other materials to deep snow; this should be cleared from the path first.
- Never use water as this can cause black ice.
- If conditions are such that it is deemed unsafe for pupils to use the playground, the arrangements will be the same as a wet playtime.
- 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.
- Don't block drains or paths with cleared snow.
- If snowfall is continuous during the school day, snow removal and gritting operations must be continuous.

## **5. Closure Procedures**

### **5.1 Before the School Day Starts**

School:

- The Principal will decide whether the school can open safely taking into account the conditions at the school and the ability of staff to get there.
- The Principal will inform the CEO/Chief Operations Officer of their assessment and seek approval to close.
- If the Principal decides to close, he/she will inform parents and staff immediately.
- SBMAT fully appreciates that in bad weather children may arrive later than usual.

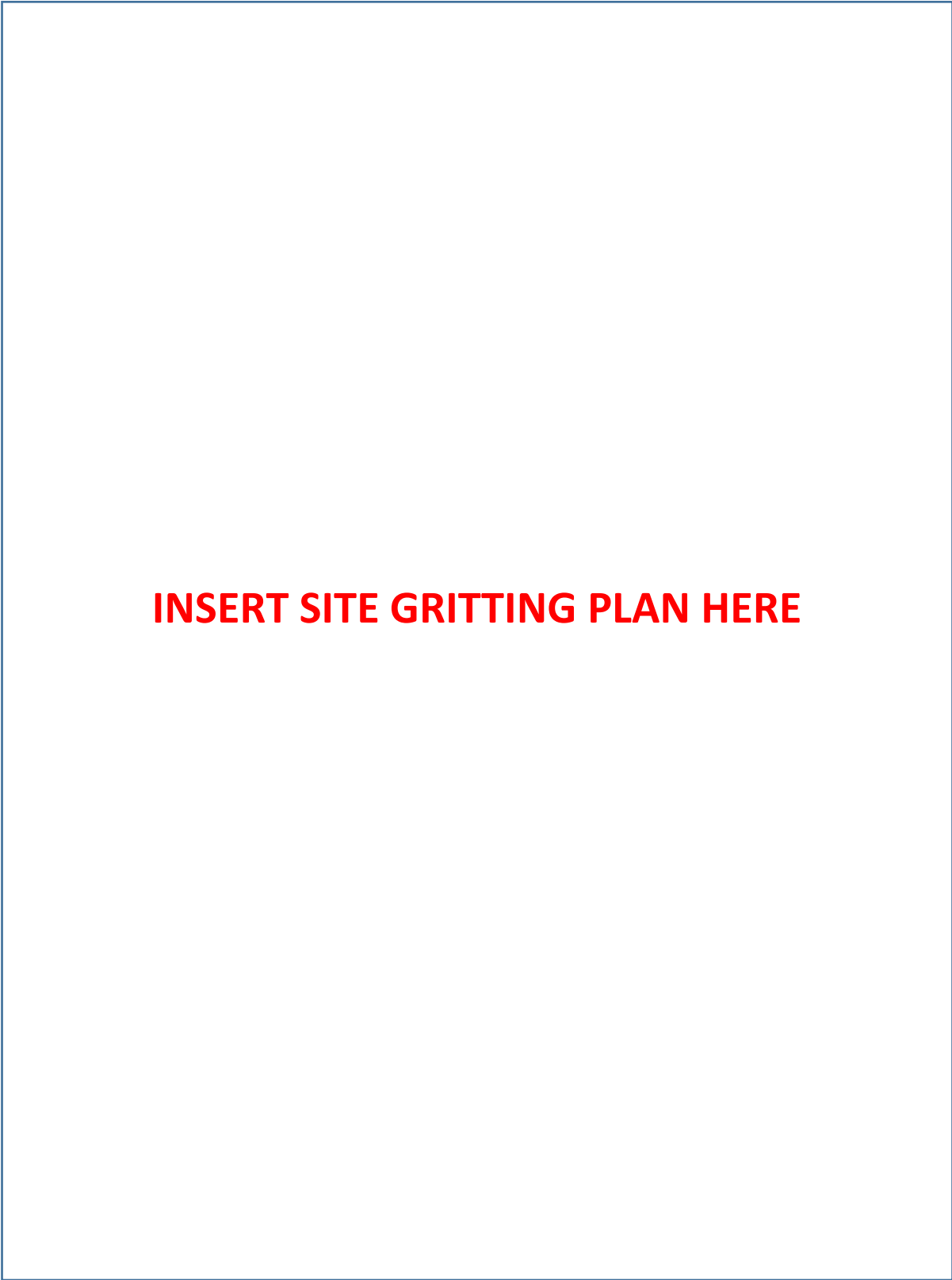
Parents:

- When school closure is a possibility parents should be advised to check local radio, school website, Facebook, Twitter etc.
- If parents assume that the school is closed, but it is actually open, the absence will be recorded as unauthorised unless the Principal is satisfied that there are exceptional circumstances.

### **5.2 During School Day**

- If there is heavy snowfall during the school day, the Principal will decide if it is necessary to close the school.
- The office will contact parents and ask that they pick their child/children up from school as soon as possible.
- Staff that live furthest from the school will be permitted to leave at the earliest opportunity.
- A skeleton staff will remain in school until all of the pupils have been collected.
- If a parent rings requesting they pick their child up early due to the weather, and the decision has not been made to close the school, these requests will be considered on an individual basis by the Principal.

**6. Site Clearance Plan**



The above plan should be communicated with parents before the winter period and it is advisable to have a laminated copy attached to all entrance points into the school grounds.

# Appendix 1



## WINTER GRITTING/CLEARING RECORD

**ACADEMY:**

DATE	TIME	REASON FOR ACTION			ROUTES ON PLAN TREATED	ROCK SALT APPLIED		SIGNATURE
		<input type="checkbox"/> ICE	<input type="checkbox"/> SNOW	<input type="checkbox"/> PREVENTION		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> ICE	<input type="checkbox"/> SNOW	<input type="checkbox"/> PREVENTION		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> ICE	<input type="checkbox"/> SNOW	<input type="checkbox"/> PREVENTION		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> ICE	<input type="checkbox"/> SNOW	<input type="checkbox"/> PREVENTION		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> ICE	<input type="checkbox"/> SNOW	<input type="checkbox"/> PREVENTION		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> ICE	<input type="checkbox"/> SNOW	<input type="checkbox"/> PREVENTION		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> ICE	<input type="checkbox"/> SNOW	<input type="checkbox"/> PREVENTION		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> ICE	<input type="checkbox"/> SNOW	<input type="checkbox"/> PREVENTION		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> ICE	<input type="checkbox"/> SNOW	<input type="checkbox"/> PREVENTION		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> ICE	<input type="checkbox"/> SNOW	<input type="checkbox"/> PREVENTION		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> ICE	<input type="checkbox"/> SNOW	<input type="checkbox"/> PREVENTION		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> ICE	<input type="checkbox"/> SNOW	<input type="checkbox"/> PREVENTION		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> ICE	<input type="checkbox"/> SNOW	<input type="checkbox"/> PREVENTION		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> ICE	<input type="checkbox"/> SNOW	<input type="checkbox"/> PREVENTION		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> ICE	<input type="checkbox"/> SNOW	<input type="checkbox"/> PREVENTION		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> ICE	<input type="checkbox"/> SNOW	<input type="checkbox"/> PREVENTION		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> ICE	<input type="checkbox"/> SNOW	<input type="checkbox"/> PREVENTION		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> ICE	<input type="checkbox"/> SNOW	<input type="checkbox"/> PREVENTION		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> ICE	<input type="checkbox"/> SNOW	<input type="checkbox"/> PREVENTION		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> ICE	<input type="checkbox"/> SNOW	<input type="checkbox"/> PREVENTION		<input type="checkbox"/> YES	<input type="checkbox"/> NO	
		<input type="checkbox"/> ICE	<input type="checkbox"/> SNOW	<input type="checkbox"/> PREVENTION		<input type="checkbox"/> YES	<input type="checkbox"/> NO	







# THE ST. BART'S ACADEMY

— TRUST —

St. Bart's Multi-Academy Trust  
c/o Belgrave St. Bartholomew's Academy,  
Sussex Place, Longton, Stoke-on-Trent, Staffordshire, ST3 4TP  
[www.sbmat.org](http://www.sbmat.org) T: 01782 235524 F: 01782 235525