



Brine Leas School
An Academy

WINTER WEATHER POLICY & PLAN

1. Policy Statement

This policy is intended to mark out the procedures which are required to ensure that the school stays open during periods of extreme winter weather whilst maintaining a safe environment for all users.

2. Duties and Responsibilities

2.1 Leadership Team and Facilities Manager responsibilities

- A member of the Leadership team will update the website and social media when there is severe weather to notify of closure or to advise on special clothing requirements etc.
- A contract is in place with our grounds maintenance contractor to grit the site overnight should the temperature drop below 2 degrees.
- The Facilities Manager monitors short term weather forecasts.

2.2 Caretaking Duties

- Two members of the caretaking team are required to grit the site. For Health and Safety reasons they need to work in pairs or with close radio contact. An updated and reviewed Risk Assessment for Caretakers activity is in place.
- Caretakers perform a dynamic risk assessment and decide how much of the site to grit and record their decision.
- Priority is given to the main entrance, footpaths, pavements into the school grounds and the disabled parking spaces.
- Whilst work to clear the site is on-going, signs and cones should be placed in pavement areas where gritting is still to take place.
- A further assessment of the site is taken at midday by the FM and gritting is repeated before 3pm if necessary. Again this is recorded.
- In lying snow, a narrow path is cleared ahead of the grit mixture being scattered.

2.3 All Site Users

All users have to take some personal responsibility for their own safety and should not assume that roads/footpaths are safe in winter conditions.

2.4 Staff/Users with mobility problems or pregnant staff/visitors

Should be directed to areas closest to the building and a clear path should be made from these areas to the respective entrances.

3. **Equipment Provided**

PPE – hi viz jackets, gloves, footwear
Wheelbarrows
Snow Shovels
2 x grit spreading machines
4 grit bins are located at various locations to ease the gritting process

4. **Order of Clearing**

Priority One: The footpaths and cycle path across the front of the building to the cycle yard and the Bus drop off zones.
Priority Two: Footpaths by BL6 and alongside the Tech Block to the access road.
Priority Three: The footpath from the car park alongside the mobiles to the Art Yard and alongside the Art block to the Music block. The Art/Music yards
Priority Four: The paved area of BL6 and the footpath from the car park to the North side of BL6
Priority Five: The car park and roadways. These will be gritted overnight by an external contractor when the forecast shows severe frost. The FM will contact the contractor as required. The contractor will also grit the sports hall/art/music yards

The school will follow internal procedures in order to attempt to inform members of staff if the school is to be closed.

Any decision to close the school remains with the Headteacher and the Chair of Governors is informed of the decision

Reviewed/updated by: K Bradshaw	Date: October 2023
Approved by Governors: LGB	Review Date: October 2024
Previous update by: K Bradshaw	Date: May 2018
Original policy compiled by: K Bradshaw/A Mansell	Date: November 2012

Workload Impact Assessment

Winter Weather Policy – October 2023

This policy has been reviewed in consultation with the staff members it will affect? YES/NO

This policy has been workload impact assessed YES / NO

The impact on workload is HIGH/MEDIUM/LOW/ZERO/REDUCTION

If you have answered YES, YES and ZERO above then do not complete the rest of this assessment.

Ways in which changes to this policy will ~~increase~~/reduce the workload of staff:

1. Contractors have been employed on an as and when needed basis to grit the school yard and carpark thus reducing the workload of the site team
- 2.
- 3.
- 4.
- 5.

Actions taken to minimise the impact:

1. The school has identified the resources necessary to support the policy, including staff time, and any additional staffing and appropriate equipment required YES/NO
2. All staff, including the Headteacher, have had training to ensure that the policy and any related procedures are carried out without increasing workload burden YES/NO
3. The implementation of the policy will not result in any additional meetings or activities that have not already been identified in the school calendar YES/NO
- 4.
- 5.
- 6.