

Brine Leas School
An Academy

WINTER WEATHER POLICY

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 when there is severe weather to notify of closure or to advise on special clothing requirements etc.
- A decision is required at 3pm each day to ascertain whether the Grounds Maintenance contractor is required to grit the roads and pathways overnight ready for the next morning.
- If yes, the FM makes contact and arranges this.

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 and pavements into the school grounds.
- 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, wellingtons
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 school operates a 'Snow Line' system which is given to ALL members of staff outlining exactly what communication takes place if the school is to be closed.

Any decision to close the school remains with the Headteacher.