

Ice and Snow Clearance at School Premises Procedure

To ensure the safety of staff, visitors and pupils at school premises, and to satisfy legal requirements for the provision of a safe working environment, High Green Primary (the school) will follow the general principles of this advice note. It offers practical guidance on the principles of a common sense approach to the gritting of premises and the clearance of snow and ice during periods of bad weather.

We recognize school management and governors have a duty to take 'reasonable' steps to keep premises free from danger, such requirements are also placed on all staff and visitors to a school site to consider their own as well as others health, safety and wellbeing at all times. This includes acting in a sensible and responsible manner, taking additional precautions, and wearing appropriate footwear during periods of bad weather.

The following broad responsibilities are in place in our school:

Head teachers, Site Manager, or Business Manager:

- Responsible for ensuring (before the winter term) that all sites under their control are fully equipped with appropriate snow clearing and personal protective equipment, and adequate stocks of rock salt and sand/grit etc.
- Responsible for rearranging Caretaker/Building Supervisor duties to ensure snow and ice clearance is given priority and continued as appropriate throughout the school day should those usually responsible for the task be absent from work.
- A formal snow clearance/gritting policy/plan and risk assessment is in place.

Building Supervisors/Caretakers:

- Responsible for the immediate clearance of snow and ice in designated areas, in line with school policy & gritting plan. Where there is no Building Supervisor/Caretaker available, the school's Senior Management Team (SMT) may need to nominate another appropriate & suitable member of staff for this task.

- Responsible for ensuring that equipment provided to clear snow and ice is adequate for the purpose and maintained in a satisfactory condition, supplies of rock salt and sand/grit mix should be monitored throughout the winter period and replenished promptly.
- Responsible for temporary closing access areas around the school in line with school policy/gritting plan that are not to be cleared or are lower down the gritting schedule, such areas should be clearly marked (e.g. signage, tape, warning cones etc.). A general record of when areas have or have not been cleared will be maintained.

Governing Body/SMT:

- Responsible for drafting and periodically reviewing the schools winter clearance policy, procedures & gritting plan to ensure its adequacy and suitability.
- Ensuring appropriate information is available to staff and parents via the school website.

Paths – should be made as clear as possible. An assessment should be undertaken to determine the paths that should be cleared immediately and the ones that may be left until later (these will be identified in our gritting plan). With this in mind it may be necessary for some entrances/areas to be temporarily closed; this will be achieved by taping off areas and or locking gates to areas that continue to be a slip hazard as long as management have given consideration to emergency escape routes.

Other Areas – In addition to pathways/agreed access areas, in all cases access pathways should be cleared from parking spaces provided for the disabled that are adjacent to premises entrances.

Please Note: It is not appropriate for school staff to clear or grit areas falling outside the school site boundary, e.g. pavements/public footpaths, roads forming part of the public highway, etc, if these areas are considered dangerous the school should contact their local council highways department.

All Staff

- Responsible for reporting to the Site Manager/ Business Manager any situation where the recommended action contained within the school winter clearance policy/procedures/gritting plan has not been carried out
- Responsible for safeguarding own and colleagues' health & safety in bad weather. Staff should also wear footwear/clothing appropriate to the conditions.

Method of Clearance: A pathway of at least one meter wide should be cleared; this will allow suitable access for pedestrians and pushchairs/wheelchairs. Snow and ice should be completely removed using a snow scraper or shovel, snow and ice should NOT be brushed, or dissolved using hot water, as this will make surfaces more hazardous. Once the path has been cleared rock salt should be used to assist in providing extra grip. Paths should be regularly checked (e.g. every 2 to 3 hours depending on severity of weather) throughout the day to ensure re-freezing or further snow coverage has not occurred.

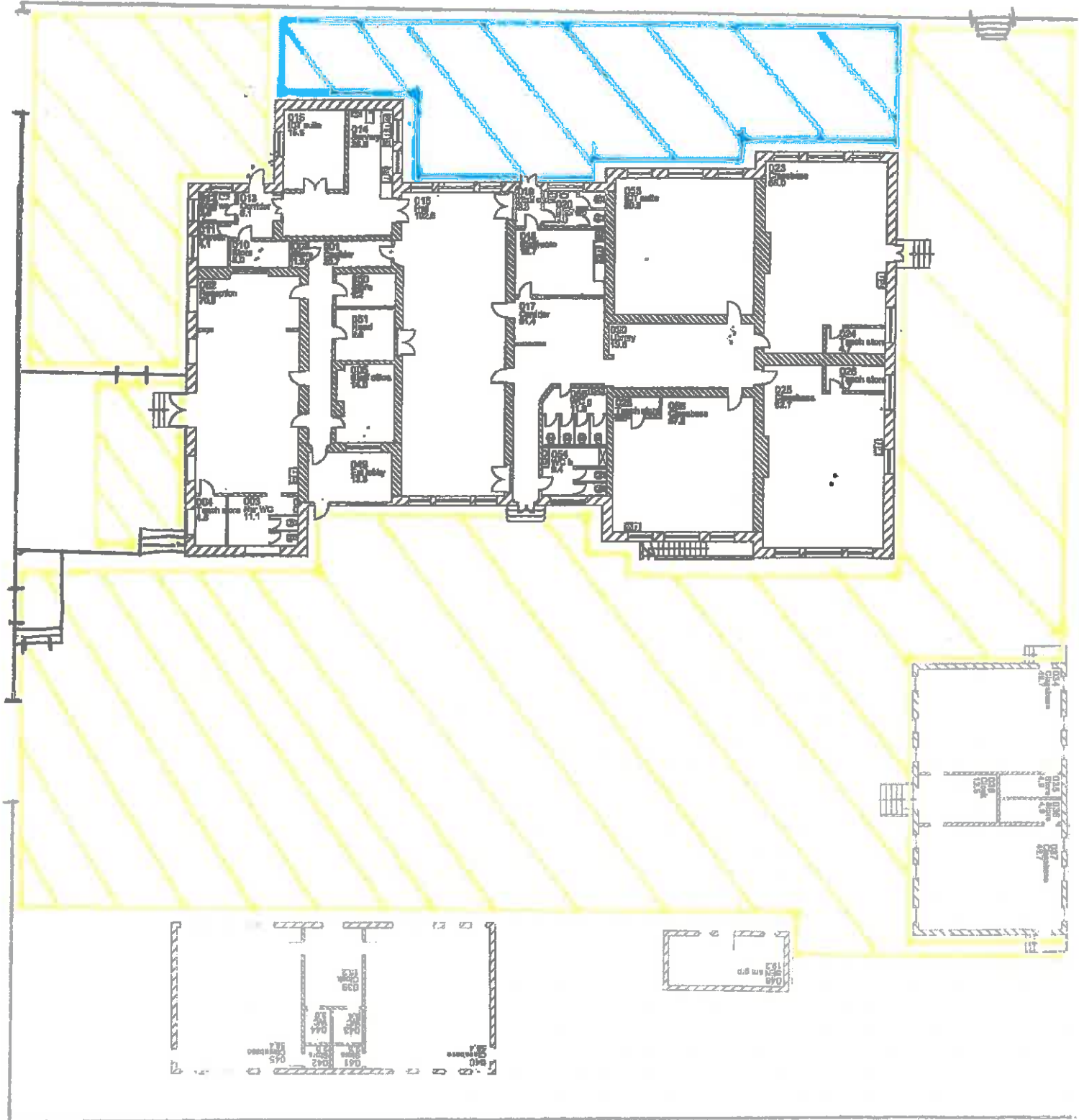
Additional care should be taken when clearing sloping pathways and steps, it may be necessary for safety reasons to consider the temporary closure of some non-essential areas of the school (e.g. steep pathways, car parks, etc) to avoid risks to staff, pupils or visitors. Site staff in conjunction with the Business Manager/Head Teacher will make an assessment of the situation.

Pathways across car parks will only be cleared if resources permit, but generally it is suggested that attempts are not made to clear car parking areas/spaces themselves, unless snow is so heavy that essential vehicles (e.g. emergency vehicles, delivery lorries etc) are unable to gain access to the site. It may be necessary to close car parks if they present a risk rather than trying to clear them.

School Management and Site staff will also need to pay attention to internal traffic routes (entrance ways/corridors etc) during periods of wintery weather, melting snow trod through school could cause an additional slipping hazard, such risks can be minimised by providing additional barrier matting to soak up water, putting out wet floor signage and regularly dry mopping affected areas. The risks and controls in place to manage them are also included within our schools slips/trips and falls risk assessment.

High Green Primary School Gritting Priority

● Essential ● Desirable



High Green Primary School

Snow clearance paths 1m wide.

