

**Elevate Disruption of Academy Day
and/or Closure Policy
(Due to adverse weather conditions etc)
Including Snow & Ice Clearing Procedures**

Version and Date		Action/Notes: To be reviewed every 3 years. 12.09.2021
v.1	12.09.2018	Agreed by Trustees

Elevate Multi Academy Trust (Elevate) has agreed this Policy and as such, it applies to all Academies within the Trust.

References to 'the Head teacher' includes the Executive Head teacher, Head teacher or acting Head teacher as appropriate.

Linked to the Following Policies:

Business Continuity Plan
Assessment of Critical Activities
Academy Emergency Management
Health & Safety Policy

Rationale:

The Health and Safety of Elevate's children and staff is paramount including travelling to and from their Academies. Occasionally this safety is threatened due to adverse weather conditions and a decision has to be made to alter the timings of the Academy day to ensure the safety of all.

The decision is not taken lightly.

Elevate and its Academies understand that changes are inconvenient but must ensure the safety of all involved.

Information Sources that may be consulted:

This decision will be based on information received from the following sources:-

- North Yorkshire County Council/Leeds County Council;
- Home to School transport companies;
- Police and highways department;
- Weather forecasts and reports;
- Parents living in outlying areas;
- Other local schools/academies;
- Information received from staff living in outlying areas.

Any decision to close or partially close any Academy must be immediately communicated to Dianne Mousley, Elevate's Compliance Officer on 077695 82025.

Action Plan:

Before the decision to close has been made

- Children and staff to make their best attempt to get to their Academy/work (the DCSF consider 'essential travel' includes children going to School to keep learning, and School staff going to work') {teachernet.gov.uk};
- All parties to listen to local radio stations for up-to-date information regarding road conditions and whether the Academy is open/closed;
- Contact and liaise with relevant sources of information from the list above;
- Staff to keep the Academy informed of progress to work.

Complete Full Day Closure:

This may be necessary if it is not safe for children to be in their Academy (i.e. heating failure, not enough staff to supervise the children, dangerous travelling to and from the Academy). The most senior member of staff present will co-ordinate the following tasks.

- Contact all local radio stations using correct password;
- Contact NYCC/LCC and any other agencies as necessary (i.e. supply);
- Initiate staff telephone contact tree (All staff who are able to get to work should attend as normal.);
- Answer all incoming telephone calls etc.;
- Place notices on entrances to inform pedestrian children;
- Supervise any children in the main hall until parents can collect them OR we are certain that they are not returning to an empty house.
- If necessary, group any remaining children together (and if necessary from other local Elevate Academies) and construct a suitable day.

Partial Closure:

This will occur if the transport companies are unable to bring the children to the Academy from outlying villages. It should be noted that if the home to Academy transport does not operate in the morning then they are not obliged to operate in the afternoon (i.e. if parents decide to bring the children in themselves then they will be responsible for the homeward bound journey as well). The most senior member of staff present will co-ordinate the following tasks:

- Children and staff to make their best attempt to get to their Academy/work (the DCSF consider 'essential travel' includes 'students going to School to keep learning, and School staff going to work') {teachernet.gov.uk};
- All children who walk to their Academy should attend in the normal way;
- All children who are brought to their Academy by parents should attend if the parents feel it is safe to travel. It is also the parent's responsibility to arrange safe travel home;
- Contact and liaise with relevant sources of information from the list above;
- Staff to keep their Academy informed of their progress to work;
- An alternative curriculum will need to be formulated using available staff.

Early Partial Dismissal:

This will occur if the Academy is contacted by NYCC/LCC or the transport companies contact the Academy to say they are sending the buses due to adverse weather in outlying areas. The most senior member of staff present will co-ordinate the following tasks:

- Contact and liaise with relevant sources of information from the list above;
- Children who travel on the selected routes to go home will inform their parents by text/ mobile or their Academy telephone system. Children will only be allowed to travel if it is certain they are not going home to an empty house. If contact cannot be made the child will stay in the Academy until the parents can pick them up;
- **All other children will stay in their Academy until the official finish time;**
- Staff living in outlying areas will be told of the decision to send the bus children home. After consultation, ensuring the safety of children, and careful consideration of all the information gathered – any member of staff whose safety is deemed to be at risk if they stay at the Academy will be allowed to make their way home and alternative arrangements for their classes will be made.

Early Total Dismissal:

This may be necessary if it is not safe for children to be in their Academy (i.e. heating failure, not enough staff to supervise the children etc). The most senior member of staff present will co-ordinate the following tasks:

- Contact and liaise with relevant sources of information from the list above;
- **Bus** children will inform their parents by text/ mobile or the Academy telephone system. Children will only be allowed to travel if it is certain they are not going home to an empty house. If contact cannot be made the child will stay in their Academy until the parents can pick them up.
- All other children will inform their parents by text/ mobile or the Academy telephone system. Children will only be allowed to leave the premises if it is certain they are not going home to an empty house. If contact cannot be made the child will stay in their Academy until the parents can pick them up.
- Staff - After consultation and careful consideration of all the information gathered – any member of staff whose safety is deemed to be at risk if they stay at their Academy will be allowed to make their way home.
- Supervise any remaining children in the main hall until parents can collect them OR it is certain that they are not returning to an empty house.

Snow and Ice Clearing Procedures:

This procedure is for guidance and to ensure current best practice is followed. It will be used in conjunction with appropriate risk assessments and the site's ice clearance & gritting plan.

Duties of the Responsible Person:

- To be responsible for ensuring that the Academy site is fully equipped with appropriate snow clearing and protective equipment, and adequate stocks of rock salt and sand/grit etc.;
- To be responsible for rearranging Caretaker times to ensure snow and ice clearance is undertaken at the earliest possible time. This may involve asking site staff to attend work earlier than contracted;
- To be responsible for rearranging Caretaker duties to ensure snow and ice clearance is continued should those usually responsible for the task be absent from work;
- To carry out a dynamic snow clearance/gritting risk assessment in advance of bad weather. Risk assessment includes reference to prioritisation of routes, manual handling issues, personal protective equipment for staff and how the site will communicate to staff and visitors the appropriate access routes to use during bad weather;
- To be responsible for drafting and periodically reviewing the gritting plan to ensure its adequacy and suitability;
- To be responsible for appointing a member of staff to check weather forecasts in advance and contact the local council to see if they are planning to grit surrounding roads;
- To agree the exact routes and areas of the Academy to be cleared; this information should be communicated to all members of staff well in advance of any bad weather. However, this procedure offers suggested clearance routes/criteria for consideration.

Caretaker's Duties:

- To be responsible for the immediate clearance of snow and ice in designated areas, in line with gritting plan;
- To be 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;
- To be responsible for temporary closing access areas around the site in line with 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 etc.). Records of clearance and access route closures should be kept.

The Trustees to delegate their responsibility to the LGB who will:

- Be responsible for agreeing the winter plan for the Academy site including snow and ice clearing procedure;
- Monitor that snow & ice procedure is being carried out.

All staff and Volunteers:

- To be responsible for reporting to the Responsible Person any situation where the recommended action contained within the snow and ice clearance procedure/gritting plan has not been carried out;
- To be responsible for safeguarding their own and colleagues' health & safety in bad weather;
- Should wear footwear and clothing appropriate to the conditions.

Prioritisation of Routes:

PATHS: should be made as clear as possible. A risk assessment should be undertaken to determine the paths that should be cleared immediately and the ones that may be left until later (gritting plan by use of colour coded clearance routes). With this in mind it may be necessary for some entrances/areas to be temporarily closed; this is achieved by taping off areas that continue to be a slip hazard as long as management have given consideration to emergency escape routes. This information should be communicated to staff & parents as soon as possible.

OTHER AREAS: In addition to pathways and agreed access areas, in all cases access pathways should be cleared from parking spaces provided for the disabled, adjacent to premises entrances.

Method of Clearance:

A pathway of at least one metre wide (1.5 metres if possible) will be cleared; this will allow suitable access for pedestrians and pushchairs and wheelchairs.

Snow and ice will be completely removed using a snow scraper or shovel, snow and ice will NOT be brushed, or dissolved using hot water, as this will make surfaces more hazardous.

Once the path has been cleared rock salt will be used to assist in providing extra grip. Paths will be regularly checked throughout the day to ensure re-freezing or further snow coverage has not occurred.

Additional care is 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 Academy (e.g. steep pathways, car parks, etc.) to avoid risks to staff, children or visitors.

An assessment of the situation will be made by site staff in conjunction with the Head teacher.

Pathways across car parks may be cleared if resources permit, but generally attempts will not be made to clear car parking areas and 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.

All persons clearing snow will be provided with suitable snow scrapers, shovels, rock salt, wear protective gloves, footwear and clothing (i.e. including high visibility vests), and take regular breaks from the task.

Where icicles present a risk to site users they should be removed using safe systems of work i.e. avoid working at heights.