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**Children & Young People's Service**

**Adverse Weather Planning for Schools and Settings**

**Owler Brook Primary School**

**September 2016**

## Introduction

Children & Young People's Service have identified procedures to ensure the business continuity of schools and education settings when facing difficulties in doing so due to adverse weather.

Our priority is to support schools and education settings to remain open and maintain the provision of education and services to pupils in order to;

- Maximise attainment and achievement
- Ensure the health and safety of pupils
- Release parents / carers to maintain critical services across the city

Schools will remain open unless

- The health & safety of pupils and staff are compromised
- There are insufficient staff in attendance to manage the school safely
- There is significant damage to premises, or failure of essential utilities

A control team made up of representatives from the key support services for schools and education settings has been identified within the Children & Young People's Service. The team's core duties will be to;

- Meet daily or as required in response to an occurrence of adverse weather.
- Manage information flow between schools and settings, parents / carers, contractors, support services and the media
- Make risk assessment tools available and provide advice on these
- Provide general guidance and support as required

## Early Planning

Adverse weather can strike at any time. It is important that you are as prepared as possible and ready to respond in order to reduce the impact on the safety, well being and comfort of pupils, staff and the school community.

## Reducing Risk for Flood, Wind, Snow and Ice - What you can do now.

### Heating

- Ensure heating systems are working correctly, with particular attention to time switches and frost protection.
- Ensure adequate fuel supplies are available for oil and solid fuel fired boilers.
- Heating system service engineer Tel: **273 0101 (Kier Sheffield)**

### Catering

- Contingency for catering (contact School Food Services **0114 2735605**)

### Utilities – Gas, Water, Electricity

Please enter non emergency contact details from your latest statement/invoice

Gas	Tel	(emergency)	<b>0800 111999</b>
Water	Tel:	(emergency)	<b>0845 124 2424</b>
Electricity:	Tel:		
(electrical emergency) <b>0800 375675 (YEDL) 0800 0568090 (East Midlands)</b>			

### Site Management & Access

- Ensure adequate supplies of grit salt are available and that pedestrian routes within the school site are clear at the start and finish of the school day. Contact **Street Force for grit salt supplies - 0114 2736523**
- Ensure that any tiled areas near entrance doors are kept as dry as possible
- Repair leaking guttering or overflows to prevent ice forming on pathways etc.
- In windy conditions – regular visual checks of the exterior building for any loose material such as roof coverings, gutters, masonry etc and check trees for any fallen or damaged branches, particularly close to paths, play areas or any part of the buildings.

**NB. Heatwave advice** is available through Teachernet  
<http://www.teachernet.gov.uk/docbank/index.cfm?id=12669>)

# Appendix 1 Risk Assessments

Sheffield City Council will support schools and settings in making every reasonable effort to remain open during adverse weather conditions

**FLOOD OR WIND DAMAGE**

**KITCHEN/CATERING FACILITIES**

**INADEQUATE SUPERVISION**

RISK ASSESSMENT - CONSIDER:-

- Extent of damage (areas affected)
- Contingency for catering.
- Staff/pupil ratio use of supply/support staff

**ACCESS AND DEPARTURE**

RISK ASSESSMENT - CONSIDER:-

- Clearing paths around school
- Ability to grit and salt
- Physical layout of school –
- Disabled staff / pupils

**USEFUL NUMBERS**

**CYPS Assets Team (buildings) 2735382**

**Kier Sheffield 2736420 (8:00 – 16:30) 2730101 (our of hours)**

**Street Force 2736523**

**Media & Campaigns Officer Nick Tully 2753545 or 0771073905**

**Media & Campaigns Officer (Emergency Planning) Philippa Godfrey - 20 53545 or 07764 659183**

**Media out of hours - 07711 153 995**

**TRANSPORT ARRANGEMENTS**

RISK ASSESSMENT - CONSIDER:-

- Public transport & dedicated Home to School transport
- Road networks

**Useful numbers:**

Travel Service (Derwent House)	<b>2735712 (2735827)</b>
Transport Services (Staniforth Rd)	<b>2737576</b>
MASS Transport	<b>070502010025</b>
Powell's Transport	<b>01709 702 220</b>
Linburg Transport	<b>244 8323</b>
South Yorks Traveline	<b>01709 515151 (bus network)</b>
Shefftax	<b>2720000</b>

**OTHER ISSUES TO CONSIDER**

RISK ASSESSMENT - CONSIDER:-

- Safety of children going home early
- First aid provision/medical needs
- Communication with parents/transporters
- Weather forecast (improve /deteriorate)

**ALTERNATIVE STRATEGIES**

RISK ASSESSMENT - CONSIDER:-

- Vary open close times
- Open to specific year groups
- Vary activities
- Alternative provision
- Partial open



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**Sheffield** *where everyone matters*



CUSTOMER SERVICE EXCELLENCE



## Appendix 2 Actions to take in the event of adverse weather

Check SchoolPoint for messages regarding expectant adverse weather. School and settings are expected to maintain up to date contact details for parents and carers and to have identified a communications plan which has been shared with key stakeholders.

