



Clayton Village Primary School

Snow Gritting Policy and Plan

School Gritting Policy and Gritting Plan

To ensure the safety of staff, visitors and pupils at school and to satisfy legal requirements for the provision of a safe working environment, we will adopt a common sense approach to the clearance of snow and ice during periods of bad weather. This will enable us to consider the health, safety and well-being of all stakeholders. In order to adhere to these commitments we have produced this policy, a zoned gritting plan and a risk assessment.

Before the winter term we will ensure that we are fully equipped with appropriate snow clearing equipment and adequate stocks of rock salt / sand or grit. The Site Manager's duties and hours will be re-arranged to ensure that the site remains safe during periods of bad weather.

We have a gritting plan in place which highlights areas to be cleared. With this in mind it may be necessary for the normal entrance route to be temporarily closed and alternative entrance and exit arrangements put in place if conditions are too extreme. This is communicated to parents and staff via the text messaging service. Staff are on hand to guide parents and carers at the beginning and end of the school day.

A decision regarding the opening or closure of the school site will be made as early as possible by the Headteacher in consultation with the Site Manager. A text message will be sent to staff and parents in the event of closure and a message will also be posted on Bradford Schools Online (BSO), under instruction by the Office Manager.

Should school need to close early during the day, a text message will be sent to parents asking them to collect their children. This decision will be made by the Headteacher.

The decision as to whether or not to send a pupil to school must be at the discretion of the parents, taking into account factors such as local road conditions and the availability of child care.

Every effort will be made to maintain cleared pathways, but caution needs to be taken by all staff, children, parents and visitors when using the site during inclement weather, and especially when entering site before the paths have been cleared.

Priority 1 for gritting:

- Main drive and entrance areas to be cleared as soon as possible before 7.30am.
- Pathway down the ramp and steps used by Breakfast Club – to be cleared by 7.30am.
- Pathway from pedestrian gate and ramp entrance from John Street to main entrance – to be cleared by 8.00am

Priority 2 for gritting:

- Pathway from main entrance around the front of school.
- Pathway from John Street steps to Reception entrance.

Priority 3 areas for gritting:

- If possible and where necessary, the main playground (see below for responsibilities).

Headteacher and SBM will:

- Carry out a review of these procedures (including this policy, risk assessment and gritting plan) in the first half of the autumn term to ensure their continued relevance.
- Liaise with the Site Manager to confirm expectations of this policy.
- In lieu of Site Manager's absence alternative arrangements will be put in place to ensure continuity of service.
- Decide whether or not playgrounds are in use during the school day and consider increasing staffing levels.

The Site Manager will:

- Monitor the weather forecast.
- Liaise with the Headteacher for further instructions on site safety/closure, as early as possible.
- Be responsible for the immediate clearance of snow and ice in designated areas, in line with this policy and the gritting plan.
- Request snow plough to attend site if necessary and under the instruction of the Headteacher (may be arranged pending weather forecast night before). Either Dragonfly Grounds Care, Paul Tyszyk 07971 788313 or Martin 07828 879876.
- Clear a pathway through snow and ice of approx 1 meter wide to allow access for pedestrians, pushchairs and wheelchairs using a snow scraper or shovel, ensuring that adequate rest breaks are taken. Once the path has been cleared rock salt or grit will be used to assist in providing extra grip.
- Ensure that access routes are clear by 8.30am at the latest.
- Paths will be regularly checked throughout the day to ensure re-freezing or further snow coverage has not occurred. If it has, areas will be re-cleared and gritted as necessary.
- Record when and where has been gritted on the log sheet held in the office. (See Appendix 1).
- Cone off areas of the playgrounds that are out of bounds due to snow or ice, using signs and cones, under the instruction of the Headteacher.
- Ensure that adequate supplies of all materials needed for snow and ice clearance are in stock.
- Please note - it is not appropriate for school staff to clear or grit areas falling outside the school site boundary.
- Early starts will be accommodated with an early finish to the working hours.

All staff will:

- All staff must make every effort to attend work in their normal working hours, unless otherwise specified and under the instruction of the Headteacher when special arrangements can be made to work from home or a remote location, ie a school near to home which is open.
- If school closes for pupils, but remains open for staff, staff are expected to work their normal hours in school if it is deemed to be safe by the Headteacher.
- All staff are expected to aim to attend work at their normal start time and do their working hours if the school is opening late for pupils. A late opening allows staff to make safe and reasonable adjustments to travel arrangements, including walking to work where possible.
- Report any situation to the Headteacher or SBM where they feel this policy is not being carried out.
- Be responsible for safeguarding their own and colleagues Health and Safety in bad weather.

- Wear footwear / clothing appropriate to the conditions.
- Liaise with Senior Management before home time and adopt an exit plan which is appropriate to the conditions. In most cases this may mean staff bringing children to the main exit to parents and carers who will wait outside of the main entrance.

All parents / carers will:

- Read and adhere to guidance.
- When bad weather conditions prevail and when directed by staff, parents and carers of children in all year groups will encourage the children to enter school independently where they will be met by staff, unless they need to speak to class teachers. These arrangements will be repeated at the end of the school day when we kindly ask all parents to wait for children outside the main entrance.
- Wear footwear / clothing appropriate to the conditions.
- Alert any staff member of concerns they have regarding Health and Safety during adverse weather.

All pupils will:

- Wear footwear / clothing appropriate to the conditions.
- Stay on cleared pathways at all times.

Unfortunately the school cannot employ a blanket policy for staff as each snow day needs to be risk assessed according to the forecast and events in that moment. Such examples may be: travel disruption, staff to pupil ratio, weather forecast for the day, site safety, etc .

It may be that the school closes for both staff and pupils. This is when the site is deemed unsafe and it is unsafe for staff to travel into school. When this decision has been made the school building will remain closed. It would be expected that staff direct their own time to ensure they have caught up on work and completed any tasks that can be done at home. Staff are still being paid to complete their job, although they are not in school.

It may be that on occasion the school closes for pupils, but remains open for staff who are able to get into school with reasonable precautions. This may be when a large number of teaching staff are unable to get into school and the school cannot operate safely on a skeleton staff. However, the school site and weather forecast may be deemed safe for staff who have arrived at school safely to continue their normal working hours. They will be directed to complete tasks by their line manager. It would be an expectation that for those staff who are unable to get into school they would work from home or a different location.

There may be circumstances when the employee is unable to attend work due to bad weather, but the school remains open as usual. All reasonable efforts should be made to attend work. Alternative arrangements may be agreed with the Headteacher, eg working from home or at a different location. Where this is not possible, non-attendance will normally be treated as unpaid leave, but exceptional circumstances may warrant paid leave.

Name of School:	Clayton Village Primary School	Date:	
Policy Approved by:		Review date:	



GENERIC RISK ASSESSMENT	SNOW AND ICE	
Establishment: Clayton Village Primary School	Assessment by:	Date:
Review Date:	Approved by:	Date:

Hazard/Risk	Who is at Risk?	Normal Control Measure (brief description and/or reference to source of information)	Additional Control Measures (to take account of local/individual circumstances).	Risk Rating H/M/L
Slips, Trips, Falls	Staff Pupils visitors	<ul style="list-style-type: none"> • Site Manager to monitor weather conditions and anticipate when snow / ice clearance may be required. (It may be necessary for them to start work earlier to implement procedures) • Prioritised areas for clearing of snow and gritting of paths, steps and slopes. (Priority 1 drive & paths to main entrance, steps and ramp to Breakfast Club, ramp to main entrance from John Street.) • Other areas cleared as time permits. (See Snow Gritting Policy). • Direct access to the main entrance from the site access point is created (1 M wide) • Regular inspection of all areas and identification of those such as steps, slopes etc which may not be safe even when cleared. • Treat cleared paths with salt and grit if freezing temperatures continue. • Ensure all staff are aware of designated paths / access routes and take responsibility for using these. Reinforce this with pupils / visitors. • Where playgrounds remain slippery due to compacted snow / ice it may be necessary to accommodate pupils indoors at break time. If playgrounds remain in use supervision levels may need to be increased. 	If slopes and steps remain in a dangerous condition it may be necessary to prevent access to affected area – cones / barrier/ tape etc.	Medium

<p>Manual handling</p> <p>Physical exertion</p> <p>Back injuries, strains/sprain</p>	<p>Site Staff</p>	<ul style="list-style-type: none"> • Staff who are responsible for gritting / clearing paths have adequate equipment and clothing to carry out the work. • Ensure staff clearing snow are physically capable • Work at sensible pace and take frequent breaks • Training given in correct lifting techniques. • Appropriate footwear worn • Mechanical lifting aids available (trolleys, sack barrow etc.) 		
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REVIEWS:		
DATE OF REVIEW:	REVIEWED BY:	COMMENTS:
DATE OF REVIEW:	REVIEWED BY:	COMMENTS:

