



Name of Policy	Adverse weather conditions
Date last reviewed	November 2015
Date to be reviewed	November 2017
Governor Committee	Resources
Key Member of staff	Headteacher/Business Manager
Statutory	Yes

## **ADVERSE WEATHER CONDITIONS POLICY**

Whilst every effort will be made to clear snow and ice it must be remembered that individuals have a responsibility for their own safety and that of others. This means being aware of the potential hazards of walking or driving in icy conditions and acting reasonably in the circumstances.

It is the policy of Duxford C of E Community Primary School to remain open whenever possible.

### **1. Circumstances for School Closure**

- 1.1. The decision to close the school either before or during the school day will be made by the Headteacher, in consultation with the Chair of Governors. The school will be closed if one or more of the following conditions apply:
  - 1.1.1. Insufficient staff are able to attend to keep the school running safely.
  - 1.1.2. Conditions on site are dangerous in the opinion of the Headteacher or other senior member of staff to whom he/she has delegated authority.
  - 1.1.3. Weather conditions are anticipated to become too hazardous for travel during the course of the school day.
- 1.2. The school will only be closed during the course of the school day in extreme circumstances where travel/ground conditions are anticipated to significantly and detrimentally deteriorate.

### **2. Procedure for School Closure**

- 2.1. The Headteacher or person with delegated authority will inform the following organisations of school closure:
  - 2.1.1. The School's Education Adviser, following current County Council procedure;
  - 2.1.2. Local radio stations, using the password system provided;
  - 2.1.3. Duxford Playgroup;
  - 2.1.4. The DX Club;
  - 2.1.5. The School bus companies
- 2.2. School Staff will be informed of school closure via the school cascade system.
- 2.3. If the school is closed before the school day begins, a message for parents will be placed on the school website and a recorded message on the school answerphone as early as possible.
- 2.4. Local staff will attend school to inform any families who do arrive if reasonably practicable.
- 2.5. Parents will be regularly informed via the school newsletter about how to check whether the school is open.
- 2.6. If school closes during the school day, parents will be contacted by telephone and asked to collect their child/ren. Sufficient staff will remain in school to ensure the safety of the children.

### **3. Snow and ice management**

- 3.1. The Business Manager will ensure that there are adequate supplies of rock salt ('grit') ready for the winter months.
- 3.2. The Caretaker is responsible for spreading grit on identified priority areas (see Appendix 1), using the equipment provided (salt spreader and manual spreader). If necessary and possible he/she will come into work early to have sufficient time. In the event of the Caretaker's absence, a replacement member of staff will be asked if they can undertake the work. If this is not possible, the school may have to close.
- 3.3. If icy weather (i.e. temperatures below freezing) is forecast overnight, the Caretaker should spread grit on the priority areas in the early evening. Gritting will not take place if it is raining, because it will wash away.
- 3.4. If there is ice on the ground in the morning, the Caretaker's first task of the day is to grit the priority areas as early as possible.
- 3.5. If there is snow on the ground:
  - 3.5.1. The Caretaker will clear the priority areas immediately on arrival in school.
  - 3.5.2. A path 1 metre wide will be cleared of snow and then gritted.
  - 3.5.3. All Access to the school will be via the main entrance.
  - 3.5.4. All other access points will remain locked until such time as the access routes are safe.
  - 3.5.5. Duxford Playgroup parents will access the Sunshine Room via the school.
  - 3.5.6. The school bus companies will be advised to park as close to the cleared path to the front entrance as possible. The Caretaker will put out cones to prevent other vehicles parking in this area.
  - 3.5.7. Once the priority areas have been cleared and gritted, the Caretaker will clear and grit other areas of the school, in the order of priority given in Appendix 1.
- 3.6. Parents will be informed of modified access arrangements during in snow and icy condition via regular reminders in the school newsletter.
- 3.7. The Caretaker will continue to monitor and re-treat priority paths with grit if freezing temperatures persist.
- 3.8. The muster point in the event of a fire drill if there is snow or ice on the ground will be by the anniversary garden, to avoid the Key Stage 1 playground.
- 3.9. During adverse weather conditions, the Headteacher and senior staff will take the decision as to whether it is safe for the children to play outside at break times.

### **4. Lettings**

- 4.1 The caretaker will follow the same procedures as above for lettings where possible.
- 4.2 If conditions are deemed to be worsening during the school day and it is not reasonable for the caretaker to make the paths safe for the evening letting, the letting will be cancelled by the school.

- 4.3 School user groups who park on the school car park and/or playgrounds will be informed that those areas are not normally cleared and they therefore park at their own risk.

## 5. Appendix 1

- 5.1. Hard surfaces in school will be cleared of snow and gritted in the following priority order. All paths to be cleared to 1 metre wide.

5.1.1. Highest priority

- 5.1.1.1. Path from front central gate to main entrance door
- 5.1.1.2. Path from car park to main entrance door.
- 5.1.1.3. A path from the Key Stage 1 entrance door to the Sunshine Room entrance.

5.1.2. Essential priority

- 5.1.2.1. A path from the Key Stage 2 entrance door round the playground to the field (evacuation route).

5.1.3. Desirable priority

- 5.1.3.1. The path on the left hand side of the school, leading to the Key Stage 1 playground, and a path across that playground to each of the Key Stage 1 and Sunshine Room entrance doors.
- 5.1.3.2. The sloping entry to the staff car park (but not the main part of the car park).
- 5.1.3.3. A path from the Key Stage 2 entrance door to the pedestrian gate on the right hand side of the school.

5.1.4. Low priority

- 5.1.4.1. The path across the front of the school from the main entrance to Key Stage 2.
- 5.1.4.2. The path from the recreation ground gate to the Key Stage 1 playground, and then a cleared pathway across the playground to the Key Stage 1 and Sunshine Room entrances.

- 5.1.5. There is no obligation to clear/grit the car park or the playgrounds.