



Farnborough Road Infant School

Snow and Ice Policy and Clearance Procedures

'Learning, Caring and Achieving Together'

In the event of disruption caused by heavy snow, the prime concern of the school must always be the safety of the children and staff.

Aims and Objectives

To maintain safe access and routes across the school site as far as reasonably practical within the resources available.

To ensure all reasonable efforts will be made to ensure the school remains open as normal and partial closure will always be considered before the decision is made to completely close the school.

Responsibilities

The Full Governing Body and Premises Committee will:

Monitor the effectiveness of this policy and management plan and report any concerns to the **School Improvement Committee**.

The Headteacher will:

Ensure that updates are posted on the school website and **Class Dojo** to provide information on the situation. In particular, parents will be advised as to whether or not the school is open to operate a normal timetable, depending on the number of staff available. In this event a decision to close the school will be made by 7.30am. In the event of having to operate with a small number of staff, the Headteacher/Deputy will organise a programme of events on a daily basis. Once the school is open, we will aim to remain open until the end of the normal day.

In the event of extreme weather during the day resulting in parents being asked to be collect children early, or if parents are concerned, children must be signed out at the school office or with the class teacher. In these circumstances the headteacher will ensure that children will continue to be looked after at school until a responsible adult comes to collect them. In this event normal lessons may be reduced and the remaining children assembled in groups under the supervision of authorised members of staff.

Ensure means of access and routes across the site are safe for employees, pupils and visitors and that adequate arrangements are made to ensure that the risks from snow and ice are minimised. In circumstances when safe access cannot be achieved, and with the agreement of the Chair of Governors, the school will close or partially close and the closure/partial closure will be communicated to all relevant parties.

Consider how snow and ice may affect the operation of the school e.g. transport difficulties and the availability of staff and other services.

Advise parents and children of the risks during ice and snow, including the importance of keeping to designated areas that have been cleared and the wearing of suitable footwear.

Formulate a policy and management plan for approval by the Governors.

The Site Manager/Caretaker will:

Follow the generic risk assessment for clearance of snow and ice from site and communicate procedures and methods of work to all site staff.

Proactively monitor the weather forecast and initiate preventative measures to manage risks from snow and ice.

Proactively monitor current conditions and react to changing priorities, e.g. communicating temporary closure of playgrounds/pathways, amending/increasing working hours of Premises staff to deal with increased levels of snow and ice.

In the Autumn term ensure sufficient supply of suitable equipment and salt grit/other materials are available in order to meet demand.

Be flexible in their duties and hours which may be re-arranged to ensure that the site remains safe during periods of bad weather.

The Premises Staff of both Infant and Junior schools will:

Ensure the immediate clearance of snow and ice in designated areas, in line with the procedures.

Ensure equipment provided to clear snow and ice is maintained in a satisfactory condition.

Temporarily close designated areas until cleared. Such areas should be clearly marked, e.g. signage, tape etc.

All staff will:

Be asked to make every effort to get to school although, in severe conditions, they must make a judgement about the safety of travelling. It is appreciated that the journey may take longer than normal and, therefore, some staff may not be able to arrive before the normal start of school time. In these circumstances the Headteacher will make alternative arrangements for this class until the class teacher arrives.

Be aware that when areas have had salt grit/other materials applied it is not a guarantee that the paths are completely safe or slip-proof; staff should travel with caution when moving around site.

Be aware of the risk assessment in place for snow and ice and take responsibility for following the designated routes when such conditions exist.

Safeguard their own, colleagues' and children's health and safety.

Ensure they wear appropriate footwear to reduce the risk of slips, trips and falls.

Report any internal wet areas/external icy patches to the Main Office who will inform the premises staff to enable them to position wet floor signs/mop up any excess water/re-apply salt grit/other materials.

Communicate to pupils the need to wear appropriate footwear in snow and ice and to exercise caution when moving around site or playing in the snow.

Parents:

Given that most of our children live within a short walking distance of the school, it is expected that all children will make every reasonable effort to undertake the journey to school. It is appreciated that the journey may take longer than normal and, therefore, some children may not be able to arrive before the normal start of school time. In these circumstances no late marks will be given.

Clearance Procedures

A management plan has been devised together with a generic risk assessment to describe how the procedures will be implemented and put into practice in order to meet the aims and objectives of the policy.

Due to the expanse of the site it is recognised that it is impossible to immediately clear snow and ice from all of the paths on the site. The procedures do however, require those responsible to exercise careful judgement in prioritising key access and routes throughout the site as well as outline the responsibilities of all users to exercise their own initiative in ensuring their own and others safety during times of snow and ice in the school grounds.

During severe weather site staff will suspend their other duties and priority will be given to clearing snow and ice.

All site staff will be provided with suitable equipment and Personal Protective Equipment.

In order of priority, treat paths with salt grit/other materials to maintain safe access and routes across the site.

Identify any particularly dangerous areas which require extra care and should be checked/treated more frequently e.g. steps, slopes, gullies which may be hidden etc.

Where snow has fallen, clear a path 1 metre wide in order of priority and treat cleared paths with salt grit/other materials to maintain a clear pathway especially where temperatures remain below freezing.

Routes will be regularly checked throughout the day to ensure 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 premises (e.g. steep pathways, playgrounds, etc.) to avoid risks to staff, pupils or visitors. An assessment of the situation will be made by the Site Manager.

To gain the most economical and environmental solution the minimum amount of salt grit should be used.

There is no advantage in applying grit salt/other materials to deep snow; this should be cleared from the path first.

When severe weather is forecast site staff will spread salt grit/other materials the night before as well as on arrival at 7am or earlier by arrangement.

In extreme conditions the Caretaker / Site Manager will investigate the snow clearing services at the local authority.

The gritting of roads and pavements outside the site are dealt with separately by Sefton Council.

Order of Priority for Application of Salt Grit/Other Materials on Icy Days

The site will be gritted in the following order of priority:

1. Main car park – to be cleared by Junior site staff
2. Main path from Farnborough Road to school reception/office via Year 2 playground – Infant site staff
3. Main pathway to Nursery and rear of premises up to low playground gates – Infant site staff
4. Main pathway from Guildford Road gate to infant playgrounds – Junior site staff
5. Slope to main Infant reception/office – Infant site staff
6. Year 2 playground - Infant site staff
7. Year 1 playground - Infant site staff
8. Reception playground – Infant site staff
9. Nursery outdoor area - Infant site staff
10. Junior site staff to clear junior areas and playgrounds

Warning signs should be placed informing users of the possible danger.

Order of Priority for Application of Salt Grit/Other Materials on Snowy Days

A pathway will be cleared in the snow and then gritted in the following order of priority:

1. Main car park – to be cleared by Junior site staff
2. Main path from Farnborough Road to school reception/office via Year 2 playground – Infant site staff
3. Main pathway to Nursery and rear of premises up to low playground gates – Infant site staff
4. Main pathway from Guildford Road gate to infant playgrounds – Junior site staff
5. Slope to main Infant reception/office – Infant site staff
6. Year 2 playground - Infant site staff
7. Year 1 playground - Infant site staff
8. Reception playground – Infant site staff
9. Nursery outdoor area - Infant site staff
10. Junior site staff to clear junior areas

If areas of the school remain dangerous the access will be restricted through the school day.

If the car park remains icy, warning signs should be placed informing users of the possible danger.

This policy will be reviewed regularly.

Updated March 2025

Signed _____ Date _____ Headteacher.

Signed _____ Date _____ Chair of Governors.