

# Brompton Hall School

## Adverse Weather Procedures

### 1. Aims

- 1.1 Brompton Hall aims to maintain safe access and routes across the school site in the event of adverse weather conditions as far as is reasonable and practicably possible.
- 1.2 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 school.
- 1.3 In the event of closure school will follow NYCC School Closure Guidance

### 2. Procedures

Due to the expanse of the site, it is recognised that it is impossible to immediately clear snow and ice from the many pathways on all sites. The procedures do, however, require those responsible to exercise careful judgement in prioritising key areas including:

- Car Parks
- Access points into school
- The upper playgrounds as these provide access to KS3 & KS4 Classrooms.
- classrooms in the KS3 and KS4

It is expected that all members of the school community will use their own initiative to ensure their own and others safety during times of snow and ice.

### 3. Responsibilities:

#### 3.1 Governing Body

- Responsibility for this policy has been delegated to the headteacher/executive headteacher. The effectiveness of these procedures in minimising the risks from snow and ice will be judged through and in conjunction with the analysis of accident data.

#### 3.2 Headteacher

- Formally review the policy on an annual basis taking into account any changes made to the NYCC School Closure Guidance.
- Ensure means of access and routes round school are safe for employees, students and visitors and that adequate arrangements are made to ensure that the risks from snow and ice are minimised. In circumstances when safe access and safe routes cannot be achieved, with the agreement of Venn Academy Trust, close or partially close the college and communicate the closure/partial closure to all relevant parties.
- Consider how snow and ice may affect the operation of the school e.g.
  - transport difficulties encountered by pupils and staff in getting to school.
  - Staff availability to teach classes
  - Ability of pupils and staff to travel home.
- Advise parents and students of the risks during ice and snow and the importance of suitable footwear.
- Communicate the policy and procedures to all staff.

### 3.3 School Business Manager

- Formulate a policy and management plan for approval in the first instance by the Governors' Finance, Personnel and Premises Committee which will enable the Principal to fully discharge his responsibilities as described in paragraph 3.2.
- Monitor the effectiveness of the policy and management plan and report any concerns to the Governors' Finance, Personnel and Premises Committee.
- Include information regarding the effectiveness of this policy and management plan in the Annual Analysis of Accidents.
- Amend the procedures as required following proactive and reactive monitoring.
- Communicate the policy and procedures to all staff.

### 3.4 Caretaker

- Develop procedures and maintain records to include:
  - Generic risk assessment for clearance of snow and ice from site and communicate procedures and methods of work to Premises staff.
  - Written and recorded 'day specific' risk assessment for clearance of snow and ice from site and communicate procedures and methods of work to Premises staff. o Site map detailing order of priority for clearing of snow and ice and communicate to Premises 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.
- Ensure sufficient supply of suitable equipment, Personal Protective Equipment and salt grit/other materials are available in order to meet demand.
- Communicate any specific issues to the SLT and suggest amendments that would improve procedures.

### 3.5 Site Management Team

- Immediate clearance of snow and ice in designated areas, in accordance with the procedures and risk assessment and as shown on the site map.
- Ensuring equipment provided to clear snow and ice is maintained and in satisfactory condition.
- Temporary closure of designated areas until cleared. Such areas should be clearly marked, e.g. signage, tape etc.
- Maintain records of clearance and temporary closures on the daily caretaking sheets.

### 3.6 All staff

- 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; please walk/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 students' health and safety.
- Ensure appropriate footwear is worn 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 students the need to wear appropriate footwear in snow and ice and to exercise caution when moving around site.

## 4. Clearance Procedures

- 4.1 During severe weather Premises staff will suspend their other duties and priority will be given to clearing snow and ice.
- 4.2 Premises staff will be provided with suitable equipment and Personal Protective Equipment.
- 4.3 In order of priority the following areas will be treated with salt grit/other materials to maintain safe access
  - The school car park
  - Reception entrance
  - The path and stairs next to the boiler house leading to KS3 & KS4
  - A safe route across the school playground
  - A safe route to KS2 Semi-formal
- 4.1 Identify any particularly dangerous areas which require extra care and should be checked/treated more frequently e.g. steps, areas of black ice.
- 4.2 Where snow has fallen, clear a path 1 metre wide in order of the above priorities and treat cleared paths with salt grit/other materials to maintain a clear pathway especially where temperatures remain below freezing.
- 4.3 There is no advantage in applying grit salt/other materials to deep snow; this should be cleared from the path first.
- 4.4 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, students or visitors. An assessment of the situation will be made by the Facilities Manager.
- 4.5 To gain the most economical and environmental solution the minimum amount of salt grit should be used. A Spreader should be used.
- 4.6 When severe weather is forecast site staff will spread salt grit/other materials the night before as well as on arrival.
- 4.7 The gritting of roads and pavements outside the site are dealt with separately by the NYCC Highways Department.

## 5. School Closure

### 5.1 Severe Weather Conditions Before Departure for School

(e.g., heavy fall of snow during the night the following arrangements will apply)

- Where possible the school will open to receive students who are able to get to school.
- Parents/carers are expected to take their own decisions based on local road and weather conditions and the availability of school transport. Safety will always be the first consideration. Parents should contact school via email or telephone if your child is unable to attend school to ensure we are able to account for every student.
- If there is severe weather and there is no choice but to close the school the SLT will inform parents/staff by your normal channels. Via text message, school website and local radio.

BBC Radio York, Tees, Leeds
TFM Radio
Heart FM and Heart North Lancashire and Cumbria
Your Harrogate Radio
Greatest Hits Radio: Harrogate and the Yorkshire Dales (formerly Stray FM)
Greatest Hits Radio: York & North Yorkshire (formerly Minster FM)

## **5.2 Severe or Deteriorating Weather Conditions During the Day**

(i.e. after students have arrived at school)

School will constantly monitor information from BBC Weather and the Met Office to ascertain the impact throughout the day.

With our students' safety in mind, we will check local road conditions, weather forecasts and Met Office guidance and /or warnings or if taxi operators advise an early departure, we will;

- to enable students to begin their journey home before taxis are taken off the roads and before daylight fades;
- allow anxious parents from outlying areas to pick up their children earlier in the day. On arriving at school, parents/carers will be required to go to reception in the main building and ask the office staff to locate the relevant student(s).

***Students must be formally signed off site by office staff before they can be allowed to leave the premises.***