

## Morpeth First School

### Snow Clearance and Gritting Policy

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 caretaker'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 are on hand to guide parents and carers at the beginning and end of school day.

#### **First phase to be cleared and gritted:**

- Main gate to main entrance
- Upper gate to upper boys entrance
- Vehicle entrance slope to main entrance
- Path to nursery from main gate
- If we have deep snow these 4 routes are must be cleared as part of the first phase to ease congestion and maintain the health and safety of children and staff.

#### **Second phase to be cleared gritted:**

- Phase 1 plus path to reception and the remainder of the pupil entrances
- Staff car park gritted only

#### **Third phase to be cleared gritted:**

- Staff car park will be cleared of snow and gritted.

#### **Headteacher & 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 caretaker to confirm expectations of this policy.
- In lieu of caretaker absence alternative arrangements will be put in place to ensure continuity of service.

#### **The Caretaker will.....**

- Be responsible for the immediate clearance of snow and ice in designated areas, in line with this policy and the gritting plan.
- Ensure that adequate supplies of all materials needed for snow and ice clearance are in stock.
- Communicate to senior management his implementation of the gritting plan by 7.30am.
- Clear a pathway through snow and ice of a width suitable to allow access for pedestrians, pushchairs and wheelchairs using a snow scraper or shovel . 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 8.45am at the latest. The pathway from the pedestrian gate to the main entrance must be clear by 8am to allow safe access to before school club.
- 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.
- Please note - It is not appropriate for school staff to clear or grit areas falling outside the school site boundary.

**All staff will.....**

- 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 will mean staff bringing year one to four children 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 years one to four will encourage the children to enter school independently where they will be met by staff, unless they need to speak to class teachers. Reception and nursery children will enter with their parents through the main entrance via the south hall. These arrangements will be repeated at the end of the school day when we kindly ask year one to four 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.

October 2017. Review due October 2019.