



SEVERE WEATHER POLICY

Author	Simon Allan
Date Written	Spring 2016
Review Date	Spring 2019

Date Ratified by the Governing Body	Spring 2016
-------------------------------------	-------------

INSPIRE MULTI ACADEMY TRUST

SEVERE WEATHER POLICY

Aims and Objectives

The Severe Weather Policy has been created with the aim of ensuring that the appropriate procedures are followed before, during and after severe weather conditions, for example snow and ice, high winds etc.

Inspire Multi Academy Trust academies aim to maintain safe access, egress and routes across the school site as far as reasonably practicable within the resources available, however responsibility for safety in severe weather conditions lies with adult individuals (whether employees, parents or visitors). Our best endeavors should not be taken as an absolute guarantee of safety.

In the event of adverse weather conditions, all reasonable efforts will be made to ensure that our academies remain open as normal. During adverse weather conditions the partial closure of an academy will always be considered before any decision to completely close is made.

The Headteacher in each academy will make the final decision as to whether an academy will close. In the case of any closure or partial closure, parents/carers will be informed by text message. We will also endeavor to communicate school closure by other means such as local radio.

Once the Headteacher has decided to open an academy, all members of staff will be required to carry out their duties, as outlined within the policy.

Management Plan and Procedures

The Severe Weather Policy will come into effect during periods of severe or adverse weather conditions, typically snow and ice, or when snow and ice has been forecast however may include any other severe or adverse weather condition.

In relation to snow and ice, the policy will be implemented when temperatures are at or below zero degrees Celsius.

Due to the expanse of a school site, it is recognized that it is impossible for us to clear snow and ice from every footpath, play yard road or car park. We will prioritise key pedestrian routes of access/egress and endeavor to clear suitable pathways to main entrances. It remains the responsibility of all users to exercise their own initiative in ensuring their own and others safety during times of snow and ice or other severe weather conditions in the school grounds.

In the event of snow or ice we will not clear the school yards nor car parks, only designated walkways will be cleared.

Responsibilities:

The Board of Trustees

Responsibility for this policy has been delegated to the Personnel, Finance, Performance and Staffing Committee who will monitor the effectiveness of the procedures in minimizing the risks from severe weather conditions such as snow and ice. It is our intention that this policy will be reviewed every three years, or sooner if required.

The Site Team

- Be responsible for ensuring snow clearing equipment is in good repair, including any personal protective equipment (PPE).
- Ensure means of access, egress and designated routes across the school are safe for employees, pupils, parents/carers and visitors and that adequate arrangements are made to ensure that the risks from severe weather conditions are minimized.
- Agree a site map detailing the order of priority for clearing of snow and ice with the Headteacher and School Business Manager.
- Monitor the weather forecast to support the site team in managing the risks from severe weather conditions.
- Proactively monitor current conditions and react to changing priorities e.g. communicating temporary closure of play grounds or pathways.
- Ensure that the correct areas have been treated with rock salt and are safe prior to pupils/parents/carers/visitors arrival on the school premises.
- Update the Headteacher and School Business Manager with regard to progress made and any issues.
- Ensure the relevant equipment is used.
- Ensure any damaged or broken equipment is promptly replaced, following the agreed procurement channels.
- Monitor the use of rock salt and ensure adequate stock levels are maintained.

The Headteacher

- Consider how snow and ice or other severe weather condition may affect the operation of the school e.g. transport difficulties and the availability of staff and services.
- Advise parents/carers and pupils of the risks during severe weather conditions e.g. the importance of suitable clothing and footwear.
- In circumstances when safe access, egress and safe routes cannot be achieved and with the agreement of the Chief Executive Officer (CEO), the Headteacher will either partially or fully close the site.
- In the event of closure/partial closure, the Headteacher will instruct the business support team to communicate this to all relevant parties by text message. There will also be communication issued to Sunderland City Council and the local radio stations.
- Decide the hours of work of the site team in adverse weather conditions.
- Delegate snow and ice clearing duties amongst other staff if appropriate.
- Be responsible for deciding whether pupils are kept indoors during break times and share this decision with staff at the earliest opportunity.

The School Business Manager

- Support the Headteacher in monitoring the effectiveness of the policy and report any concerns to the appropriate committee of the Board of Trustees.
- Monitor the weather forecast to support the site team in managing the risks from severe weather conditions.

All Staff

- Should wear suitable clothing and footwear according to forecasted and actual weather conditions to reduce the risk of slips, trips and falls.
- Will use the nearest available cleared pathway to enter the building.
- Should be aware that when areas have had when areas have had rock salt or other materials applied this does not guarantee that paths are completely safe or slip proof therefore should proceed with absolute care and attention.
- Must report any internal wet areas or external icy patches to the site team who will tend to the areas.
- Should communicate to pupils the need to wear appropriate footwear in snow, ice, rain or other adverse weather.
- If a member of staff feels the policy is not being implemented, they will raise their concerns with the Headteacher accordingly.
- All members of staff are responsible for the safety of pupils, other staff and themselves.

Parents/Carers/Visitors to Site

- Parents/carers/visitors will only use designated areas whilst on the school site.
- If the Headteacher decides for safety reasons that the school needs to close/partially close, parents/carers will be responsible for collecting their children.
- Parents/carers will ensure their contact information held by the school is kept up to date. Any changes should be reported immediately.
- Parents/carers should ensure children are wearing appropriate footwear and clothing for the weather conditions.
- During handover periods, parents/carers will ensure that pupils do not enter undesignated areas. They should ensure they do not use any play equipment during periods of adverse weather.

Clearance Procedures

- Snow and ice clearing equipment should be checked to ensure it is in good working order in advance of the winter season. Any broken or damaged equipment should be disposed of and promptly replaced.
- The site team, or other designated staff will wear the PPE and equipment provided e.g. snow clearing equipment. All equipment should be visually inspected before use to ensure it is safe and in good working order.
- In order of priority, treat paths with rock salt or other suitable product to maintain safe access/egress and routes across the site.
- Identify any particularly dangerous areas which require extra care and which should be checked/treated more frequently, for example slopes, hidden gullies etc.
- Routes will be checked at the end of the site staff's morning shift and on return for the afternoon shift to ensure freezing or further snow coverage has not occurred.
- Deep snow should be cleared prior to the application of rock salt to the cleared paths.
- In extreme, prolonged severe weather conditions, it may be necessary for the academy to investigate outsourcing snow clearance services to an external contractor.
- Rock salting and path clearance outside of the school premises is not the responsibility of the school. Staff should not make any attempt to clear snow or ice outside of the premises as this is the responsibility of Sunderland City Council.

Notification of Decision to Close

The school should report any decision to close to the Local Authority:

- Alan Rowan – 0191 461 1372 or 07917 504 203

Other useful contacts:

- School Meals – Keith Miles – 0191 561 4655
- Crossing Patrols – Hazel Walton – 0191 561 1525
- Transport Section – 0191 561 2284
- Health and Safety – 0191 561 2387

Radio Announcements

Radiostation	Telephone	Other
Metro	0191 279 0228	news@metroandmagic.com Posted on website only
BBC Newcastle	0191 244 1450	Fax 0191 232 5082 Radionewcastle.news@bbc.co.uk
SUN FM	0191 444 2577	The station will require the name, location and DFE number of the school.

Monitoring and Review

A full review of the severe Weather Policy will be conducted once every three years, or as required, prior to the second half of the autumn term.