

# Winter Maintenance & School Closure Policy

## Last reviewed January 2018

This policy should be read in conjunction  
with the Premises Management & Security Policy

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CONTENTS

SECTION	PAGE NUMBER
1. Introduction	3
2. Objectives	3
3. In the event of icy weather conditions	3
4. Procedures and Information for School Staff in the Event of a closure of the School	4
Appendix A - Site Plan	5
Appendix B - Winter Maintenance Plan	6

## 1. Introduction

***The school will only close without prior notice as a last resort. The Headteacher or representative will remain on site until the last child is collected.***

## 2. Objectives.

The objective of St Nicholas Primary School's Winter Maintenance and School Closure Policy is to initiate and manage procedures for dealing with weather emergencies. At time of predicted low temperatures, the school has a duty to ensure, *where reasonably practicable\**, that safe passage of adults and children along hard outside surfaces and pathways of the school, is not endangered by snow or ice and therefore preventative, rather than purely reactive, action falls within this duty. These surfaces and pathways are identified as follows in priority order:

1. Pathways across the staff car park to the main school entrance - these will be gritted first since staff arrive early.
2. Pathways from the 3 pedestrian entrances to the school main entrance
3. Pathways in front of the main school building
4. Pathways from pedestrian gates to KS1 entrance and FS2 playground entrance.

***Please note, however, it is the responsibility of the individual to ensure that appropriate footwear is worn during these conditions.***

- The school will keep a record of any preventative/reactive actions taken and this record will be kept up-to-date in the school office.

*\* Reasonably Practicable - given the scale of financial and other resources involved in delivering the Winter Maintenance Plan and the obvious difficulties in maintaining high levels of premises staffing and specialist equipment it is **NOT practically possible to:***

- *provide the services on all parts of the exterior of the school to the same level*
- *ensure running surfaces are kept free of ice or snow at all times, even on the treated parts of the pathways or yards*
- *account for variance in suitable footwear and awareness of the general public.*

## 3. In the event of icy weather conditions

- a) A daily yard and pathway inspection, together with a temperature reading, will be undertaken throughout the winter months and in times of low temperatures/hazard. As it is not practical to cover the whole of the school site, pre-salting/gritting and snow clearance processes will be carried out on the identified pathways only, based on information received from the weather forecasting service and as a result of the daily inspection outcomes.
- b) Where practical, pre-salting/gritting/snow clearance will be undertaken, in priority order as per 1 - 4 above, before the gates are opened at 7.45 a.m. and before the morning break if not. This process will also take place before the gates are opened at 3.00 pm, again where practical. The weather conditions will continue to be monitored

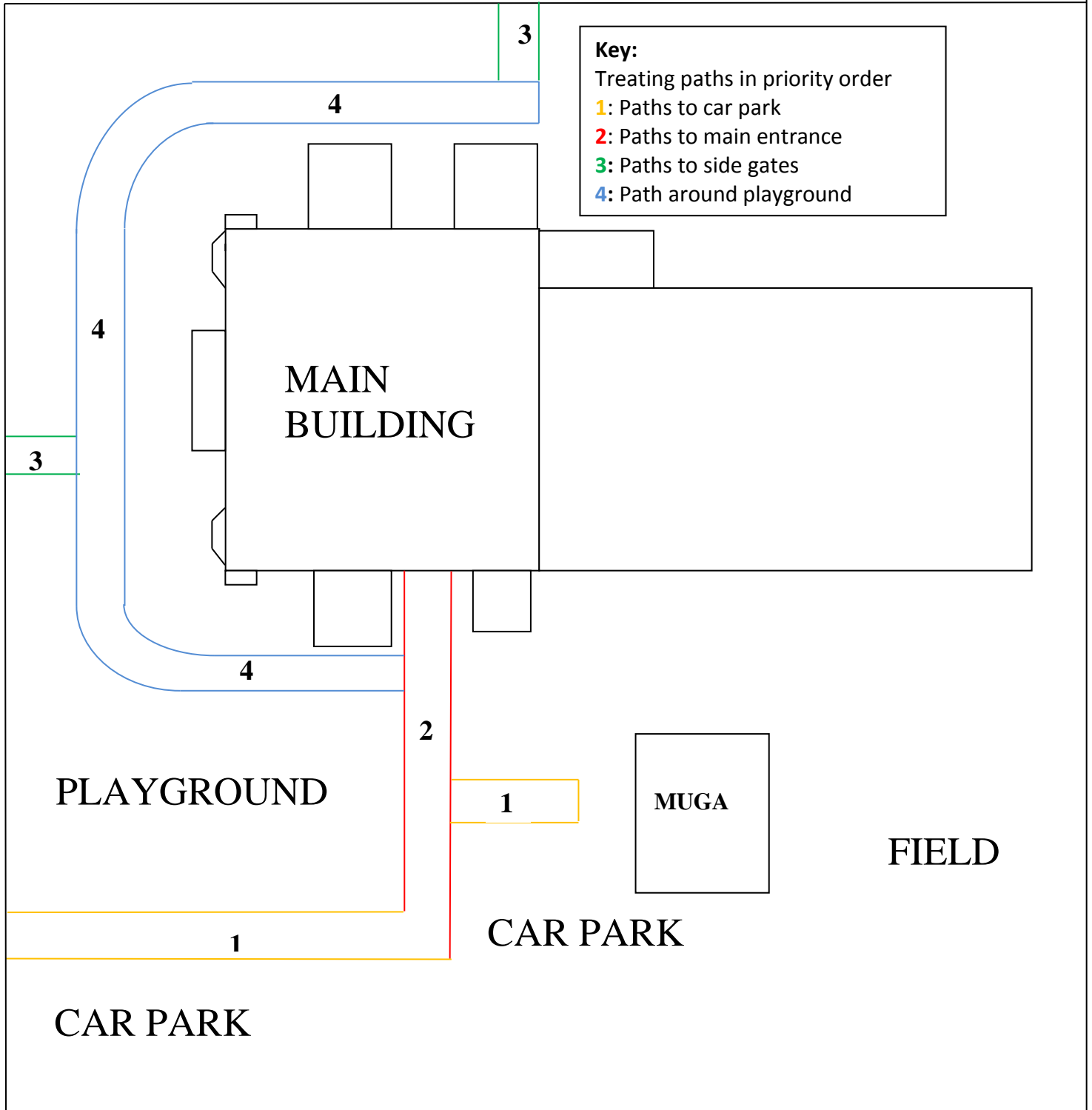
throughout the day and the relevant process undertaken as necessary and where practically possible; this may include identifying further areas deemed to be a health and safety risk which will then be kept clear of adults and children.

- c) At playtimes/lunchtimes, a decision as to whether children are to be allowed outside will be made by a member of the Senior Leadership Team. In order to ensure the safety of anyone in the school community, children will not be allowed to make slides or throw snowballs on the playground. However if the field is covered by thick snow, pupils may be allowed to play on the field in the snow, make snowmen and throw snowballs at the discretion of a member of the Senior Leadership Team. Those not wishing to take part in any of these activities will stay in a designated area at the edge of the field. The school believes that playing in the snow and throwing snow is part of a child's life experiences.
- d) A severe health and safety risk would be presented due to bad weather if either insufficient staff could reach the school or there would be a health and safety risk to staff if they did not leave the school early in order to have the best chance of a safe journey home. The school recognises that closing a school at short notice, including closing mid-way through a day, poses considerable difficulties for parents and the decision to do so would only be taken as a very last resort and if it would be detrimental to the health, safety and welfare of all in the St Nicholas Primary School community.

#### **4. Procedures and Information for School Staff in the Event of a Closure of the School**

- a) In extreme cases, the Headteacher or representative may decide that there is no option but to close the school if, for whatever reason, a severe health and safety risk is presented. In such cases, the prime concern of the school is always the safety of the pupils and staff. It is expected that all staff will make every reasonable effort to undertake the journey to school. It is, however, appreciated that the journey may take longer than normal and that some staff may not be able to arrive before the normal start of the school time. A decision to close the school for the day will be made by 7.30 a.m. The Headteacher or representative will contact the Chair of Governors, the HET Chief Executive Officer, Radio Humberside, Viking FM, KCFM and also the Local Authority. Updates will be posted on the relevant websites. Those parents who have signed up to Parentmail will also receive a text message.
- b) In some cases it may be that the school will remain open on a reduced capacity with the normal timetable suspended. In such an event, parents/carers will be asked to make alternative arrangements for pupils.

**Site Map – Appendix A**





## WINTER MAINTENANCE PLAN – Appendix B

Date	Time	Weather Conditions & Temperature	Area No.	Preventative/Reactive Actions taken	Initials



# ST NICHOLAS PRIMARY SCHOOL

