

Appleton Wiske Community Primary School
Winter Management Policy

Management of Ice and Snow at Appleton Wiske Community Primary School

All staff must be aware of the risk assessments for ice and snow. These will be in the staff handbook and staff will be expected to read these annually with all other parts of the staff handbook. Each winter the risk assessments will be reviewed with staff. The School Site Maintenance/Caretaking staff will make every effort to stick to the plan, but in the event of extreme weather conditions it may be necessary to amend the plan at the direction of the Head Teacher, or his designate, to ensure the safety of students, staff and visitors.

Hazard	Control Measure
<p>1)</p> <p><i>Slips, Trips, Falls due to Snow and Ice</i></p> <p>Green ■ ■ ■ ■ ■</p> <p>Red ■■■■■■</p> <p>Blue ■■■ ■■</p> <p><i>Plan of school required showing paths and entrances etc.</i></p>	<ul style="list-style-type: none"> • Winter plan covers gritting priority and actions for all staff. • <i>Green routes to be gritted by 08.15am</i> • <i>Red routes to be gritted by 08:30am</i> • <i>Blue routes to be gritted by 8:45am, unless extreme conditions apply, when the Head Teacher or designate will decide priorities.</i> • Where possible, a 1 metre wide path to be cleared within 48 hours on all green and red routes with the exception of the main drive. • When snow and ice occurs, gritting by specified times will take priority over other duties for the caretaking staff. • <i>The Caretaker</i> will be responsible for maintaining suitable stocks of grit / salt. • All site Maintenance/Caretaking staff will be provided with suitable PPE for all weather conditions. • The gritting / salting plan must be followed in the colour-coded sequence to ensure priority is given to slopes and entrances. • The Caretaker, in association with the Head Teacher will decide if any areas need to be closed for health and safety reasons. The paths immediately surrounding the school will be gritted as priority, but the main drive and car park are unlikely to be gritted. The pedestrian path alongside the drive will be gritted as a priority. In extreme cases pupils will be asked by duty staff to walk on the grass. • In the event of closing areas of the school site, temporary signs will be used. • No planned fire drills will take place in snowy conditions. • Grit and salt will be spread manually due to the nature of the site but the Head Teacher will ensure that all staff have training in manual handling techniques and a limit of 8kg is placed upon the quantity of grit staff should carry. • Mats are placed at entrances to reduce water ingress. In snowy conditions staff will report any excessively wet corridors to reception so that mopping and signage can be arranged. • The school has a full duty team for break and lunch times with additional staff on duty at the start and end of the day. These staff will be responsible for warning pupils as appropriate in the ice and snow. • All accidents on the school premises will be recorded in the accident book and the first aid policy will be followed. • Caretaking staff will be responsible for gritting and snow clearing if necessary under the direction of the Head Teacher. • Should additional staff be needed the Caretaker will liaise with the Head Teacher to identify the most suitable additional staff.
<p>2)</p> <p>Injury to Site Maintenance Staff</p>	<ul style="list-style-type: none"> • All accidents on the school premises will be recorded in the accident book and the first aid policy will be followed. • Grit will be spread manually during the school day to avoid the risk of injury from grit to the eye. In the event of machines being used they will only be operated when there are no pupils in the vicinity and operatives must wear suitable eye protection and PPE.
<p>3)</p> <p>Injury to Pupils, Staff and Visitors</p>	<ul style="list-style-type: none"> • Mats are placed at entrances to reduce water ingress. In snowy conditions staff will report any excessively wet corridors to reception so that mopping and signage can be arranged. • All accidents on the school premises will be recorded in the accident book and the first aid policy will be followed.
<p>4)</p> <p>Lone Working</p>	<ul style="list-style-type: none"> • Should additional staff be needed the Caretaker will liaise with the Head Teacher to identify the most suitable additional staff. • The School lone working policy will be followed as appropriate.

