

SNOW AND ICE CLEARING PROCEDURES

Appleton Wiske Community Primary School

General Statement

This procedure is for guidance and to ensure current best practice is followed. Use in conjunction with appropriate risk assessments and the sites ice clearance & gritting plan.

Duties of the Responsible Person

Responsible for ensuring that site is fully equipped with appropriate snow clearing and protective equipment, and adequate stocks of rock salt and sand/grit etc.

Responsible for rearranging Caretaker/Site Manager times to ensure snow and ice clearance is undertaken at the earliest possible time. This may involve asking site staff to attend work earlier than contracted.

Responsible for rearranging Caretaker/Site Manager duties to ensure snow and ice clearance is continued should those usually responsible for the task be absent from work.

A dynamic snow clearance/gritting risk assessment should be carried out in advance of bad weather. Risk assessment includes reference to prioritisation of routes, manual handling issues, personal protective equipment for staff and how the site will communicate to staff and visitors the appropriate access routes to use during bad weather.

Responsible for drafting and periodically reviewing the gritting plan to ensure its adequacy and suitability.

Responsible for appointing a member of staff to check weather forecasts in advance and contact local council to see if they are planning to grit surrounding roads.

Should agree the exact routes and areas of the school to be cleared; this information should be communicated to all members of staff well in advance of any bad weather. However this procedure offers suggested clearance routes/criteria for consideration.

Site Manager's/Caretaker's Duties

Responsible for the immediate clearance of snow and ice in designated areas, in line with gritting plan.

Responsible for ensuring that equipment provided to clear snow and ice is adequate for the purpose and maintained in a satisfactory condition, supplies of rock salt and sand/grit mix should be monitored throughout the winter period and replenished promptly.

Responsible for temporary closing access areas around the site in line with gritting plan that are not to be cleared or are lower down the gritting schedule, such areas should be clearly marked

(e.g. signage, tape etc.). Records of clearance and access route closures should be kept.

Governing Body/Owners

Responsible for agreeing the winter plan for the site including snow and ice clearing procedure.

Providing sufficient resources to implement the plan.

Monitoring that snow & ice procedure is being carried out.

Control Measures

In order to manage some the risks identified, we have introduced the following control measures:

Maintenance and Inspection

Ladders and step ladders will be checked prior to use and visually inspected termly. Mobile Elevated Work Platforms, scaffold towers will be checked, inspected and maintained in accordance with the manufacturers, hirers or suppliers requirements.

Lone Working

Working at height must not be undertaken whilst lone working.

This list is not exhaustive and other control measures will be required. This procedure must be read in conjunction with the risk assessment.

All Staff Responsibilities

Responsible for reporting to the Site Manager/Responsible Person any situation where the recommended action contained within the snow and ice clearance procedure/gritting plan has not been carried out.

Responsible for safeguarding own and colleagues' health & safety in bad weather.

Staff should also wear footwear/clothing appropriate to the conditions.

Prioritisation of Routes

PATHS - should be made as clear as possible. A risk assessment should be undertaken to determine the paths that should be cleared immediately and the ones that may be left until later (gritting plan by use of colour coded clearance routes). With this in mind it may be necessary for some entrances/areas to be temporarily closed; this is achieved by taping off areas that continue to be a slip hazard as long as management have given consideration to emergency escape routes. This information should be communicated to staff & parents as soon as possible.

OTHER AREAS - In addition to pathways/agreed access areas, in all cases access pathways should be cleared from parking spaces provided for the disabled, adjacent to premises entrances.

Method of Clearance

A pathway of at least one metre wide (1.5 metres if possible) will be cleared; this will allow suitable access for pedestrians and pushchairs/ wheelchairs. Snow and ice will be completely removed using a snow scraper or shovel, snow and ice will NOT be brushed, or dissolved using hot water, as this will make surfaces more hazardous. Once the path has been cleared rock salt will be used to assist in providing extra grip. Paths will be regularly checked throughout the day to ensure re-freezing or further snow coverage has not occurred.

Additional care is 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 school (e.g. steep pathways, car parks, etc.) to avoid risks to staff, pupils or visitors. An assessment of the situation will be made by site staff in conjunction with the Site Manager/Responsible Person.

Pathways across car parks may be cleared if resources permit, but generally attempts will not be made to clear car parking areas/spaces themselves, unless snow is so heavy that essential vehicles(e.g. emergency vehicles, delivery lorries etc.) are unable to gain access to the site.

All persons clearing snow will be provided with suitable snow scrapers, shovels, rock salt, wear protective gloves, footwear and clothing (i.e. including high visibility vests), and take regular breaks from the task.

Where icicles present a risk to site users they should be removed using safe systems of work i.e. avoid working at heights.

Management of Ice and Snow at Appleton Wiske Community Primary School

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><i>Green ■ ■ ■ ■ ■</i></p> <p><i>Red ■■■■■■</i></p> <p><i>Blue ■■■■ ■</i></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

	<p>warning pupils as appropriate in the ice and snow.</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. • 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.
2) Injury to Site Maintenance Staff	<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.
3) Injury to Pupils, Staff and Visitors	<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.
4) Lone Working	<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.

Signed:	Mr Neil Clark Head Teacher	Mr Tony Charlesworth Caretaker
Date:	21.11.18	
Review Date:	Autumn 2019	