



# Winter Conditions and Gritting Policy and Procedures

## DOCUMENT STATUS

Produced By	Version	Date	Action
Sandy Lane Nursery and Forest School	1	06.12.22	Adopted by full governing body

This policy should be read in conjunction with the Warrington Borough Council guidance note (GN39) Snow, Ice and Leaf Clearance - Appendix 1 - and the school's Manual Handling Policy and Risk Assessments related to snow and ice clearance, arrival and departure of pupils, manual handling

This policy will be reviewed every 2 years or immediately as necessary

## **Sandy Lane Nursery and Forest School**

### **Winter Conditions and Gritting Policy and Procedure**

#### **Rationale**

The purpose of this policy is to ensure the school site remains safe at all times for staff, children, parents and visitors. Our first priority is to ensure safe access and exit to and from the school site for all school users. It sets our procedures to be followed during periods of inclement weather conditions and systems which will be initially triggered by the headteacher's decision regarding the safety of opening the school. Once triggered, the gritting procedure will be implemented.

In the event that the headteacher, in consultation with the chair of governors, feels that it is not safe to open the school, the processes outlined below will be used to contact all parties to advise of the school's closure. The headteacher will strive to make the decision on school closure as early as possible, taking into consideration difficulties that staff may face in getting into school and the forecast for the whole day. This will ensure that staff and parents can be informed prior to making a journey in what is likely to be difficult traffic conditions. On occasions, the decision-making process may be delayed/changed due to severe snow occurring shortly after the decision to open the school has been relayed to staff/parents.

During any period of school closure or delayed opening hours, staff remaining at home will be expected to carry out school related activities during their usual working hours.

#### **Snow Conditions**

At school, we are aware that the timings of our decisions to close the school are critical for parents and carers, trying to get their children to school and then get to work. Following a heavy overnight snowfall, we always try and take the judgment on school closure as early as possible in the morning. We aim to make this decision early enough for parents/carers to make alternative plans for childcare or, if there is a heavy snow fall during the day, with enough notice as possible for parents/carers or a substitute to pick up.

Whatever the time of day, please be assured that the decision to close the school is taken after considering many factors, particularly the health and safety of our children and staff, and is not taken lightly and always in coordination with other local schools and/or after advice from others.

Recommendations for parents and carers:

- Please have two emergency contact numbers available at our school office
- Please have your own emergency collection plan in place should the school be closed during the day
- Look for updates on the school website, Tapestry and Facebook
- Don't set off to school until you are confident it is open and it is safe for you to travel
- Be patient – we understand the pressures of family life, however there will be a slight delay between the decision to close and the information getting out there

Please be assured that we are always working as quickly as possible to help.

- Please remain positive – we will do our best to ensure the school remains open, however the safety of children, staff and parents is our priority and, if we do close, then it will be due to intensive conversations and advice from third parties, such as the council and other nearby schools

## **Snowfall Overnight**

### **School Closure**

Heavy snowfall overnight may result in access to the school being restricted or may stop children, parents/carers and staff from getting to school safely. If these conditions apply, the following steps will be taken:

- The headteacher and maintenance officer will evaluate the prevailing conditions at the school site and in the area
- Staff will contact the headteacher as early as possible, but before 7.15 am, to advise of their capability of getting to work safely
- If access to the school is regarded as too dangerous or there would be too few staff to teach the children, the headteacher and chair of governors will take the decision to close the school. We aim to make this decision by 7.30 am, particularly to assist parents and carers of children attending our Before School Club
- The headteacher will then register the school closure with the local authority and post a message for parents and carers on Tapestry
- The school's deputy headteacher will send a text message to alert all staff about the school closure
- Our school website and Facebook will be updated with information regarding the school closure

### **Delayed opening**

In the event that poor local road conditions result in pupils or staff taking a longer time to arrive at school, the headteacher and chair of governors may decide to open the school later or extend the time for registration so that everyone can get to school safely. If the decision for opening later is agreed, following steps will be taken:

- The headteacher will register the delayed opening of the school with the local authority
- The deputy headteacher will send a text message to alert all staff about the school's delayed opening
- Our school website, Facebook and Tapestry will be updated with information regarding the delayed opening
- The headteacher will need to assess the number of staff members who have arrived at school by 8.30 am. If there is a sufficient number of staff who have been successful in arriving at school, the headteacher will keep the school open, but continue to reassess the situation throughout the day. If, at any point, it is felt that the children should go home, the school will contact parents and carers via text and Tapestry of the early closure and request collection of the children
- The school status will be updated regularly on our website, Facebook and Tapestry
- If the school is not forced to close, then normal pick up and collection arrangements will apply for all pupils

### Heavy Snowfall at Rush Hour

If there is heavy snowfall during the rush hour period when pupils, parents/carers and staff are travelling to school, and teachers have registered their delayed arrival with the school, then the following procedures will be followed:

- The headteacher and the chair of governors may decide to close the school or delay opening, in which case the respective procedures given above will apply
- If it is decided that the school will open, it will be left to the best judgement of parents and carers to decide for themselves if it is safe for them and their child(ren) to attempt to make the journey to school, even if it means a late arrival

### Snowfall during the School Day

In the event of a heavy snowfall and/or there is a significant deterioration in local conditions occurring during the school day, so that the return home may become unsafe, then the headteacher may decide to close the school. The following procedures will be followed:

- The headteacher will then register the school closure with the local authority
- Parents will be contacted by text, Tapestry and the school status will be updated on our website
- Staff will remain on site to supervise the children with an acceptable ratio of staff to pupils until all the children are collected
- Parents and carers of children attending our After School Club will be contacted by text and/or phone/email to advise of early closure of the school

### Snow Clearance

If there is heavy snow on the ground and weather forecasts show that no more snow is expected to fall in the locality, we will attempt to clear and make safe our school playgrounds, paths and parking areas as quickly possible. We request that there are no children on site during the clearance operation.

### Failure of the School Heating System

Ambient temperature at school should be comfortable for all pupils and staff. In the unlikely event of a malfunction or total failure of the heating system, the headteacher might have to take a decision to close the school. It is understood that this is very inconvenient for everyone but a minimum temperature is mandated by law and a decision to close the school is not taken lightly. If problems with the heating system occur, which result in the decision to close the school, the following procedures will be followed:

- The headteacher will then register the school closure with the local authority
- The deputy headteacher will inform staff of school closure via a text message
- If the failure occurs during the school day, parents/carers will be contacted by text and/or Tapestry by the school to arrange collection of their child(ren)
- The school status will be updated on our own website and Facebook page
- Staff will remain on site to supervise the children awaiting collection, with an acceptable ratio of staff to pupils
- Information on the repairs to the heating system will be disseminated and updated via the school website, Tapestry and Facebook. Staff will be kept informed via text messages from the deputy headteacher as soon as possible

### Icy Conditions

If there are icy conditions, we will endeavour to ensure that the site is safe for all who use it. It may be necessary to close gates or entrances to ensure safety.

## Gritting Procedures

The maintenance officer is responsible to ensure:

- A sufficient supply of salt is available onsite (both bagged and loose)
- All grit bins are present in the correct location and filled with salt
- The required equipment is readily available to assist in localised gritting (snow shovels, spades, buckets and wheelbarrow)
- All required equipment used has been thoroughly checked, cleaned and stored on completion of the gritting season

More detailed information and the Safe System of Work can be found in Appendix 1 (WBC Community Safety and Resilience Team Guidance Note GN 39) – see p9.

## **Roles and Responsibilities**

### Headteacher and SLT

- 1 Responsible for ensuring that school is fully equipped with appropriate snow clearing and protective equipment, and adequate stocks of rock salt and sand/grit, etc.
- 2 Responsible for rearranging maintenance officer 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.
- 3 Responsible for rearranging maintenance officer duties to ensure snow and ice clearance is continued throughout the day if necessary.
- 4 Responsible for outlining in this policy, the prioritisation of routes to be gritted and appropriate access routes to use during bad weather (see Appendix 2 – see p25).
- 5 Responsible for ensuring that this policy is made available to parents and carers via the school website.
- 6 Responsible for drafting and reviewing the school's Winter Conditions and Gritting Policy every two years or immediately in the event of any changes to the school grounds.
- 7 Responsible for informing and updating staff and parents/carers in the event of changes to opening/closing hours or whole school closure.

### Maintenance Officer's Responsibilities

- 1 Responsible for checking weather forecasts and providing relevant information regarding expected weather conditions to the headteacher.
- 2 Responsible for the immediate clearance of snow and ice in designated areas in line with the school gritting plan.
- 3 Responsible for ensuring that equipment provided to clear snow and ice is adequate for the purpose and maintained in a satisfactory condition, and that supplies of rock

salt and sand/grit mix are monitored throughout the winter period and replenished promptly.

- 4 Responsible for temporarily closing access areas around the school in line with the school gritting plan. Such areas should be clearly marked (eg, with signage/cones or tape).
- 5 Responsible for maintaining records of clearance and access route closures.

#### Governing Body

- 1 Responsible for agreeing the winter plan for the school, including snow and ice clearing procedure.
- 2 Responsible for providing sufficient resources to implement the plan.
- 3 Responsible for monitoring that the snow and ice procedure is being carried out.

#### Staff

- 1 Responsible for reporting to the maintenance officer/headteacher any situation where the recommended action contained within the Winter Conditions and Gritting Policy has not been carried out.
- 2 Responsible for safeguarding own and colleagues' health and safety in bad weather.
- 3 Staff should also wear footwear/clothing appropriate to the conditions.

#### Parents and Carers

- 1 Responsible for adhering to the designated, gritted pathways into school.
- 2 Responsible for collecting their child during the day should conditions worsen.
- 3 Responsible for ensuring that the school has their up to date telephone numbers in order for text messages/telephone calls to be received.
- 4 Responsible for checking Tapestry regularly to ensure they receive updates on school opening/closure in line with this policy.
- 5 Responsible for wearing suitable footwear for the conditions when bringing and collecting children from school.
- 6 Responsible for ensuring that their child(ren) are wearing sensible footwear and warm coats according to the conditions.
- 7 Responsible for supervising their child(ren) before and after school to ensure their safety outside of the school day.

**BOTH THE ON-SITE CHILD DEVELOPMENT CENTRE AND CHILDREN'S CENTRE TAKE RESPONSIBILITY FOR CLEARING AND GRITTING THE PATHWAY TO THE BUILDING. DURING THE SCHOOL CLOSURE, THE CHILD DEVELOPMENT CENTRE ALSO MAINTAINS OTHER AREAS OF THE SITE**

### **Snow Clearing Plan**

- Pedestrian paths from the site access gate to the building entrance will be gritted
- The path from the car park to the main entrance
- The path from the pram store to the main entrance
- The outdoor play areas under the canopy for each room, including the steps from Sunshine to Rainbow outdoor areas
- A pathway from the main play areas in Garden and Rainbow Rooms to each gate to access the grassed garden areas
- The pathways in the grassed garden area

### **Gritting Plan**

- Main car park (extreme caution should be exercised in moving from a vehicle to the pathways)
- Pedestrian paths from the site access gate to the building entrance will be gritted
- The path from the car park to the main entrance
- The path from the pram store to the main entrance
- The outdoor play areas under the canopy for each room, including the steps from Sunshine to Rainbow outdoor areas
- A pathway from the main play areas in Garden and Rainbow Rooms to each gate to access the grassed garden areas
- The pathways in the grassed garden area

Please note: -

- It is not practical to grit large areas of grounds, therefore if it is thought that playground areas are unsafe due to underfoot conditions they will not be used. A pathway will be available from each area to the gate to ensure safe access to the grassed garden area
- During the day, should the headteacher decide that it is safe for the children, they will be permitted to play out during playtime and lunchtime
- During session times, should children have access to the grassed garden area, staff must ensure that the gritted pathway from their room canopy to the garden gates are used
- It may be possible for paths to have become unsafe during the day when there is no caretaking cover available to grit the paths. It is therefore very important that extreme care is taken when coming on to the school premises later in the day
- Paths outside the school are outside the school's area of responsibility – if the school is aware they are dangerous, it will alert the Highways department to the situation and request their attention



**Appendix 1**

**WBC Community Safety and Resilience Team Guidance Note GN39**



**WARRINGTON**  
Borough Council

**COMMUNITY SAFETY AND RESILIENCE TEAM  
GUIDANCE NOTE (GN) 39**

**Snow, Ice and Leaf Clearance**

**Issued by:**

**Warrington Borough Council  
Families and Wellbeing Directorate  
Community Safety and Resilience Team  
1 Time Square  
Warrington  
WA1 2EN**

**Issued in:**

**January 2022**

**Version:**

**7**

## Document Control

### Description and Purpose

This guidance note is intended to provide the procedures for Warrington Borough Council staff to follow in order to comply with the Health and Safety at Work Act 1974

### Record of Amendments

Active date	Review date	Amendment reference	Reasons for Change	Version	Number of pages
January 2010	New document issued	11		1	
October 2011	Full document review	11		2	
July 2013	To be updated with arrival of new legislation, or every 2 yrs.	Inserted new WBC Logo.	updated	3	16
November 2014	To be updated with arrival of new legislation, or every 2 yrs.	Full review	Updated Risk Assessment	4	17
June 2017	To be updated with arrival of new legislation, or every 2 yrs.	Inserted new WBC Logo.	Updated	5	17
July 2019	To be updated with arrival of new legislation, or every 2 yrs.	Reviewed	Document updated 2 year review	6	18
January 2022	To be updated with the arrival of new legislation or every three years going forward. (January 2025)	Reviewed	Document updated 2 year review	7	15

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### Target audience

All WBC staff	Y	Others						
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### Relevant legislation (if any)

The Health & Safety at Work Act 1974  
 The Management of Health & Safety at Work Regulations 1999 (as amended)  
 The Control of Substances Hazardous to Health Regulations (COSHH) 2002  
 The Workplace (Health, Safety and Welfare) Regulations 1992

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## 1. Introduction

- 1.1 This snow, ice and leaf clearance Guidance Note GN 39 supports Warrington Borough Council's Health, Safety & Welfare Policy. Directorates may, if appropriate, add to this with specific guidance and systems of work relevant to their Directorate activities. This guidance applies to all Council premises including Schools.
- 1.2 The Health and Safety at Work etc Act 1974 places duties on the Council, as an employer and a controller of premises to ensure the safety of employees, pupils, clients, customers, contractors and visitors to its sites from any identified hazards. This duty extends to the provision of a safe access to and egress from all Council premises and schools. The Management of Health and Safety at Work Regulations 1999 (as amended), requires any activities undertaken that creates a risk should be risk assessed and any control measures identified implemented to eliminate or adequately control those risks.
- 1.3 The Workplace (Health, Safety and Welfare) Regulations 1992 states that "arrangements should be made to minimise risks from snow and ice and involve snow clearing, gritting and closure of some routes".

## 2. Premises Manager's responsibilities

- 2.1 The diversity and categories of buildings/services that the Council provides leads to an acknowledgement that the levels of "susceptibility" will vary between premises. The decision whether to clear or not clear snow, ice and leaves must therefore be made by the person responsible for the premises, e.g. the Premises Manager or Head Teacher with adequate justification.
- 2.2 The Premises Manager or Head Teacher should ensure that a risk assessment is in place, which covers the snow, ice and leaf fall on their site. As a guide the Premises Manager or Head Teacher should regularly review and amend arrangements as documented in the risk assessment. A model risk assessment for this activity can be found in Appendix 1, it should be noted that this is a generic risk assessment which will need to be amended to include any specific risks and any identified control measures required for the site.
- 2.3 Slips, trips and fall accidents increase during the autumn and winter season for a number of reasons: there is less daylight, leaves fall onto paths and become wet and slippery and cold weather spells cause ice and snow to build up on paths. There are effective actions that can be taken to reduce the risk of a slip, trip or fall. Regardless of the size of your site, always ensure that regularly used walkways are promptly tackled.
- 2.4 The Council has a duty to provide a safe means of access and egress (and emergency exit) from its premises for customers, employees and visitors. The duty extends to all places of work including public buildings, schools, depots and offices. **N.B.** Depending on the nature of the occupancy of the building, it may be the responsibility of the Council or the landlord,

particularly, if other tenants occupy the building. Also, consider the needs of all customers specifically those with particular needs, e.g. frail, elderly, disabled etc.

## **2.5 Issues the Premises Manager or Head Teacher need to consider in bad weather**

### **2.5.1 Lighting**

Consider if there is enough lighting around your workplace for you, your workers and the public to see and avoid hazards that may be on the ground. The easiest way to find out is to consult staff, or to walk the main internal and external routes that are used. It is important to do this both inside and outside of the workplace, as the effect of light changes during the day. If you can't see hazards on the ground you will need to improve the lighting (e.g. new lights or changing the type of bulb).

### **2.5.2 Wet and decaying leaves**

Fallen leaves that become wet or have started to decay can create slip risks in two ways, they hide any hazard that may be on the path or they themselves create a slip risk. The build-up of wet leaves especially on steps and steep pathways can also cause a slip hazard. Ensure there is a procedure for removing leaves at regular intervals; consider removing the offending bushes or trees altogether if practicable.

### **2.5.3 Rain water**

- When fitting external paved areas ensure that the material used will be slip resistant when wet;
- Discourage people from taking shortcuts over grass or dirt which are likely to become slippery when wet. Consider converting existing shortcuts into proper paths;
- On new sites, before laying paths, think about how pedestrians are likely to move around the site. Putting the path in the right place from the start may save you money in the long term;
- Many slip accidents happen at building entrances as people enter the building walking in rainwater. Fitting canopies of a good size over building entrances and in the right position can help to prevent this;
- If a canopy is not a possibility, consider installing large, absorbent mats or even changing the entrance flooring to one which is non-slip.

### **2.5.4 Ice, frost and snow**

- At least one main route to the premises should be reasonably cleared of snow and ice (or heavy leaf fall);
- Areas subject to snow clearance can become slippery afterwards. Rock salt or grit must be used to dress cleared areas;
- To reduce the risk of slips on ice, frost or snow, you need to assess the risk and put in a system to manage it. Identify the outdoor areas used by pedestrians most likely to be affected by ice, for example: building entrances, car parks, pedestrian walkways, shortcuts, sloped areas and areas constantly in the shade or wet;
- Monitor the temperature and take action whenever freezing temperatures are forecast. Keep up to date by visiting a weather service site such as the [Met Office](#).

- Council employees may remove the snow, ice and fallen leaves, subject to an appropriate risk assessment being in place (see Appendix 1) along with suitable instruction and information. Please be aware of anyone who has any pre-existing medical conditions that may make this an unacceptable activity to carry out, e.g. back problems, pregnancy, outside of the employees' reasonable capabilities;
- The use of contractors should be considered where premises are unstaffed.

### **2.5.5 Gritting**

- The most common method used to de-ice floors is gritting as it is relatively cheap, quick to apply and easy to spread. Rock salt (plain and treated) is the most commonly used 'grit'. It is the substance used on public roads by the highways authority;
- Salt can stop ice forming and cause existing ice or snow to melt. It is most effective when it is ground down, but this will take far longer on pedestrian areas than on roads;
- Gritting should be carried out when frost, ice or snow is forecast or when walkways are likely to be damp or wet and the floor temperatures are at, or below freezing. The best times are early in evening before the frost settles and / or early in the morning before employees and others arrive. Salt doesn't work instantly; it needs sufficient time to dissolve into the moisture on the floor;
- If you grit when it is raining heavily the salt will be washed away, causing a problem if the rain then turns to snow. Compacted snow, which turns to ice, is difficult to treat effectively with grit. Be aware that 'dawn frost' can occur on dry surfaces, when early morning dew forms and freezes on impact with the cold surface. It can be difficult to predict when or where this condition will occur.

## **3. Safe system of work**

### **3.1 The Snow Code (tips on clearing snow and ice from pavements and public spaces).**

- 3.1.1** Before clearing snow or ice check the weather forecast for the area / location via [www.metoffice.gov.uk](http://www.metoffice.gov.uk) or [www.bbc.co.uk/weather](http://www.bbc.co.uk/weather).
- 3.1.2** Assess the severity of the weather, this may include clearing a complete path or just removing snow and ice from the steps into the building, which are hazardous to negotiate.
- 3.1.3** Wait until it stops snowing before attempting any clearance.
- 3.1.4** It is easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it. If possible, start removing the snow and ice in the morning, pay extra attention to clearing snow and ice from steps and steep pathways as more salt may be required on these areas.
- 3.1.5** When shovelling snow, take care where it is placed to ensure it doesn't block people's paths and the drains. Make sure there is a path down the middle of the area to be cleared first, so that you have a clear surface to walk on, and then shovel the snow from the centre of the path to the sides.

- 3.1.6** Always dress areas cleared of snow and ice with grit or rock salt immediately, ordinary table or dishwasher salt can be used, a teaspoon for each square metre cleared should work. Don't use the salt found in the salting bins as this will be needed to keep the roads clear.
- 3.1.7** Take care not to spread salt on plants or grass as it may cause them damage.
- 3.1.8** If you don't have enough salt, you can use sand or ash. These won't stop the path from icing over as well as salt, but will provide good grip under foot.
- 3.1.9** Use call points/notices to alert customers/visitors of the need for caution.
- 3.1.10** Keep a record of what has been done, when and by whom for insurance purposes.
- 3.1.11** Always divert pedestrians to less slippery walkways and barrier off existing ones. If warning cones are used, remember to remove them once the hazard has passed or they will eventually be ignored.
- 3.1.12** A record should also be kept of any staff briefing and/or instruction/training given.

## **3.2 Equipment and Materials**

### **3.2.1** The following should be provided:

- Use mechanical aids if available, if not a light weight shovel or snow scoop;
- Hard bristle brush;
- Rock salt/grit.

## **3.3 Suitable work wear:**

### **3.3.1** Suitable work-wear should be worn by anyone carrying out this activity, this should include:

- Suitable footwear;
- Warm clothing;
- Hat and gloves;
- Any personal protective equipment as required/identified in your risk assessment for snow, ice and leaf clearance.

## **3.4 Monitoring**

### **3.4.1** Keep arrangements under review. They should be both adequate and effective for the premises ensuring the safety of customers, employees and visitors.

## 4. References

### Useful Links

HSE: [Icy conditions and winter weather](#)

HSE: [Outdoor working](#)

HSE: [Personal Protective Equipment \(PPE\) at Work – A brief guide](#)

HSE: [Preventing slips and trips at work](#)

## 5. Further information and contacts

If you have any questions or would like further information please contact: -

The Community Safety and Resilience (H&S) Team:	Tel: 01925 442174
Building Services:	Tel: 01925 443502 / 01925 443503
St Werburgh's Development Centre:	Tel: 01925 442600

Insurance Team (managed by Alison Weir)	Tel: 01925 442613
Email: <a href="mailto:Alison.Weir@warrington.gov.uk">Alison.Weir@warrington.gov.uk</a>	

Further Health and Safety advice can be obtained by visiting WINNIE click on the link [Community Safety & Resilience Team \(Health & Safety\) WINNIE page](#)

Please note you can also contact the Health and Safety Team via email on [health&safety@warrington.gov.uk](mailto:health&safety@warrington.gov.uk)

Schools can obtain Health and Safety advice by visiting the My School Services Site click on the link [My School Services \(Health & Safety\) site](#)





## RISK ASSESSMENT

<b>Directorate:</b> Families and Wellbeing	<b>Service:</b> Schools	<b>Location:</b> Sandy Lane Nursery and Forest School	<b>Date of Assessment or review:</b> 06.12.22	<b>Date of next planned review:</b> December 2023
<b>Name of Assessor:</b> Marcia Atherton		<b>Position of Assessor:</b> Headteacher		<b>Signature:</b> <i>M Atherton</i>
<b>Review Date</b> 04.12.23 No changes		<b>Reviewed by:</b> Marcia Atherton, Headteacher		<b>Date of next planned review</b> December 2024

**Title of Task:** Snow/ice clearance in exceptional weather conditions and leaf clearance

**Scope** Exceptional weather conditions – snow and ice clearance/treatment and leaf clearance

THIS RISK ASSESSMENT RELATES ONLY TO THE AREAS OF THE SITE THE SCHOOL IS RESPONSIBLE FOR – IN ACCORDANCE WITH THE WINTER CONDITIONS AND GRITTING POLICY AND PROCEDURES

Hazard	Persons at Risk	Potential Harm	Existing Control Measures	Risk Rating (H/M/L)	Further Action Required	Residual Risk (H/M/L)
Personal injury	Employees, public, client,	Personal injury Slips, trips and falls Fractures, strains	PPE provided and monitored High visible vest/jacket	M	Prior to work on snow and ice the local weather conditions are to be monitored for planning	M

Hazard	Persons at Risk	Potential Harm	Existing Control Measures	Risk Rating (H/M/L)	Further Action Required	Residual Risk (H/M/L)
	visitors and contractors	and sprains Hypothermia Salt “burns” Road traffic incident (RTI)	<p>Work should not commence if dark in areas where vehicular access is possible unless high visibility jackets/waistcoats are available</p> <p>Safety footwear</p> <p>Gloves</p> <p>Wet weather coat and leggings (if available)</p> <p><b>Must be worn:</b> Suitable footwear Warm clothing Hat and gloves</p> <p>The school has clear plans in place, describing in detail the actions as a result of a variety of extreme winter weather and related issues (Winter Conditions and Gritting Policy and Procedures document pp3 – 8). This includes identifying roles and responsibilities relating to decision making, planning and procedures. This includes the</p>		<p>purposes by visiting the following websites:</p> <p><a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a></p> <p><a href="http://www.bbc.co.uk/weather/">www.bbc.co.uk/weather/</a></p> <p>Areas subject to snow clearance can become slippery afterwards. Consider monitoring such</p> <p>Consider the purchase of a grit/salt spreader if large areas are likely to need gritting</p> <p>Warning cones and safety signs should be used where necessary to restrict access, these should be removed once the hazard has passed</p> <p>Assessments will be regularly reviewed, or after any accident/incident</p>	

Hazard	Persons at Risk	Potential Harm	Existing Control Measures	Risk Rating (H/M/L)	Further Action Required	Residual Risk (H/M/L)
			<p>monitoring of conditions to ensure safe access and egress is maintained</p> <p>The headteacher/premises manager, in consultation with the maintenance officer, will decide whether snow and ice are required to be cleared.</p> <p>Winter Conditions and Gritting Policy and Procedures document (p25) identifies the areas used by staff/families and site most likely to be affected by ice, snow, e.g. building entrances, emergency exits, car parks, pedestrian walkways, shortcuts, sloped areas and areas constantly in the shade or wet</p> <p>Manual Handling Training</p> <p>Safety information and task instruction to be carried out with each employee prior to each working day</p> <p>First aid kit available</p>			

Hazard	Persons at Risk	Potential Harm	Existing Control Measures	Risk Rating (H/M/L)	Further Action Required	Residual Risk (H/M/L)
			<p>Mobile phone available; employees to be aware of low/no signal areas</p> <p>Because of the enhanced risk of slip injuries, lone working should be avoided if possible</p> <p>Mats are positioned at entrances to the building to prevent floors getting wet causing potential slipping hazards</p> <p>LA SLA for gritting or rock salt in place. Employing experts ensures that the potential slip hazard, as a result of using excessive amounts of grit, has been diminished</p> <p>School systems are in place to ensure that shovels, brushes and rock salt/grit are available at the start of the autumn/winter period</p> <p>Grit/salt bins are located at strategic areas to avoid long travel distances and filled ahead of any likely poor weather</p>			

Hazard	Persons at Risk	Potential Harm	Existing Control Measures	Risk Rating (H/M/L)	Further Action Required	Residual Risk (H/M/L)
Use of equipment	Employees	Personal injury Strains and sprains	<p>Use of equipment, eg, shovels brushes, etc</p> <p>Only employees trained/ instructed in manual handling operations permitted to use the related equipment. Further information is available in the GN 5 Manual Handling Operations which is available on the My School Services website</p> <p>Use mechanical equipment where feasible, to be used by trained staff only</p> <p>Visually inspect and assess the materials and tools that are being used as to whether they are in good condition, fit for purpose and appropriate for the task in hand</p> <p>Extreme weather conditions are considered in the premises business continuity plans and SEMT meeting scenarios</p>	M	Regular reminders to staff, as part of safety briefing and instruction. At the start of each day of work, staff to be updated on weather conditions and any special daily arrangements, eg, times of re -gritting required, possible early collection of children	M

Hazard	Persons at Risk	Potential Harm	Existing Control Measures	Risk Rating (H/M/L)	Further Action Required	Residual Risk (H/M/L)
Use of vehicles	Employees/ public	Vehicle damage, personal injury	<p>Only essential journeys should be made by staff during extreme periods of snow/ice</p> <p>The vast majority of the school's families live locally and, therefore, school systems will be used to encourage them to walk to school. This will reduce the likelihood of vehicle related accidents on the campus car park</p> <p>All drivers to have a valid driving licence</p> <p>Vehicles to be insured against accident as required by road traffic legislation</p> <p>Vehicle movement to be appropriately managed whilst snow and ice clearance work is being undertaken. The headteacher checks drivers' documentation on an annual basis</p> <p>Employees who are qualified to drive the school minibus have relevant document</p>	L	<p>For further information, see SOP 02 Driving at Work which is available on My School Services website</p> <p>Park vehicles, giving consideration to other road users</p> <p>Use hazard warning lights when practical</p>	L

Hazard	Persons at Risk	Potential Harm	Existing Control Measures	Risk Rating (H/M/L)	Further Action Required	Residual Risk (H/M/L)
			checks completed by the LA with the headteacher being aware of the outcomes			
Working in snow/ice conditions	Employees	Personal injury	<p>Only members of staff who have attended the relevant safety training will take part in snow clearing activity. Prior to snow clearance, identify any individuals who cannot carry out the task due to medical conditions that could be affected and made worse, i.e. back injury</p> <p>Anyone suffering from thermal discomfort/fatigue during the task must stop work immediately and go indoors, rest and keep warm</p> <p>WBC SLA for gritting of car park and school pathways in place</p> <p>Consider establishing a work rota to factor in rest/warm periods if clearance work is likely to be extensive</p>	L	<p>Limit the time spent on activities, if necessary, set a limit to a reasonable duration</p> <p>Only if necessary will other members of staff be asked to support the snow clearance work. At this time, the guidance sheet will be shared and the headteacher will remind those staff of their responsibilities to keep themselves safe</p>	L





## Appendix 2

### **Staff Briefing Note: Clearance of Snow/Ice (Reviewed July 2019)**

You will be given instructions at the start of snow/ice clearing tasks, which will include an update on the weather conditions and any special requirements.

You will be directed to a work area that has been determined as a priority area for clearance of snow and ice; these are restricted to critical areas to ensure Sandy Lane Nursery and Forest School can continue to provide a business-critical service.

You are required to wear suitable clothing and the following should be worn:

- Suitable/sensible footwear/Wellington boots;
- Warm inner clothing;
- Waterproof and warm outer coat;
- Hat and gloves.

You are responsible to ensure you are wearing warm clothing.

You should have been trained/briefed/instructed in manual handling techniques. It is important that you put into practice what you have learnt.

You will be provided with equipment which may include:

- Lightweight shovel or snow scoop;
- Brush;
- Wheel barrow;
- Safety signs and warning cones;
- Grit/rock salt.

You are responsible for ensuring that you use the equipment safely and give consideration to others i.e. colleagues and members of the public. Remember to ensure your work area is tidy and equipment is not left in areas likely to cause a trip hazard to others.

- Be aware of your surroundings; pay particular attention to your own safety and that of colleagues and members of the public. Remember once you have cleared an area follow through with a spreading of grit / rock salt evenly, this helps ensuring that your work is most effective;
- If you have an accident - report it immediately to your Line Manager, Head Teacher or the Premises Manager;
- Your Line Manager will keep your work activity under review and will ensure reasonable measures are provided to ensure your safety;
- Ensure someone in the team has access to a first aid kit and access to a charged mobile phone with a good signal.

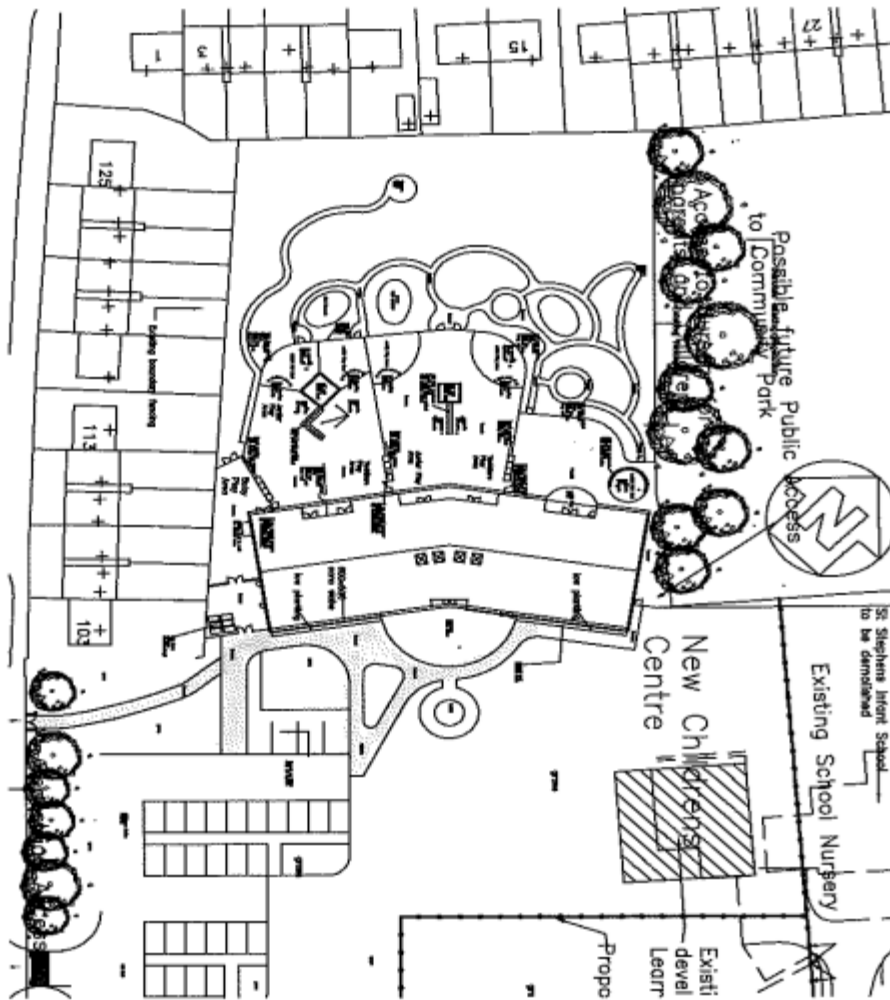
**Please Remember:**

Health and safety is all our concern and we must play our part in making sure Sandy Lane Nursery and Forest School Campus is safe for all our users.

Thank you for playing your part in this activity and please remember that you are part of a team approach for this activity.

If you require further information, please ask your line manager or headteacher/premises manager.

Advice is also available by contacting the Community Safety and Resilience Team (H&S) on 442174 or via email [healthandsafety@warrington.gov.uk](mailto:healthandsafety@warrington.gov.uk)



PRIORITY ROUTES FOR GRITTING AND SNOW CLEARING