

# Adverse Weather/Snow and Ice Policy

To be reviewed Bi-Annually.

Policy reviewed January 2024. To be reviewed January 2026.



This policy for adverse weather, snow and ice clearance is based on the simple priority of ensuring that Everton Nursery School and Family Centre site always remains open yet safe for staff, children, parents and visitors throughout periods of inclement weather. The first priority is to ensure access and exit to and from Everton Nursery School and Family Centre for all school/centre users. This must be done following the basic priority for safety of all users.

To ensure the safety of staff, visitors and children at Everton Nursery School and Family Centre premises, and to satisfy legal requirements for the provision of a safe working environment we adopt a common-sense approach to the clearance of snow and ice during periods of inclement weather.

## POLICY STATEMENT

Everton Nursery School and Family Centre will undertake to ensure compliance with the relevant legislation with regard to the management of snow and icy conditions for all children and employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by school/centre activities.

## MANAGEMENT

The Headteacher is responsible for taking appropriate measures, including the decision as to whether to close the school/centre, in the event of snow and icy conditions.

School management and governors have a duty to take 'reasonable' steps to keep premises free from danger and considering the health, safety and well-being of all stakeholders.

To adhere to these commitments, we have produced this policy, have arrangements in place for gritting and a risk assessment.

## OPENING/CLOSING EVERTON NURSERY SCHOOL AND FAMILY CENTRE

In the event of snow and/or icy conditions a decision will be taken by the Headteacher as to whether to open or close the school/centre:

- Snow during the day - If there is heavy snow during the day, consideration should be given to allowing parents the option of collecting children early before conditions worsen.
- Snow Overnight - Heavy snow overnight will require early morning decision taking, for which the Headteacher and staff should be prepared. Therefore during winter months, a close watch must be kept on weather forecasts broadcast by the media or on line at the Met Office at <http://metoffice.gov.uk> or the BBC at <http://news.bbc.co.uk/weather>

In the event of overnight snowfall then as far as possible the school/centre will endeavour to make a decision by 7.00am as to whether to close the school/centre. This will enable parents to be informed as soon as possible and avoid an unnecessary, and potentially dangerous journey to the school/centre. It may also be appropriate to delay the opening time for the school/centre day in order to allow staff, parents and children a longer period of time in which to make the journey to school/centre.

The Headteacher will initiate the following actions contacting and delegating tasks to staff as required:

1. Establish actual conditions in the school/centre area with the Site Manager.
2. Try and establish how many staff consider that they will be able to travel to school/centre to determine level of supervision available if the school/centre is opened.
3. By 7.00am endeavour to take the decision to close or open the school/centre or to delay opening times.
4. If closing the school/centre, LCC and school procedures should be followed to avoid confusion.

5. Inform the chair of governors or in her absence, the vice-chair.
6. Communicate the decision to parents via the school's messaging service re Arbor as soon as possible.

- Marginal Conditions.

If opening the school in marginal conditions, consider:

Informing parents/staff by 7.00am, using the school messaging service Arbor, that despite the weather conditions the school/centre will open and that children should attend if the parents consider it is safe for them to travel to school/centre.

#### SCHOOL CLOSURE PROCEDURE

If the school is closed or partially closed due to weather conditions or an emergency this is the procedure to follow;

1. By 6.45am the Headteacher will contact the Leadership Team via WhatsApp to discuss the weather conditions. Whenever possible, a decision will be made by 7.00am.
2. Message to staff by the Headteacher/Leadership Team. If staff do not receive a message, the school/centre is open.
3. If staff cannot travel in to the school/centre, they must follow the normal procedure to report their absence.

#### ADVANCE MEASURES

In the event that the Headteacher has made the decision to close the school/centre the following staff will be directly involved with advance measures;

- Headteacher/Leadership Team:  
Will notify all staff
- Headteacher or School Business Manager: Arbor message to all parents

#### STAFF TRAVELLING TO EVERTON NURSERY SCHOOL AND FAMILY CENTRE

It is an individual staff decision as to whether it is safe to travel in to the school/centre. Staff who cannot travel must notify the school as early as possible through the normal reporting procedure. If there is only a skeleton staff available at the school/centre, staff who arrive will supervise the children. All staff are aware of this procedure. The Leadership Team will evaluate the effectiveness of this procedure after each school closure.

#### COPING WITH SNOW AND ICY CONDITIONS IN EVERTON NURSERY SCHOOL AND FAMILY CENTRE

The school/centre will maintain a stock of at least 4 bags of salt grit and snow shovels which are kept in the Site Manager's cupboard. In icy conditions, the Headteacher will ensure that;

1. A decision is taken as to whether outside play is safe and amend the daily routine accordingly.
2. Parents are advised to ensure children wear suitable footwear.
3. Children are advised of potential dangers and given guidance as to appropriate behaviour. This will include being aware of water on floors.
4. When normal classroom entrances and exits are unavailable or unsafe due to snow/ice, children should enter through the main foyer entrance.

#### SNOW CLEARANCE

The Headteacher is responsible for arranging snow clearance at the beginning of each day via the Site Manager/Assistant Site Manager. The Site Manager is responsible for maintaining the salt supply and clearing snow on contracted work days. Clearance should concentrate on providing a clear, gritted walkway to the pedestrian gate.

A clear pathway should be made through snow and ice of a width suitable to allow access for pedestrians, pushchairs and wheelchairs using a snow scraper or shovel. Once the path has been

cleared rock salt/grit will be used to assist in providing extra grip. Routes will be regularly checked throughout the day to ensure re-freezing or further snow coverage has not occurred. If it has, areas will be re-cleared and gritted as necessary.

If conditions are too extreme, it may be necessary for normal routes to be temporarily unavailable and alternative arrangements put in place. Staff will be on hand to communicate this to parents/carers at the beginning and end of school day where possible. Please note it is not appropriate for school/centre staff to clear or grit areas falling outside the school/centre site boundary. Fire doors should be checked that they are able to be opened. Cones should be used to warn of dangerous areas and as temporary barriers and removed when the danger has passed.

#### PARENT INFORMATION ON SCHOOL CLOSURE

Prior to any warnings of snow and ice conditions the Headteacher or School Business Manager will send a message to all parents advising them of the school closure by 7:00am.

#### ROLES AND RESPONSIBILITIES

Headteacher, Assistant Headteacher and Business Manager and Office Staff are:

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 arranging Site Manager cover re Assistant Site Manager to ensure snow and ice clearance is undertaken at the earliest possible time in the event of his absence due being on holiday or illness.
3. Responsible for arranging Site Manager duties to ensure snow and ice clearance is continued throughout the day if necessary.
4. Responsible for outlining in this policy (school/centre gritting plan), the prioritisation of routes to be gritted and appropriate access routes to use during bad weather.
5. Responsible for ensuring that the gritting policy is made available to parents and carers via the school/centre website.
6. Responsible for drafting and reviewing the school/centre gritting plan every two years or immediately in the event of any changes to the school/centre grounds.

Site Manager is:

1. Responsible for informing the Headteacher at the earliest possible time of snow/ice/adverse weather conditions at the school/centre and whether able to clear the snow/ice.
2. Responsible for the immediate clearance of snow and ice in designated areas in line with the school/centre 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 supplies of rock salt and sand/grit mix are monitored throughout the winter period and replenished promptly.
4. Responsible for temporary closing access areas around the school/centre in line with the school/centre gritting plan and displaying the appropriate signs and/or taping off these areas.

Governing Body are:

1. Responsible for agreeing the winter plan for the school/centre 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 are:

1. Responsible for reporting to the Site Manager/Headteacher any situation where the recommended action contained within the gritting plan has not been carried out.

2. Responsible for safeguarding own and colleagues' health and safety in bad weather.
3. Responsible for wearing appropriate footwear/clothing to the adverse weather conditions.

Parents are:

1. Responsible for adhering to the designated, gritted pathways in school/centre.
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 Arbor messages/telephone calls to be received.
4. Responsible for wearing suitable footwear for the conditions when bringing and collecting children from school.
5. Responsible for ensuring that their child is wearing sensible footwear and a warm coat according to the conditions.
6. Responsible for supervising their child before and after school and ensuring that children do not play on any ungritted areas outside of the school day (before 8.50am and after 3.00pm).

It is everyone's responsibility to ensure their own safety. This is particularly important when there is a chance that an area may be slippery. It may be possible for paths to have become unsafe during the day when there is no site team cover available to grit the paths. It is therefore very important that extreme care is taken when coming on to the school/centre premises later in the day. The paths along Spencer Street and Cresswell Street are outside of the school/centre's responsibility; if they are dangerous we will alert the Highways department to the situation and request their attention. Good communication is essential. Arbor messages will alert parents of any school/centre closure or specific safety advice. It is expected that parents adhere to these instructions and pass all relevant information to friends and relatives who may also come to school to bring and collect children.

APPENDIX:

Appendix 1 - Gritting Plan:

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 the evening before the frost settles and/or early in the morning before employees 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.

- Safe Green Route (will always be gritted if the school/centre is open) – pathway leading from Spencer Street to the main foyer entrance
- Amber Route (will be gritted in addition to the green route on typical icy days **but not in exceptional circumstances and/or extreme weather**. Parents and staff will be notified if this is the case by Arbor, advising them it is a "Green Route Day") – Car park for Spencer 1, Spencer 2 and Spencer 3 and car park for Cresswell and back pathway for Heyworth
- Red Areas – The playground **will not be gritted initially apart from pathways. Extreme caution should be exercised when moving from a vehicle to the pathway and when manoeuvring a vehicle around the car park.** If time and weather conditions allow, these areas may be cleared during the day but the assumption should be made that care must be taken.

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 during the day. However, should the Headteacher decide that it is safe for the children, they will be permitted to play out during certain parts of the day.
- At the beginning/end of the day parents collecting children must use the clearly gritted pathways.

Colour				
Priority	1	2	3	4
Response	Immediate	Essential	Request	Not To Be Gritted
	Front pathway from Spencer Street to the main foyer. Visitors Car park	Spencer 1, 2 and 3 car park for classes	Waiting area for Cresswell and back path for Heyworth	Playground apart from making a path, Forest School, Peace Garden, Sensory Garden.

Appendix 2 - Ice, frost and snow – our role:

- To reduce the risk of slips on ice, frost or snow, we will assess the risk and put in a system to manage it.
- We will 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.
- We will monitor the temperature, as prevention is key.
- We will take action whenever freezing temperatures are forecast. We will keep up to date by visiting a weather service site such as the [Met Office](#) or the [Highways England](#)
- We will put a procedure in place to prevent an icy surface forming and/or keep pedestrians off the slippery surface;
  - Use grit or similar, on areas prone to be slippery in frosty, icy conditions;
  - Divert pedestrians to less slippery walkways and barrier off existing ones.

This policy was reviewed by the Curriculum Family and Children Committee in January 2024.