



# St Anne's Catholic Primary School

## Snow and Ice Policy

Chair of Governors	Carmel Foster
Responsible Person	Headteacher
Date	October 2020
Review Date	October 2021

### Critical Incidents Team (CIT)

Head Teacher	Mrs R Crolla
Deputy Head Teacher	Mrs Sharon Wylde
Assistant Headteacher	Mrs Sarah Evans
Key Stage 2 Leads	Mrs E Ward and Mrs N Deakin
Business Manager	Mrs A Keppel
Attendance Manager	Mrs N Butterworth
Well Being and Welfare Manager	Miss S Flaherty
Caretaker	Mrs V Loughran

### **Procedures in the event of predicted severe weather conditions:**

- Critical incidents team to meet/make contact if off site, to discuss action
- Headteacher to contact the Chair of Governors.
- Caretaker and grounds maintenance team to grit areas highlighted on site plan, as directed by Business Manager.
- When course of action is decided upon, the Headteacher/Deputy Headteacher will send communication to parents to inform them of arrangements and school website to be updated with the arrangements. Arrangements will also be communicated via Class Dojo School Story and the school Text Messaging service.
- Business Manager and Assistant Headteacher will inform staff of arrangements
- LA to be informed by Headteacher

### **In the event of severe weather conditions staff should:**

- Attempt to go to work; if conditions are so severe that this appears to be unrealistic, staff should check the school website for information or make contact with their line manager
- Have a blanket, mobile phone, shovel, warm drinks and sustenance if travelling by car
- Follow all advice given by members of the Critical Incident Team and check for regular communication
- Keep to gritted paths when walking outside

- Ensure children are safe by following the school policy in regards to snow and ice
- Ensure that children in school are appropriately dressed before leaving the building
- Critical Incidents Team will liaise. The Headteacher will make the final decision on early closure, closure or opening of the school, in consultation with the Chair of Governors and where necessary, the Local Authority.
- Parents and Carers will be informed of all decisions made.
- Emergency messages will be sent to the school website page if required, as assessed throughout by the Headteacher. Messages will also be communicated via Class Do Jo and the school Text Messaging service.

**In the event of severe weather conditions parents should**

- Refer to the school website and check for text messages
- School will text the primary contact for the children and a school website message will be delivered to all parents who have registered an email address with the school
- Ensure that children are dressed appropriately for the weather before coming to school
- Ensure that children are taken to school in a safe manner and supervised by an adult

**Grit**

- Caretaker to grit all areas of high traffic and monitor periodically
- Staff to ensure that children understand that grit is not to be handled or eaten as it is caustic; pay particular attention to those children who are very young or have high level of need

**Snow rules on arriving at school/leaving school to go home**

- **Wear suitable, warm footwear and outdoor clothing**
- Walk on gritted areas outside the school building
- Do not throw snowballs at people or the school building
- If you roll/play with snow only use soft snow not ice
- Walk on footpaths, not in the road and be particularly careful around cars and other vehicles
- School advise that children do not to slide to avoid possible injury
- Do not use the climbing frame and outside play equipment; it can be very slippery and the metal can give ice burns
- **Parents and Carers** be extra vigilant and courteous when driving up to the school and when parking and ALWAYS LEAVE THE SCHOOL DRIVEWAY ENTRANCE AND ZIG ZAG AREA CLEAR

**Instructions for maintaining the safety of the site during severe weather conditions**

- Caretaker to clear and grit the site at the beginning of the day, before staff, pupils and parents arrive
- Business Manager to contact school grounds maintenance team for additional gritting services if required
- Caretaker to monitor the site after gritting, to ensure that it is safe and there is sufficient grit.
- Caretaker to monitor the site during the day and maintain cleared and gritted areas
- Caretaker to monitor the site before the end of the school day
- Headteacher/Deputy Head Teacher/Key stage Leads to check safety of gritted areas periodically, in particular playgrounds and pathways
- Headteacher/Deputy Head Teacher/Key Stage Leads to inspect the site prior to lunchtime and playtimes to decide whether the conditions warrant the children having indoor playtime
- Caretaker to record names of grit suppliers
- Caretaker to monitor regularly the amount of grit available and re-order when necessary
- Contractors working on the site should have clear access to their working area. They should be made aware of the rules of moving around the site. Vehicles on the site but not in a designated parking bay should be cordoned off
- A copy of this document will be available to all members of staff working on the site at any given time, whether during school term times or during holiday times. The document will be available on the school website