



Policy Header

Policy Title	Winter Safety Policy
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This policy complies with WBC guidance	Yes
Linked Policies	H&S, Business Continuity Plan
Written By	School
Date shared with Staff	May 2017/ November 2017
Date Ratified by Governors	26/06/16
Review Date	May 2018



WINTER SAFETY POLICY

In the event of severe weather conditions, the following procedures will be adhered to:

Each morning, the Maintenance Officer will carry out a risk assessment with regard to the weather conditions at 7:30am on his arrival at school. He will at all times take into consideration his own safety. If there is the possibility of the school having to close eg in the event of heavy snow/ice, it is the Headteacher after listening to others views along with guidance from the LA who will make the final decision. To assess the severity, a Governors and Admin Assistant who live close to the school, will be contacted and will meet with the MO at the school to help assess the situation. Together this team of people along with the HT over the phone will decide on a course of action, bearing in mind the health and safety of the children, staff, parents and other individuals who may be affected.

Closure of the School

Should a decision be made to close the school:

- a text message will be sent to all parents, staff and Governors via the Teacher to Parents text message service by the Office Manager or Admin Assistants in Office Manager absence.
- an alert message will be placed on the school website – www.glazebury.eschools.co.uk by the office manager / admin assistant
- Closure notice will be put on Warrington LA's website (www.warrington.gov.uk)
- Wire FM (107.2 FM) will be notified
- Headteacher will advise Diocese

The Headteacher will contact WBC directly: Hillary Smith in the first instance Tel: 01925 442937 to advise of the closure. If Hillary is not immediately available, schools can contact their Link contact – Mrs Ann Jones Tel: 01925 442037 or 07890 560423.

WBC department will advise the communications department directly who will place a notice on the Warrington LA's website and inform Wire FM. The direct contact details for Communications Department are 442140 Kate Brock, although they should be informed internally.

All staff will be told of the situation in a text message to their mobile phone.

All parents/carers will be told of the situation in a text message and email to their mobile phone.

All Governors can be sent a message to keep them informed via a remote email.

These messages can be sent remotely via any device as long as internet access can be gained. The Office Manager and both admin assistants are both aware of logons / passwords in order to do this remotely.

All logons and instructions to Teachers2parents are stored in the 'crisis management box' in the school office.

An alert message will be posted on the school website.

Any auxiliary staff living near to the school will be encouraged to go into school if it is safe to do so to help turn children and parents away should any arrive at school not having received the message.

The Headteacher will notify the LA and the Diocese that the school is closed.



Glazebury C E Primary School



Opening of the School

Should a decision be made to keep the school open and the external temperature be below freezing or there be a covering of ice in the playground or car park, then the Maintenance Officer will commence the scattering of rock salt/grit.

Gritting of the Grounds

The Maintenance Officer will concentrate his initial efforts on the main entrance to school where staff will arrive first. After this, he will proceed to do all paths, playgrounds and walk ways to school, gritting each access route. It will be the Maintenance Officers decision as to whether all normal routes are to be used and he may cordon off certain access points if necessary. He will spread the grit making a path approximately one metre wide. He will not cover the whole car park. He must wear suitable footwear, warm clothing, hat and gloves.

The Maintenance Officer will ensure that the school has sufficient stocks of grit before the winter season. He will ensure there is a supply of hazard tape in case areas need cordoning off.

The school will have a lightweight snow shovel, a wheel barrow and safety signs available for his use.

The Maintenance Officer and relevant staff have shared WBC guidance note 39, Snow, Ice and leaf clearance and school RA and will adhere to the guidelines.

At approximately 9:30 am prior to leaving the school, the Maintenance Officer will further assess whether it is necessary to spread further grit. On arrival at school in the afternoon, he will repeat this assessment at 2.45 pm prior to the children vacating the premises.

On particularly cold days when there is a predominance of ice on the playground the children will:

- not play outside.
- be encouraged to go straight into school and not line up in the morning.
- be encouraged to vacate the school premises immediately at home time and not play around school.

On particularly cold days when there is a predominance of ice on the playground **ALL** staff will be considered to be 'on duty' and take charge of children before and after school as they enter and leave the premises.

Any e-mails from the LA will be noted and the weather forecasts will be monitored and parents will be texted with regular updates.

In all circumstances, advice will be sought from the LA or Diocese should it be deemed necessary.



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