



Inclement Weather Policy

Critical Incidents Team

Headteacher – Jo Carvell

Business Manager/Health and Safety Coordinator– Bridget Headridge

Deputy Headteacher – Sarah Kiely

Assistant Headteacher – Stella Walker

Chair of Governors – Ashley Hickson

Site Manager – Paul Gurney

In the event of severe weather conditions (snow, ice, wind, rain, fog, hail, extreme heat):

The Caretaker will carry out a daily assessment of whole site. The Headteacher/Deputy Headteacher will contact the Caretaker to determine the state of the school grounds. If necessary the Critical Incidents Team will discuss actions to be taken and information to be given to staff and pupils. Staff members will be informed of the conditions and the plan.

- The answer phone message will be changed stating whether school is to remain open or closed.
- A text will be sent by the Admin team to all Parents/Carers advising them of the closure.
- Silk FM will be contacted by email by a member of the Critical Incident Team giving the agreed password
- A notice will be put up outside school with school closure information.
- School website to have information clearly displayed regarding school closure.

In the event of severe weather conditions:

Staff

All staff should attempt to come in to school unless advised not to by an SLT member.

If staff are travelling by car, the following is advised: keep a blanket, mobile phone, shovel, warm drinks and other sustenance in the vehicle.

If staff arrive at school they should keep to gritted paths when walking around outside.

If the school remains open staff should ensure that children are safe by following the school rules in regards to snow and ice (see below).

Follow all warnings given by members of the Critical incident team.

Pupils

If severe weather is expected, a letter to be sent home to Parents/Carers informing them of any predicted conditions and what to do in the event of severe weather.

If children are in school, the staff will make sure they are appropriately dressed before leaving the building.

Staff will ensure that children have been informed of the snow/ice rules and understand them:

Snow/Ice rules:

1. Keep to the gritted paths and areas when moving round the school from area to area
2. Stay off the playground markings and other play equipment during heavy snow and ice as the equipment can become very slippery and also the metal can give ice burns.
3. No throwing of snowballs.
4. No sliding

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

It is the responsibility of the Site Manager and Caretaker to clear, monitor and maintain cleared and gritted areas on the school site. This will be overseen by the Health and Safety Coordinator. .

The Site manager/Caretaker will inspect the site, once gritted, at the beginning of the day, prior to the staff and children entering the site to ensure that it is safe and there is sufficient grit. At the end of

the day, prior to the Parents/Carers entering and the children leaving, a further check should be done. The staff on duty at playtimes or the Midday Supervisors at Lunchtimes will do an inspection prior to playtimes and lunchtimes and will make a decision whether the conditions warrant the children having indoor playtime.

Suppliers of grit are recorded and the amount available checked regularly by the Site Manager.

Signed: (Headteacher)

Signed: (Chair of Governors)

Policy to be reviewed November 2018