



# PRESTFELDE

## **Prestfelde School Snow and Ice Policy**

In accordance with the requirements and guidance of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1999 and the Workplace (Health, Safety and Welfare) Regulations 1992, Prestfelde School (referred to in this policy as the School) is committed to taking steps to prevent snow and ice endangering the safety of staff, visitors and pupils, so far as is reasonably practicable.

### **Introduction**

The school will make every effort to remain open whenever possible and will only close in the event of extreme weather. The decision to close the school will be made by the Head Teacher in conjunction with the Leadership Team. The school will only be closed if one or more of the following conditions apply:

1. Insufficient staff are able to come in to keep the school running safely
2. Conditions on site are dangerous
3. Conditions are considered to be, or are anticipated to later become, too hazardous to travel

### **Aim**

This plan covers the contingencies made for extreme weather which may result in enforced school closure or restricted opening.

This plan aims to prevent:

1. The stranding of pupils and staff
2. Unnecessary risks travelling to and from school
3. Excessive impact on children's education
4. Accidents in the school

### **Communication**

Once the decision has been made to partially or fully close the school, the plan will be communicated in the following way:

1. School website ([www.prestfelde.co.uk](http://www.prestfelde.co.uk))
2. Email to the parent/guardian/staff registered address
3. Through the staff cascade system
4. Facebook (Prestfelde School Shrewsbury)
5. Twitter (Prestfelde School)
6. Radio Shropshire

Should this be prior to school opening, this decision will be made by 07.00 where possible. Please do not telephone the school to check for closures.

## **Full closure**

**Prior to the start of the school day.** Should a full closure of the school be necessary, all parents/guardians/ members of staff will be informed by the means above prior to the start of the school day. Children must not be brought into school as there will not be sufficient staff to care for them.

**During the school day.** Should a full closure be initiated during the school day, the same means of communication will be used. Children should be collected as soon as is safely possible and at the latest, by the end of the normal school day: 3.30pm at LP and 4:00pm MS and SS. Parents should make alternative arrangements if pick-up of their children will not be possible by these times.

1. All after school clubs, prep, after-school care and LP den will be cancelled
2. Pupils may leave early but must be collected and signed out
3. Enough staff will remain at school until all day pupils are collected

If pupils are booked in for boarding, then a decision on whether to send them home will be made depending on staff availability and any specific circumstances. I.e. If pupils are booked in for boarding because parents are away from the local area, then they will be cared for overnight by Mr Haswell and the gap students. If the school continues to be closed the next day then an individual plan will be made between Mr Haswell and the pupil's parents/guardians.

## **Partial closure**

We understand that a full closure of the school can be inconvenient for working parents and where possible will endeavor to stay open. If sufficient staff are able to come into school safely and if the site is deemed safe, then a partial closure may be initiated. During a partial closure normal lessons will be suspended, however children will be looked after on site. The school has a wide catchment area and weather conditions can vary considerably between localities. You should only seek to make the journey to school if it is safe to do so from your own location. Should you decide not to travel to school please inform the School Office.

**Sports fixtures.** Should inclement weather require the cancellation of sports fixtures, similar communications home will be made via the above means.

## **Site Safety**

Where the Head and leadership team have concerns over the safety of external pathways, circulation routes and playgrounds, it may be appropriate for affected areas to be taken out of use. If this is the case this will be marked clearly using signs/cones/tape to ensure everyone is made aware.

## **Clothing and snow play**

Children should have winter uniform including a dark-coloured, waterproof overcoat and gloves, hats and scarves as necessary. In adverse conditions wellingtons or other sturdy boots should be worn outside.

Snow play such as building snowmen and snowballing will be permitted only at the discretion of the Head and Heads of School. Snowballing is not allowed indoors, in the courtyards and playgrounds or near any buildings. The Head may give permission to use field for snow play if conditions are good and the children are clothed appropriately.

**Snow and ice clearance**

Estates staff are responsible for maintaining car parks, roads and footpaths. During cold weather staff will ensure that key pedestrian routes are gritted and if resources are available, roadways and car parks will also be gritted. Although every effort will be made to maintain gritted access routes, it is unreasonable to expect the entire site to be kept free of snow and ice.

Weather conditions will be monitored by the Bursar and SLT. Pre-treatment such as gritting will be carried out during the late afternoon when ice or snow is forecast and further treatment will continue in the morning from 7am. This work will be carried out by Grounds, Maintenance and Cleaning staff under the supervision of the Estates Manager and Bursar. Staff who are responsible for gritting and clearing paths will be provided with the correct equipment to carry out the work and mechanical lifting aids where needed such as trolleys or sack barrows.

*Fiona A. Orchard.*



Signature .....

Signature .....

Date .....26/09/20.....

Date .....26/09/20.....

Mrs F Orchard,  
Head

Mr S M Hay,  
Chairman of Governors

Annexes:

**ANNEX A** Priority Areas for Gritting and Snow Clearance

**ANNEX B** Cascade of Closure to Staff

**Priority areas for gritting and snow clearance**

**Immediate Priority**

1. Fire escapes and escape routes within the School
2. All key pedestrian walkways within the School
3. All steps to main doors within the School

**Secondary Priority**

1. Secondary pedestrian routes within the School
2. Vehicle routes within the School
3. Playgrounds
4. Car parks

**Cascade of closure to staff**

The Head will liaise with SLT and make a decision on closure by 7:00 am. The closure will be advertised via the following means:

1. School website ([www.prestfelde.co.uk](http://www.prestfelde.co.uk))
2. Email to the parent/guardian/staff registered address
3. Through the staff cascade system
4. Facebook (Prestfelde School Shrewsbury)
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In order to ensure that all staff are alerted as soon as possible, a text cascade system will be used. It is the individual staff member's responsibility to inform HR if there are any changes to mobile telephone contact details. If the school continues to be closed the above procedure will be followed daily.

Please return the following form to HR in the Bursary to consent for your mobile number to be used. In the event of you not giving consent, it will be your responsibility to find out if the school is open.

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I authorise Prestfelde School to contact me by text message on the following number in the event of a school closure due to inclement weather.

Name:

Mobile Telephone Number:

Signature:



