

ICE & SNOW PLAN

Name of School	CORNERSTONE CE PRIMARY SCHOOL
Date of Plan Issue/Review	January 2017
Name of Headteacher	Tim Clarke

Introduction	
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Implementation of this Ice & Snow Plan is to be initiated upon notification or recognition of icy and/or snowy conditions that may result in unsafe conditions for staff, children or visitors, whether as pedestrians or when driving vehicles.

Icy Conditions Risk Assessment	
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An Icy Conditions Risk Assessment has been completed (June 2015). The identified hazards have been considered and appropriate control measures have been introduced. Our Icy Conditions Risk Assessment and this plan have been shared with all staff.

Site Plan (for Use During Ice and Snow)	
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A site plan of the school is attached as part of this plan. It identifies the following information:

- Gates and entrances/doors that will be used during unsafe ice/snow conditions
- Gates and entrances/doors that will not be used during unsafe ice/snow conditions
- Access routes that will be open and maintained for pedestrians
- Traffic routes that will be open and maintained for drivers
- Grit storage areas
- Higher risk areas which require additional maintenance (eg. steps and slopes)

Grit Storage	
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Grit is held on site as located on the site plan. The grit bins are to be kept well stocked at all times.

Equipment and Protective Clothing	
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Equipment for gritting is held on site in the Boiler Room. The following is held for use as required by staff:

- Shovels
- Wheelbarrow
- Cones, cordoning tape, warning signs

Preparations Prior to Plan Implementation	
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The following is to have been completed prior to the requirement to implement the plan:

- Caretaker and other staff involved in gritting and snow clearing tasks have undertaken moving and handling training (in date within the last three years)
- All staff and shared occupants to be provided with details of the plan and requirements
- Grit levels, equipment and bins periodically checked
- Additional staff positioning and signage to be identified, if alternative safe routes of travel are required

Implementing the Ice & Snow Plan	
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Upon recognition of unsafe conditions due to ice and/or snow the Health and Safety team will meet and confirm requirements. The following actions, in accordance with the site plan, will be undertaken by the Caretaker under the direction of the headteacher or other nominated person:

- Close and lock gates at side entrance to playground and pedestrian gate at Gibson Close
- Appropriate signage to be erected where routes/gates are closed for use
- Appropriate signage advising of safe routes to be erected
- Snow clearing of pedestrian and traffic routes to be undertaken
- Clearing of entrance areas outside of property boundaries to assist in safe access/egress
- Gritting of icy routes and snow cleared areas where access/egress is to be permitted
- Use of snow clearing working parties (eg. involving parents) to be separately assessed for safety
- Assess playground for safety and cordon off/restrict access as appropriate
- All staff to be briefed as to permitted accesses and egresses
- Information to be sent to parents advising of safe access/egress routes on site

Monitoring the Ice & Snow Plan	
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Following implementation, the plan is to be monitored by ensuring the following actions are undertaken by the Caretaker or other nominated persons:

- Early morning inspection to be carried out prior to staff/visitor/children arrival – allowing adequate time to implement any further gritting or changes to access/egress routes
- Increased daily inspections (am and pm) of safe routes/entrance areas to ensure continued safety
- Increased daily inspections of closed routes/gates/entrance areas to ensure restrictions maintained
- Regular re-gritting of access/egress/entrance areas/paths to ensure continuous effectiveness
- Emergency re-gritting of areas where measures found not to be effective or where further ice or snowfall has reduced the effectiveness of previous gritting
- Monitoring of grit supplies to maintain levels (where adequate supplies are available for order)
- Updating of staff and parents with regards to safe routes

Recovering the Ice & Snow Plan	
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Following completion of adverse weather conditions causing unsafe conditions, the premises is to be reverted to normal and staff/parents informed as appropriate. Other actions to be undertaken include:

- Evaluating current Ice & Snow Plan to make improvements as identified
- Re-ordering of used grit supplies

Emergency Closure of Premises/School	
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In the event of extreme ice and snow conditions that cannot be adequately controlled, considerations, decision making and notification of emergency closure will be undertaken in accordance with HCC routine procedures.

Teaching staff must contact the headteacher by phone by 6.30 am if extreme ice and snow conditions make it impossible for them to safely journey to the school. This information will enable the headteacher to determine whether the school will be partially or fully closed for the day.

Staff and parents will be informed via: the schools' email and text service, the homepage on the website and the school's Facebook page.