



Snow & Ice Policy

Reviewed and updated: January 2024

Next review: January 2027

Signed:

(Chair of Governors)

Date:

Signed:

(Headteacher)

Date:

Guidance for Caretaker/Site Manager/Cleaner in Charge

What the law requires:

There is a common misconception that we are liable if somebody falls over on ground that we have attempted to clear or treat; this is not true. You should therefore not avoid attempting to clear walkways and paths. There are various pieces of legislation that encourage us to reduce the risk of snow and ice on walkways, including:

- Workplace Health, Safety and Welfare Regulations (1996)
- Health and Safety at Work Act (1974)
- Occupier's Liability Act (1957)

What we need to do:

1. Carry out an assessment with the assistance of the Head Teacher or other responsible member of staff to determine:
 - which walkways/footpaths on site are likely to be used the most and which ones are hardly going to be used at all
 - the likely number of people using the walkways
 - the number of staff available to help clear the walkways
2. Cordon off any routes which are not often used and inform pedestrians that they are 'out of bounds' due to the weather.
3. Treat the most commonly used walkways - this may include gritting and shovelling.
4. Consider routes into and out of the site, the car park and main routes onsite.
5. Ensure you check weather forecasts/warnings and treat ground accordingly to prevent icy conditions.
6. Ensure that salt/grit is ordered well in advance as stocks are likely to be limited as winter progresses.

Personal safety:

When clearing snow and ice your safety is of paramount importance. Follow the points below to ensure that you are safe when working in these conditions:

- ensure that you plan your route and take care. Look for routes that avoid ice and walk cautiously onto site
- wear sensible footwear, with good tread, and any necessary PPE you have been provided
- adopt correct handling techniques for handling salt/grit bags and when shovelling snow & ice
- wear warm clothing and ensure regular rest breaks are taken to allow 'warming up'

It is important to ensure school premises are prepared for the adverse winter weather conditions.

The inclement conditions increase risks to property; employees and service users and will likely come from ice; snow and burst pipes.

Freezing conditions regularly lead to flooding from burst pipes. In addition, melting snow and ice combined with rainfall can overwhelm drainage systems, especially where these are not regularly checked for blockages and can also result in flooding. In very extreme conditions, heavy falls of snow can impose a strain on roof structures.

Winter Checklist

Building feature Checked & OK	Yes	No
Building heating systems inspection done and any maintenance work?	✓	
Heating equipment, combustion controls and safety devices tested for correct operation?	✓	
Heating on frost setting when building un occupied?	✓	
Windows and doors checked are in good repair/adequately weather sealed?	✓	
Gutters, down pipes and drains are clear from obstruction?	✓	
School have a clear policy on snow clearance in place?	✓	
Individual designated to initiate winter weather alert/policy?	✓	
Responsible staff are briefed on appropriate snow clearance?	✓	
Water pipes checked and appropriately lagged?	✓	
All stock./resources likely to be damaged by water are stored off the floor?	✓	
Depth of snow on roof areas monitored and reported?	✓	
All staff are made aware of school bad weather procedures and policies?	✓	
Long range weather forecasts regularly checked?	✓	

Checks undertaken by:

Results of checks reported to:

Date if checks undertaken:

Date of next check:

If No is recorded as a response list below action to be taken:

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