

## HOLBROOK PRIMARY SCHOOL ICE & SNOW PLAN

<b>Name of Premises/School/Organisation</b>	HOLBROOK PRIMARY SCHOOL
<b>Date of Plan Issue/Review</b>	16 <sup>th</sup> October 2015
<b>Name of Responsible Manager/Headteacher</b>	Mrs Tracy Potter

<b>Introduction</b>	
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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 access or egress from the site, affecting any or all staff, children or visitors, whether as pedestrians or when driving vehicles.

This Ice & Snow Plan is specific to this site and owned by the responsible manager/headteacher. It is to be reviewed annually and/or following any change in procedures or premises that may affect its effectiveness.

<b>Icy Conditions Risk Assessment</b>	
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An icy conditions risk assessment has been completed. The identified hazards have been considered and appropriate control measures have been introduced as detailed in this Ice & Snow Plan. All staff are to ensure that they are familiar with the contents of our premises Icy Conditions Risk Assessment.

<b>Site Plan (for Use During Ice and Snow)</b>	
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A site plan of the premises/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
- Access and traffic routes that will not be maintained or used
- Grit storage areas

<b>Grit Storage</b>	
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Grit is held on site as located on the site plan, beside the bin store. The grit bunkers/containers are to be kept full and locked at all times. Fully stocked grit bunkers/containers will be expected to enable 5 days' use. A full restock of grit supplies will require purchase of 20 of bags/sacks.

<b>Equipment and Protective Clothing</b>	
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Equipment for gritting and personal protective clothing is held on site in the Site Manager's Office, workshop or outside centre store in KS1. The following is held for use as required by staff:

- Grit spreader (eg. bucket type) – outside store
- Shovels – outside store
- Brooms and rakes – outside store
- Protective clothing – Site Manager's Office
- Gloves and boots – Site Manager's Office
- Physical barriers – Workshop
- Cones, cordoning tape, warning signs - Workshop

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

- Caretaker/site manager/site management team and other staff involved in gritting and snow clearing tasks must have attended 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
- All staff and shared occupants to be provided with **Guide to Driving in Ice & Snow (CSHST) –** (Copy on Health and Safety notice board in staff room)
- Grit levels and equipment checked at termly/quarterly intervals (diarise September, December, March and June)
- Grit bunker/container locking arrangements periodically checked for effectiveness
- Additional staff positioning (to assist direction at busy times) to be identified

<b>Implementing the Ice &amp; Snow Plan</b>	
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Upon notification and/or recognition of unsafe conditions due to ice and/or snow the management team will meet and confirm requirements. The following actions, in accordance with the site plan, will be undertaken by the site manager/caretaker/site management team under the direction of the headteacher/responsible manager or other nominated person:

- Close and lock gates where access/egress is considered unsafe and will not be permitted
- Appropriate signage to be erected where routes/gates are closed for use, using whiteboards on stands
- 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
- Parents to be advised of safe access/egress routes on site by text message
- Information and requirements to be shared with others where sites have shared occupancy

## CHILDREN'S SERVICES HEALTH & SAFETY

### Monitoring the Ice & Snow Plan

Following implementation, the plan is to be monitored by ensuring the following actions are undertaken by the caretaker/site manager/site management team 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 via text message

### Recovering the Ice & Snow Plan

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

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.

## CHILDREN'S SERVICES HEALTH & SAFETY TEAM

**For advice and guidance when writing your local ice and snow plan or using this template please contact the Children's Services Health & Safety Team through their website at:**

<http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm>