

Hedon Primary School Winter Weather Plan

Approved by committee October 2015

Approved by full governors November 2015

Reviewed 15th November 2016

Reviewed 18th September 2018, Sept 2020, Oct 2022

This policy will be reviewed every 2 years unless significant changes current or a situation requires a specific response.

1) SCOPE OF ARRANGEMENTS

The winter weather activities set out in this plan will be carried out on a best endeavours basis, subject to resources being available.

Activities will only be carried out if conditions allow people to work safely and following a suitable and sufficient risk assessment.

2) TRIGGERING SNOW CLEARING ARRANGEMENTS

The School Emergency Team will monitor weather forecasts and ground conditions and will trigger these arrangements when:

- conditions cause, or threaten to cause, a significant risk of injury
- the day-to-day activities of the school are seriously affected

And / Or

- when staff, pupils and/or members of the community report serious difficulties being experienced with slips, trips and falls.

Should conditions present a serious risk of injury or where it would be unsafe to continue the day-to-day activities of the school, the School Emergency Team will arrange for closure of the school using agreed protocols.

3) School Emergency Team

The School Emergency Team consists of the following people, who will oversee and co-ordinate winter weather activities.

Name	Position	Contact Information	Home address	E-mail address
Amanda Barnett	Head teacher			
James Tennison	Caretaker			
Ann Hebb	Admin			
Dale Clark	Deputy Head teacher			

4) WINTER TREATMENT(S) / SNOW CLEARANCE TEAMS

The following members of staff will carry out Snow Clearance Activities:

Name	Contact Information	Home address	E-mail address
James Tennison	As above	As above	As above

2) In addition to school staff, the following people have volunteered to take part in Snow Clearance Activities if necessary:

Name	Contact Information	Home address	E-mail address

Snow clearance activities set out in this plan will be carried out on a best endeavours basis, subject to resources being available.

Activities will only be carried out if conditions allow people to work safely and following a suitable and sufficient risk assessment.

5) PRE-IDENTIFIED ON SITE SNOW CLEARANCE AREAS

The School Emergency Team has identified the following areas for snow clearance / gritting on site. The Snow Clearance Team will use cones to close off all other untreated / unsafe routes as necessary.

Priority will be given to clearing the primary routes, and then additional routes will be treated as resources allow.

It may be necessary for the School Emergency Team to re-locate some lessons / activities to core school buildings during adverse weather.

Primary

Routes from public footpath to front school door.

Secondary

Routes from each entrance to school entry doors (KS1/KS2).

Tertiary

Route right around the building. Playgrounds.

A set of the route maps are held by the school Emergency Team and the Snow Clearance Team.

6) PRE-IDENTIFIED OFF-SITE SNOW CLEARANCE AREAS

The following school access roads are on the East Riding of Yorkshire Council Precautionary Network:

New Road
Flether gate
Souter Gate

The following roads are on the East Riding of Yorkshire Council Secondary Network

Westlands Road
Drapers Lane

The following roads that are required to access the School are not treated:

- Kettwell Lane
- Ivy lane
- Track down side of school

- Church Street

Where resources allow, the School's Snow Clearance Team will use the equipment identified in Section 9 and 10 to clear these roads and footpaths as necessary.

In addition, there are Council owned salt bins in this location:

New Road
Fletcher Gate

7) SCHOOL TRANSPORT SECONDARY PICK UP / DROP OFF POINTS

If pupils are provided with home to school transport arranged by the Council, a designated drop off / pick up point will have already been identified, however due to adverse weather conditions, it may not be possible for this transport to access these areas.

A secondary pick up /drop off point has been identified which the transport can safely access:

- At the top of Kettwell Lane

The School Emergency Team will implement the following arrangements to escort children from the secondary pick up / drop off points

- No pupils current access this service but a walking bus would be provided if necessary.

8) SCHOOL RESOURCES FOR SNOW CLEARANCE

The school have the following resources held on site for use during snow clearance activities:

Resource	Kept at:
• Shovel	• Boiler house
• Salt	• Boiler house
• Salt spreader	• Boiler house
•	•

9) EXTERNAL RESOURCES FOR SNOW CLEARANCE

The School have identified the external following resources that can be called on during a severe weather event:

Resource	Available from
<ul style="list-style-type: none"> • Parental support 	<ul style="list-style-type: none"> • Parents if available
<ul style="list-style-type: none"> • Governor support 	<ul style="list-style-type: none"> • Governors if available

Checks have been made to ensure that contractors / farmers have the appropriate license, training and insurance to carry out these activities. Details of the agreement and the checks carried out are held by the school

10) HEALTH AND SAFETY / WELFARE ARRANGEMENTS

The team co-ordinating the winter weather activities should make sure that:

Before the plan is triggered

- Appropriate risk assessments have been undertaken and applicable methods of safe working put in place
- Adequate insurance cover is in place.
- Appropriate resources (e.g. shovel, rock salt, sack-barrow / wheel barrow) can be made available
- Appropriate protective equipment can be made available (e.g. hats, gloves, safety boot, high visibility padded jackets)

During Snow Clearance

- People taking part in snow clearance have been briefed on activities and risk assessments
- People have ready access to suitable equipment e.g. shovel, rock salt, sack-barrow / wheel barrow, mobile phone
- People have adequate protective clothing to ensure that they remain warm and safe; this might include hats, gloves with a good grip, safety boots and high visibility padded jackets. There are shoe grips on the market that provide extra purchase during icy condition. It is better to wear several layers of clothing to maintain body heat, rather than one thick layer
- People take appropriate breaks, and if appropriate, are provided with somewhere warm to take breaks, have a hot drink and dry their clothing.
- People involved in the snow clearing activities remain fit and well and are not suffering from the effects of the weather.
- All hand tools / resources are removed from footpaths / highways

11) SNOW CLEARANCE ACTIONS

The aim of the snow clearing actions is to make the situation better and safer when you have finished than it was before you started.

- Keep records of any areas of snow clearance work carried out using the table at box 13
- Treat light snow falls of 25mm or less, with one or more repeated applications of salt.
- For falls of snow reaching a depth of between 25mm and 100mm, or more, or light falls of snow with drifting:
 - Deploy clearance teams
 - Consider activating Contractor / Farmer arrangements
- Focus on the primary routes / areas before moving on to the secondary and tertiary routes
- It's easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it. So if possible, start removing the snow in the morning or as soon as possible after snow fall.
- When shoveling snow, make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Shovel the snow from the center of the path to the sides. Take care where you put it so it doesn't block paths or drains.
- Do not pile up snow where it will block or obstruct the footpath, access to property or road in any way. It may be necessary to remove any resulting accumulations of snow.
- Spread salt on the area you have cleared of snow to prevent the residual film icing over.
- Salt is very effective and requires only a small amount spread over a wide area to stop ice forming.
- Pedestrian salt spreader, the following rates could be used:

Freezing conditions	10-20 g/m ²
Freezing conditions expected after rain	15-25 g/m ²
Freezing conditions and / or light snow expected	15-25 g/m ²
Continuous snow expected	20g/m ²
Ice Formed	10-25 g/m ²

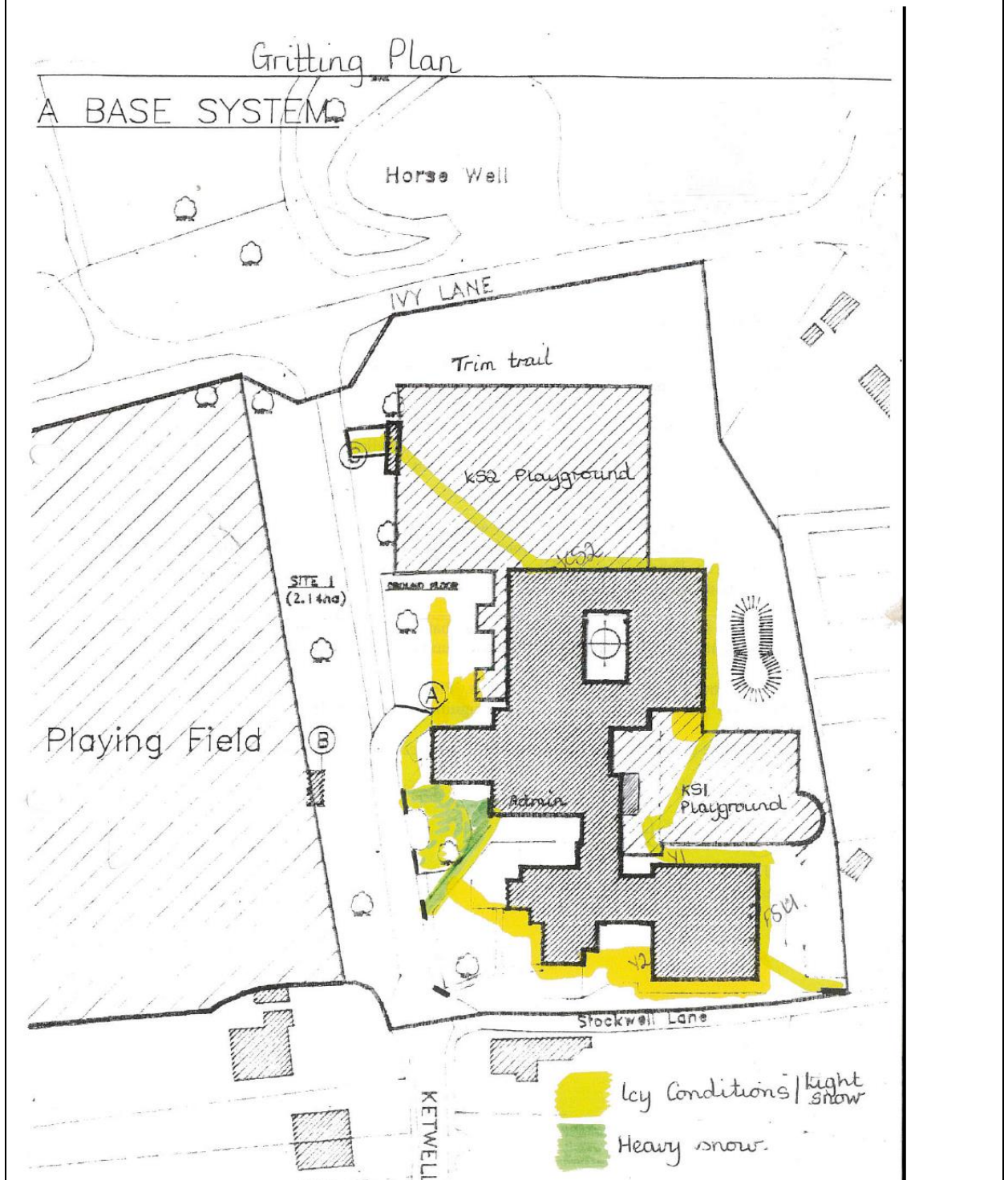
Hard packed / snow ice	20-40 g/m ²
Snow cover exceeds 30mm	20-40 g/m ²

- For areas away from the salt bin / store, suitable arrangements should be made to transport some salt to the affected area.
- Salt doesn't work instantly; it needs sufficient time to dissolve into the moisture on the ground. You can use rock salt, ordinary table or dishwasher salt - a tablespoon for each square meter you clear should work. If you don't have enough salt, you can also use a grit and salt mix. This is particularly helpful on snow that is starting to compress, as it helps to provide better grip under foot. Sand or ash can also be used for this.
- Avoid using water as it may freeze and make the situation more hazardous.
- Refer to the Health and Safety / Staff Welfare Section of this plan.
- When clearing snow it is possible to make conditions worse. By following the precautions listed above, you will minimise the risk of anyone being injured as a result of your actions.

12) Snow Clearance Plan

Map showing the on site and off site snow clearance routes. During adverse weather, every effort will be made to clear the coloured areas shown below, depending on the availability of resources, when snow in excess of 25mm has fallen.

The areas shown in **green** (primary Routes) will be cleared first, then the areas shown in **yellow** (Secondary route) and then other areas across the school with a focus on the KS1 and KS2 playgrounds (Tertiary route).



**13) Record of Snow Clearance Work
undertaken by School**

Date / Time	Work done	Work Carried out by	Comments

- Remind staff of the School's snow guidelines
- Encourage staff to find out what public transport is available near to their home, in case they can not travel by car
- Encourage staff to car share with other member of staff (eg where staff have 4x4 vehicles, or live within walking distance but away from a particular snow / ice hazard)
- Encourage staff to carry a car kit with a first aid kit, warm and waterproof clothes, a mobile phone / charger, blanket, food, water, torch, a screen scraper, de-icer, a spade and some salt. Consider whether any of this equipment should be provided to staff carrying out Council duties.
- Be prepared to hold regular meetings / teleconferences to keep staff informed about the latest information and to raise issues caused due to staff absences.
- Staff should be made aware of the following helpful driving hints for driving in wintery conditions:
 - Many of the normal routes could be inaccessible, and it will usually be necessary to stick to roads that are on the precautionary salting network. Staff should plan their route before they set out on their journey. A map of the salting routes in on Council's website.
 - Staff should check local news reports and weather forecasts before they set off
 - Windscreens should be cleared, and tyres, breaks, lights and wind screen wiper fluid levels should be checked before starting the journey
 - Adjust your driving to the conditions. It can take ten times longer to stop in icy conditions - drive slowly and allow extra room to slow down and stop. Allow extra time to get to your destination. Always makes sure that windscreens are clear of frost, ice and moisture. Do not drive until they are clear. Always drive with your headlights on (not sidelights) in low natural light, rain, snow, fog etc. and reduce your speed.
 - Use the highest gear possible to avoid wheel spin and manoeuvre gently, avoiding harsh braking and acceleration. To brake on ice or snow without locking your wheels, get into a low gear earlier than normal, allow your speed to fall and use the brake pedal gently. If you start to skid, ease off the accelerator but do not brake suddenly.
 - If you get stuck in the snow, switch on your hazard warning lights. Move slowly backwards and forwards out of the rut using the highest gear you can. Do not leave the vehicle unless you are in sight of a suitable destination. Let help come to you. If you have to leave your vehicle to get help make sure other drivers can see you, have some hi visibility clothing within your car.