



WENLOCK CHURCH OF ENGLAND JUNIOR SCHOOL

Learning and growing together within the love of God

DEALING WITH WINTER GRITTING AND SNOW CLEARANCE

GUIDELINES FOR MANAGERS OF PUBLIC BUILDINGS AND SCHOOLS

SEPTEMBER 2017

To ensure the safety of staff, visitors and pupils at schools and public buildings, and to satisfy the legal requirements for the provision of a safe working environment, this document is based on best practice and offers guidance to managers of schools and public buildings on a common sense approach to the clearance of snow and ice during periods of bad weather.

Management have a legal duty to take 'reasonable' steps to keep their workplaces/premises safe, and employees have a duty to co-operate with the employer in terms of health and safety.

Within each council controlled premises management need to ensure that there are appropriate arrangements in place to deal with snow and ice. Roles can be broken down as follows:-

Service Managers

1.. Should agree the exact routes and areas of the premises to be cleared; this information should be communicated to all members of staff regular visitors & parents well in advance of any bad weather. However this guidance note offers suggested clearance routes/criteria for consideration.

Centre Manager / Site Manager / Head teachers

1. Responsible for ensuring (before 1st October each year) that all sites under their control are fully equipped with appropriate snow clearing and protective equipment. Adequate stocks of rock salt and sand/grit etc are to be obtained from LBC approved supplier and shall not contain ammonia. COSHH Safety Data Sheet for the product needs to be obtained and adhered to. Consideration should be given to procuring alternative de- icing materials during periods of extreme weather when rock salt will be unavailable for non highway use.

2. Responsible for rearranging staff rosters to ensure snow and ice clearance is carried out and continued if freezing conditions prevail.

3. A formal snow clearance/gritting risk assessment should be carried out in advance of bad weather, Your risk assessment must include reference to manual handling issues, personal protective equipment for staff and how the premises will communicate with staff, parents & visitors the appropriate access routes to use during bad weather.

Building Supervisors/Caretakers/Other Staff

1. Responsible for the immediate clearance of snow and ice in designated areas, in line with the premises policy & gritting plan. Where there is no Building Supervisor/Caretaker/Casual staff employed at the premises Senior Management Team (SMT) may need to nominate another appropriate & suitable member of staff for this task.
2. Responsible for ensuring that equipment provided to clear snow and ice is adequate for the purpose and maintained in a satisfactory condition, supplies of rock salt and sand/grit mix should be monitored throughout the winter period and replenished promptly.
3. Responsible for temporary closing access areas around the premises in line with policy/gritting plan that are not to be cleared or are lower down the gritting schedule, such areas should be clearly marked (e.g. signage, tape etc). Records of clearance and access route closures should be kept.

Treatment of Paths

Should be made as clear as possible. A risk assessment should be undertaken to determine the paths that should be cleared immediately and the ones that may be left until later (you can use your clearance/gritting plan as part of your priority assessment by colour coding clearance routes). With this in mind it may be necessary for some entrances/areas to be temporarily closed, this could be achieved by taping off areas that continue to be a slip hazard as long as management have given consideration to the maintenance of emergency escape routes. This information should be communicated to staff & parents as soon as possible.

Other Areas

In addition to pathways/agreed access areas, in all cases access pathways should be cleared from parking spaces provided for the disabled, adjacent to premises entrances.

Please Note: Whilst it is not appropriate for staff to clear or grit areas falling outside the premises boundary, e.g. pavements/public footpaths, roads forming part of the public highway, Staff employed on snow clearance should consider clearing the immediate footway and access points to the premises, if these areas are considered particularly dangerous the centre manager should contact Highways Maintenance Services on 01582 510333.

When to grit/salt

- Whenever there is a risk of air temperatures dropping sufficiently to create ice / freezing conditions, as a guide a copy of the highways decision matrix is included within this guide.

- A good indication of these conditions is when the Council's Highways vehicles are out gritting/salting the roads, check the councils web site for our planned actions, also check local weather reports.
- To minimise risk from snow and ice as well as gritting and snow clearing consider closure of some routes, particularly outside stairs, ladders and walkways on roofs'.
- Remember even weak sun will melt ice and assist the process.
- Pay special attention to areas that are shaded, as they may not thaw out during daylight hours.
- Once an area has been gritted/salted, it should continue to be treated on a regular basis until the risk of ice has passed.
- To gain the most economical and environmental solution the minimum amount of salt should be used , as a guide a good handful is sufficient to treat 1 m² .
- There is no advantage in gritting/salting deep snow; this should be cleared from the path first.

All Staff

1. Responsible for reporting to the Centre Manager/ Head Teacher any situation where the recommended action contained within the premises winter clearance policy/gritting plan has not been carried out.
2. Responsible for safeguarding own and colleagues' health & safety in bad weather. Staff should also wear footwear/clothing appropriate to the conditions.

Method of Clearance

A pathway of at least one meter wide should be cleared, this will allow suitable access for pedestrians and pushchairs/ wheelchairs. Snow and ice should be completely removed using a suitable snow scraper or shovel, snow and ice should **NOT** be brushed, or dissolved using hot water, as this will make surfaces more hazardous. Once the path has been cleared rock salt should be used to assist in providing extra grip. During exceptional periods a mix of rock salt and sharp sand should be used.

Paths should be regularly checked throughout the day to ensure -freezing or further snow coverage has not occurred. Additional care should be taken when clearing sloping pathways and steps, it may be necessary for safety reasons to consider the temporary closure of some non essential areas of the premises (e.g. steep pathways, car parks, etc) to avoid risks to staff, pupils or visitors. An assessment of the situation should be made by site staff in conjunction with the Centre Manager/Head Teacher.

Pathways across car parks may be cleared if resources permit, but generally it is suggested that attempts are not made to clear car parking areas/spaces themselves, unless snow is so heavy that essential vehicles (e.g. emergency vehicles, delivery lorries etc) are unable to gain access to the site.

All persons clearing snow should be provided with suitable snow scrapers, shovels, rock salt /sharp sand, protective gloves, footwear and clothing (i.e. high visibility vests), staff should take regular breaks from the task.

This note is for guidance and to ensure current best practice is followed. Use in conjunction with appropriate risk assessments and the premises clearance & gritting plan a suggested draft priority plan attached.

For more information and advice for dealing with ice and snow visit highway maintenance at [http://www.luton.gov.uk/internet/Transport and streets](http://www.luton.gov.uk/internet/Transport_and_streets)

At Wenlock C of E Junior School we give regular thought to how values can be used to support the child as a reflective learner and promote equality through quality teaching and learning. The school recognises and values all individuals no matter what their ethnicity, gender, disability and special educational need and social background.

Reviewed: September 2017

Review Date: September 2018

Decision Guide

ROAD CONDITIONS	ROAD SURFACE TEMP	MAY FALL BELOW ZERO	EXPECTED TO FALL BELOW ZERO				
	WEATHER	NO RAIN, HOAR FROST OR FOG	NO ROAD, HOAR FROST OR FOG	EXPECTED HOAR FROST AND FOG	EXPECTED RAIN BEFORE FREEZING	EXPECTED RAIN DURING FREEZING	POSSIBLE RAIN, HOAR FROST OR FOG
WET		EVENING PRECAUTIONARY SALTING RUN	EVENING PRECAUTIONARY SALTING RUN	EVENING PRECAUTIONARY SALTING RUN	PRECAUTIONARY SALTING AFTER RAIN	EVENING AND MORNING PRECAUTIONARY SALTING RUNS	EVENING AND MORNING PRECAUTIONARY SALTING RUNS
WET PATCHES		EVENING PRECAUTIONARY SALTING RUN	EVENING PRECAUTIONARY SALTING RUN	EVENING PRECAUTIONARY SALTING RUN	PRECAUTIONARY SALTING AFTER RAIN	EVENING AND MORNING PRECAUTIONARY SALTING RUNS	MORNING PRECAUTIONARY SALTING RUNS
DRY		NO ACTION	NO ACTION	EVENING/MORNING PRECAUTIONARY SALTING RUN	PRECAUTIONARY SALTING AFTER RAIN	EVENING AND MORNING PRECAUTIONARY SALTING RUNS	MORNING PRECAUTIONARY SALTING RUNS
STRONG RESIDUAL SALT FROM PREVIOUS FULL PRECAUTIONARY RUN		NO ACTION	NO ACTION	NO ACTION	PRECAUTIONARY SALTING AFTER RAIN	EVENING AND MORNING PRECAUTIONARY SALTING RUNS	MORNING PRECAUTIONARY SALTING RUNS

N.B. This chart is meant as a general guide only. listed

The forecast together with prevailing weather conditions may warrant actions different to those

