



Adverse Weather Conditions Policy

1.0 Policy Aims and Objectives

1.1 At all points, we aim for The Suthers School to remain open as usual whenever possible. There may be certain situations in which adverse weather means that the school is not able to operate in a safe way and so the school will make the decision to close. This policy outlines the situations in which this may occur and what procedures and actions will be in place to ensure that it is able to stay open or if absolutely necessary, what the procedures will be upon closure.

1.2 Adverse weather could encompass a number of situations, such as heavy rainfall, extremely strong winds etc. However, it is most likely that the adverse weather would refer to snow and ice.

1.3 The decision to close the school will be made by the Head of School after consultation with the Executive and Head. The following four conditions will be considered in the decision-making process. If any one of these conditions cannot be guaranteed, the decision may be made to close:

1. Safe conditions around the school presenting major obstacles or danger which presents risk to the Health & Safety of any member of the school community (staff, Students, parents, visitors). However, risks should be assessed realistically and preventative action such as salting and gritting should be considered.
2. Sufficient number of staff are able to get to school.
3. Availability of meals.
4. Availability of sufficient heat, light and water

Specific responsibilities contained within the policy and procedures contained within it:

<u>Site Manager</u>	<u>Deputy Headteacher</u>	<u>Headteacher</u>
<ul style="list-style-type: none">• Daily Risk Assessment• Contact Head/Deputy Headteacher if unsafe site• Implement and coordinate actions to make the site safe.• Follow agreed action plan for ensuring site is safe.• Ensure appropriate levels of stock of necessary tools and equipment to make site safe (e.g. fully operational shovels, enough grit)	<ul style="list-style-type: none">• Be contactable by the Site Manager.• Be available to come onsite to inspect the safety for the school community.• Keep in contact with Headteacher and regarding decisions.• Follow agreed action plan for ensuring site is safe.• Support the Site Manager in making the site safe.	<ul style="list-style-type: none">• Be contactable by the Deputy Headteacher / SM• Liaise with the Governing Body about decisions.• Inform Snowline if school is to be closed.• Inform the Trust if the school is to be closed.



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<u>School Business Manager</u>	<u>Parents and Students</u>	<u>School staff</u>
<ul style="list-style-type: none">• Monitor Site Risk Assessments monthly.• Contact Head/ Deputy Headteacher if unsafe site• Implement and coordinate actions to make the site safe.• Follow agreed action plan for ensuring site is safe.• Ensure appropriate levels of stock of necessary tools and equipment to	<ul style="list-style-type: none">• Check local media, websites etc for details about opening, closures• Ensure personal safety around school grounds – following advice etc	<ul style="list-style-type: none">• Notify leadership team if problems getting into work but that you will be on duty from home• Ensure personal safety around school grounds• May assist as necessary and reasonable in helping to make the site safe
make site safe (e.g. fully operational shovels, enough grit)		

2.0 Keeping the school open: preventative measures

2.1 The school site will be Risk Assessed daily by the Site Manager. This will be logged on the appropriate form and monitored by the School Business Manager on a monthly basis.

2.2 If the initial Risk Assessment suggests that there is a risk to the safety of the school community, necessary preventative measures will be considered. At this point, the Site Manager will notify the Head / Deputy Headteacher to discuss the plan of action.

2.3 In the case of snow or ice, snow should be cleared and grit laid down early enough to allow time for it to become effective (at least 1 hour from gritting before the school community arrive).

2.4 When making the site safe, the following initial priority list will be followed. This must all be safe by 8.15am when students are due to arrive:

1. Car park is safe.
2. pedestrian access points onto site are safe.
3. Main Entrance is clear and safe.
4. Clear fire evacuation routes.

2.5 If each aspect of the initial priority list is safe, the school can remain open as long as all conditions in 1.3 are met. Alternative arrangements will need to be in place for the arrival of students to school- all students to enter via the Community Entrance.



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2.6 Some alternative arrangements may be in place for the school day to ensure safe operation. This list may include (but is not exhaustive):

1. Students to come into school at a slightly later time to allow for all conditions to be secure and safe.
2. Students not allowed outside at play and lunchtimes.
3. Alternative collection points at the end of the school day.
4. Additional staffing on playgrounds and at access points upon school drop off times.

2.7 It is assumed that making sure the whole school site is safe will not be the sole responsibility of the Site Manager, any member of staff who is on-site and available to help may volunteer to.

2.8 At every point, it is each person's responsibility to take care when walking on snow or ice and to wear appropriate footwear for the conditions. This includes every member of the school community. The school may remind members of the school community about this.

2.9 Staffing ratios will also be assessed to check whether levels will be appropriate to ensure that the school runs safely and effectively. It may be that teachers and / or Teaching Assistants may need to support in the operation of the school by supporting other members of staff who cannot attend – e.g. covering classes, team-teaching.

2.10 It is recognised that adverse weather conditions will, at times, make travel to and from work difficult. However, employees are expected to make all reasonable efforts to reach their workplace. In the event of closure, staff will be informed by text, and will receive daily updates, being notified directly by text when school is to reopen.

2.11 The school will communicate with the school community that the school is open and notify them of any alternative arrangements in place for school drop off on:

- The front page of the school website.
- The school Twitter page.
- Via email or text message if specific arrangements are in place.

2.13 The Trust will be notified that the school will remain open.

2.14 In the event of adverse weather conditions during a weekend or non- working day, the Site Manager, SBM and HoS will meet to assess the site and, if practical and safe, clear the site for the next working day



3.0 Making the decision to close the school

3.1 If the Risk Assessment deems that any one of the considerations are not met, the HoS may make the decision to close the school:

1. Safe conditions around the school presenting major obstacles or danger which presents risk to the Health & Safety of any member of the school community (staff, Students, parents, visitors). However, risks should be assessed realistically and preventative action such as salting and gritting should be considered
2. Sufficient number of staff are able to get to school
3. Availability of meals
4. Availability of sufficient heat, light and water

3.2 This decision will be made as early as possible, ideally the day before. School staff will be informed via email and text message and kept informed about when the school is due to re-open. Parents will be informed via:

- The front page of the schools website.
- The school Twitter page.
- Email or text message.
- Local Radio (Touch and Free Radio).

3.3 Local radio stations including Lincs FM, Radio Newark and BBC Nottingham.

3.4 Where possible, a member of staff will be in the school to operate telephones and redirect Students who have not received the message by school opening time.

3.5 Staff will be notified at the earliest possible moment about a decision by email. Additionally, the communication chain for telephone messages will be followed to ensure information gets passed to all members of staff.

3.6 The site will be further Risk Assessed throughout the day and parents notified whether the school will be open on the next day at the earliest possible time.

4.0 If weather conditions deteriorate during the working day

4.1 If weather starts to deteriorate during a working day, the following conditions will be considered:

1. Safe conditions around the school presenting major obstacles or danger which presents risk to the Health & Safety of any member of the school community (staff, Students, parents, visitors). However, risks should be assessed realistically and preventative action such as salting and gritting should be considered.



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2. Sufficient number of staff are able to get to school
3. Availability of meals
4. Availability of sufficient heat, light and water

4.2 Staff will work together, under the direction of the Headteacher, to ensure that action are in place so that these conditions are met.

4.3 If these conditions are not met, the HoS may make the decision to close the school or finish early for the day. In such an instance, parents will be notified to collect their Students at the earliest available opportunity.

4.4 Staff will be delegated to remain onsite to supervise Students until a parent or guardian arrives to pick them up. This would normally be staff who live closest to school.

- Clear the snow or ice early in the day. It's easier to move fresh, loose snow rather than hard snow that has been packed together from people walking on it. So if possible, start removing the snow and ice in the morning. If you remove the top layer of snow in the morning, any sunshine during the day will help melt any ice beneath. You can cover the path with salt before nightfall to stop it refreezing overnight.