

<b>ICE &amp; SNOW PLAN TEMPLATE</b>
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<b>Name of Premises/School/Organisation</b>	Waterside Primary School
<b>Date of Plan Issue/Review</b>	October 2020
<b>Name of Responsible Manager/Headteacher</b>	Emma Moakes Head Teacher
<b>Signed – Chair of Governors</b>	
<b>Review</b>	Annually

<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
- Areas of responsibility for maintaining safe routes on shared sites or where shared occupancy exists
- Higher risk areas which require additional maintenance (eg. steps, slopes, specific entrance areas)
- Locations of (cleared) snow mounds (where appropriate)

<b>Grit Storage</b>	
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## CHILDREN'S SERVICES HEALTH & SAFETY

Grit is held on site as located on the site plan. The grit bunkers/containers are to be kept full and locked at all times. Fully stocked grit bunkers/containers will be expected to enable (insert number) days' use. A full restock of grit supplies will require purchase of bags/sacks.

### Equipment and Protective Clothing

Equipment for gritting and personal protective clothing is held on site in the caretakers cupboard). The following is held for use as required by staff:

- Grit spreader (eg. bucket type)
- Shovels
- Brooms and rakes
- Protective clothing
- Gloves and boots
- Physical barriers
- Cones, cordoning tape, warning signs

### Preparations Prior to Plan Implementation

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)**
- Grit levels and equipment checked at termly/quarterly intervals
- Grit bunker/container locking arrangements periodically checked for effectiveness
- Additional staff positioning (to assist direction at busy times) to be identified

### Implementing the Ice & Snow Plan

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
- 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
- Newsletters sent to parents advising of safe access/egress routes on site
- Information and requirements to be shared with others where sites have shared occupancy

### Monitoring the Ice & Snow Plan

## CHILDREN'S SERVICES HEALTH & SAFETY

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

<b>Recovering the Ice &amp; Snow Plan</b>	
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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

<b>Emergency Closure of Premises/School</b>	
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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.

### Amendment Record

Version No.	Date	Amendment Detail	Amended by
Original	October		