



**The Romero Catholic Academy**  
Nurturing the Talent of Tomorrow



St Patrick's Catholic Primary School

# Inclement Weather Procedure (Snow)

## The Romero Catholic Academy

Responsible for policy

Facilities Manager

Date of policy

December 2018

Date approved by Board of Directors

December 2018

Date of review

November 2019



# Snow Removal Plan and Procedure

## 1. Introduction

The SSO is responsible for the implementation of this plan and for ensuring that the suitable internal and external arrangements are in place to allow site snow clearance activities

## 2. Policy

The SSO will make every effort to ensure that site and access roads remain passable for emergency vehicles throughout the snow period.

The following order for clearance is advised.

- Priority will be to the clearing of the pathway from the pedestrian gate to the front visitor entrance and KS2 door and the pathway from KS1 to Nursery to enable the safe entry of pedestrians both staff and pupils. (marked in red on the school plan)
- In this instance the gate will remain closed to the playground until it is safe for it to be used and adequate paths have been cleared.
- Subsequently, the pedestrian entrances to the external doors will be cleared (marked in yellow on the school plan)
  1. Pathway to KS1 door
  2. Playgrounds

On occasions it may be necessary to restrict access to the Church car park.

**Complete layout of school plan – see end of document**



## SSO Shift Change and Time Off in Lieu (TOIL)

During the winter months the regional weather forecasts will be monitored to identify potential snow fall periods. During such time the SSO is expected to be on call to ensure that in such an emergency, the site is clear.

- Where the ice and snow presents concerns for the safety of site users or site access is likely to be compromised the SSO will be called to attend site at the earliest opportunity which will require the SSO to adjust the starting time of their shift. However, TOIL if appropriate will be provided to the member of staff undertaking such adjustments.
- A record will be kept by the Business Manager so this can be agreed and the shift adjusted accordingly or time given as agreed mutually.

## 3. Snow Removal Plan

### Snowfall once school is open

- In the event of significant snowfall during normal school hours, the SSO will be moved from all non-essential maintenance work to ensure snow clearance is given priority.
- As soon as conditions become icy, salting will begin on designated walkways.
- **Signage must** be used to remind pedestrians to use cleared walkways, these must be at the gate entrances and where necessary repeater reminders along the route both in and out of the areas
- If possible, flexibility in attendance (lateness and collections) should be allowed to ensure children enter and leave the site at the beginning and end of the day
- If the school makes the decision to close, the school will communicate through the correct channels (see Section 5) to the local media (as described in Appendix A) and with parents/ carers via Parent Mail.

## 4. Overnight/Weekend Snowfall

If an overnight snowfall creates a situation where roads and paths become icy or snow covered then the SSO will monitor the effects on the school site.

- Contact will be made with the Principal/Vice Principal/Facilities Manager your school will be assigned a main contact, to provide regular updates who will be available at all times.
- There will be times when updates are needed at 6.00am so an early decision can be made to inform parents at the earliest possible time – this contact will be arranged by the Principal and SSO.
- Where the ice and snow present concerns for the safety of site users or site access is likely to be compromised the SSO will be called to attend site at the earliest opportunity which will require the SSO to adjust the starting time of their shift. However, TOIL if appropriate will be provided to the member of staff undertaking such adjustments.



- The SSO will also complete an internal inspection of the building to ensure that the following are operational
  - Heating
    - Heating system (i.e no burst pipes)
  - Water
  - Electricity
  - Determine if Catering is available for the day (Share contact details with Caterlink of Principal and SSO)

## 5. School Closure Procedure

An initial assessment of the situation at the school is made by the Principal in consultation with the SSO where appropriate.

- The decision to close the school is a local management decision made by the Principal in consultation with the Chair of the Local Academy Committee and CSEL Mrs Quinn.
- Once a decision has been made, the school must notify the Local Authority through the following method

The Principal should log on to Snowline and update the decision to close.

This alerts the Local media stations that the school is either open or closed which will then be broadcast on the website or media announcement.

Once the decision to close the school has been made, schools must notify staff, expected visitors and parents of its closure.

School will use e-mail alerts, school website, Facebook, Twitter and the local media advertise closures as appropriate.

The school uses Parentmail to communicate with parents, staff and governors

## 6. Points to Consider

- SSO to clear school footpaths and areas in order of priority, Primary walkway into school, footpaths across playgrounds / carparks – this will be indicated in your policy above.
- SSO may be required to offer additional assistance in other academy schools where requested. TOIL will be recorded and given
- Schools are advised not to clear roads outside of their site as this is managed by Highways. If a school did clear a road outside their site and an accident occurred, the school would be responsible.
- If schools clear their own site of snow and ice, they are responsible for ensuring that cleared areas remain clear of ice and snow to reduce the risks of slips, trips and falls



- Schools need to complete the slips, trips and falls risk assessment along with any other relevant risk assessments connected to the school environment during the winter or periods of severe weather.
- Schools are encouraged to regularly monitor road and weather reports for the local area taking into account possible travel disruption and changing weather conditions
- Schools are encouraged to remain open where practically possible. However, a locally managed decision (Principal in consultation with the Chair of the Local Academy Committee and CSEL) can be made to close the school during the day if the conditions force a school closure. Schools can also decide, under certain circumstances (ie transport practicalities) to delay the opening of the school day.



## Check List

Check list	Tick box
Check your snowline login is up to date	
Do you have sufficient grit / salt	
Do you have suitable locations for grit bins	
Do you have the correct tools / snow shovel / gritter	
Does your SSO have correct foot ware/gloves/hat - PPE	
Do you have laminated signs for directional information and use walkways	
Check that contact details for Staff are correct	
Do you have contact details for outside staff that visit (Primary PPA/SCCU)	
Have you completed the manual handling risk assessment for Gritting	

## Accident procedure and reporting –

- Use Billington Safety Services Login - <http://www.billingtonsafety.com/> using your Email and login password provided -follow the My Resources and Downloads – Accident, Assaults and First aid
- Please take Photographs of area concerned including wide angle shots
- Please pay attention to footwear worn and photograph routes cleared and signage
- Document to be completed in the injured persons words “I slipped on car park floor” avoid adding your own descriptions “Lady slipped and hurt her leg on the car park floor”



# Schools Guidance from Local Authority 2018 – Ref information only

## Severe weather conditions and school closures

### Introduction

This note prepared by Coventry City Council offers advice to Headteachers and Governing Bodies on the procedures to be adopted in the case of severe weather conditions and school closure.

The note has been prepared in consultation with Headteachers and recognised teachers' associations and reflects the practices and policies of the City Council.

**There is a duty on Governors and on the City Council to provide an educational service for children and young people. Decisions concerned with school closures due to severe weather conditions are therefore most appropriately made on a school by school basis reflecting local circumstances.**

### Extreme weather conditions

In the event of extreme weather conditions, the Director of Education and Skills will liaise with the Police and Emergency Services and other City Council departments in order to offer advice to school management/Site Service Officers. If this advice is to recommend that schools in general close this will be given out by local radio stations to help parents. Other local media will be asked to carry the same message.

### Closure assessment criteria

Headteachers, in consultation where practicable with their Chair of Governors, should assess the situation. In their assessment they should take account of the:

- a) safety and accessibility of the site and surrounding area
- b) availability of heat, light, power and water
- c) availability of staff
- d) availability of meals

### Communication of open/closed decision

#### Headteachers

The decision of school closure should be taken at an appropriate time, preferably the day before any closure and should allow for adequate communication of the decision to parents and pupils. In the event that weather conditions deteriorate overnight, the Headteacher should liaise with his/her Site Service Officer to check the conditions against the above criteria.

If it has snowed, or is snowing, Headteachers are requested to complete the Council's online form to confirm whether the school is **open** or **closed** at <http://www.coventry.gov.uk/snowlinelogin>

Guidance on the system is available at <http://www.coventry.gov.uk/snowlineguidance>. Please make yourself familiar with the system and your login details.

Once the form has been completed successfully:



- the information will be automatically e-mailed to the local media and relevant Council departments
- you will receive an automated email when your opening / closure has been submitted.

It is advisable that you listen to the local radio station to check that the details are accurately broadcast.

Headteachers should also inform other site users and any pre-arranged visitors.

You should also use your school website, social media and texting / email services to inform parents, carers and staff.

### Parents

Parents should be encouraged to listen to the local radio stations or check the websites of local media for up to date information.

Details of local media are available at <http://www.coventry.gov.uk/schoolclosures>

If you have a texting / email service for parents, please make them aware if you will be using it for school closures.

### For staff

If conditions prevent you getting to your school, then you should telephone your Headteacher and say that you intend to remain at home but will be available for duty. City Transport will automatically receive an e-mail regarding school closures.

### Special school transport

In the event of overnight severe weather conditions decisions on school closures will automatically be e-mailed to the Travel Bureau who will ensure that contractors are informed as appropriate.

Similarly, if conditions deteriorate during the school day, schools should contact the

Travel Bureau open from 7am - 6pm ( 02476 83 4004 ) [travel.bureau@coventry.gov.uk](mailto:travel.bureau@coventry.gov.uk)

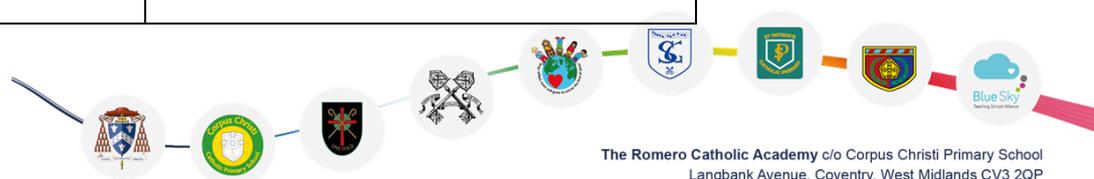
or the operation number of Passenger transport coordinating team ( 02476 834 013 ).

Equally information from contractors will be shared with schools to enable local decisions to be taken.

(A decision by contractors not to transport pupils should not automatically require the school to close to pupils (or staff). Pupils may arrive by alternative means of transport. The closure criteria in section 2 should be followed.)

### If further advice is required:

Education & Learning Services	Tel No
Juliet Silverton Head of Education Improvement and Standards	Mobile: 07944 646125
Lucy Lambert	Mobile: 07931 461387



## Snowline – using the online Snowline reporting system 2018

The Snowline system is an online form for Headteachers (or their nominees) to use to communicate that their school is closed or open in an emergency. This information sheet is intended to give Headteachers all the information needed to use Snowline. You can use Snowline from any internet connection, including a mobile phone.

Remember:

- keep this information secure, only share it with people that may need to deputise for you to close your school.
- each time you submit the form you will **only close the school for one day**. If you want to close a school for more than one day you will need to submit a second form.

### Your login details

You will need the following information to use the Snowline system:

- Headteacher e-mail address
- Headteacher password
- School DFE number - without the city prefix (331)

It is your responsibility to ensure that your password is kept safe and only provided to staff who may have to deputise for you to close the school.

### Logging in to Snowline

Go to <http://www.coventry.gov.uk/snowlinelogin>

Log in using your e-mail address and password. If you get an error message please check your e-mail address is correct and re-enter your password.

If you need any help logging in or changing your school's information you should contact the Business Service Centre: 024 7683 1198 / [BSCCC1\\_2@coventry.gov.uk](mailto:BSCCC1_2@coventry.gov.uk).

### Submitting your closure information

Your school closure details should be added to this form.

1. Check that your school is identified correctly.
2. You must enter your school's DFE number in the box, without the correct number you will be unable to submit the form.
3. The rest of the form collects information whether the school is open or closed, and the date and reasons for closure.
4. When you have added all this information continue by clicking the "Next" button.

### Checking the information

The final screen will display the details that you've entered, giving you the chance to check for mistakes. To correct any errors use the "Previous" button, otherwise **Submit school closure information** to announce your school closure.

### Once the form is submitted it cannot be recalled or changed.

There may be a delay of up to 15 minutes before the information is processed. During processing: a confirmation e-mail will be sent to you; e-mails will be sent to the local media (Coventry Telegraph and radio stations) and Council contacts.

### If Snowline is unavailable to you

If you cannot access the Snowline system, your first option should be to contact a deputy who is able to access the online system. If the online system is unavailable, you will need to inform all parties by telephone or e-mail. A list of contacts is provided in the guidance issued by the Local Authority.



