

"As unique individuals, we do our best at work and play for the love of God and others."



St Benedict's Catholic Primary School

Gritting Policy and Procedure

Written by Site Manager:

Adopted by St Benedict's Catholic Primary School

November 2021

Review: November 2022

This policy for snow and ice clearance is based on a priority for ensuring the school site remains open yet **safe at all times** for staff and students throughout periods of inclement weather. The policy requires a set procedure to be followed which is initially triggered by the Head Teacher making a positive decision on the safety of opening the school. Once triggered, the gritting procedure will be implemented. If however it is felt that the site should not be opened, staff and parents will be contacted via email through the school coms system or Facebook (<https://www.facebook.com/StBensHandforth/>) informing them of the decision to close the school. The Head Teacher will strive to make the decision as early as possible, taking into consideration difficulties that staff may face in getting into school and the weather forecast for the whole day.

Roles and Responsibilities

Head Teacher and SLT

- Outline in the school gritting plan (below), the prioritisation of routes to be gritted and appropriate access routes to use during bad weather.
- Carry out a review of these procedures (including this policy, risk assessment and gritting plan) in the first half of the autumn term to ensure their continued relevance.
- Liaise with the Site Manager to confirm expectations of this policy.
- Ensure in lieu of Site Managers absence, that alternative arrangements will be put in place to ensure continuity of service.
- 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.
- Ensure the school is fully equipped with appropriate snow clearing and protective equipment, and adequate stocks of rock salt and sand/grit etc.

Site Manager

- The immediate clearance of snow and ice in designated areas in line with the school gritting plan
- Forward planning by monitoring weather forecasts and gritting the areas as directed in this policy
- Temporarily closing access areas around the school in line with the school gritting plan. Such areas should be clearly marked (e.g. signage or tape). Records of clearance and access route closures should be kept.

Staff

- Reporting to the Head Teacher/Site Manager any situation where the recommended action contained within the gritting plan has not been carried out.
- Safeguarding own and colleagues' health and safety in bad weather.
- Wear footwear/clothing appropriate to the conditions

Parents/ Carers

- Adhering to the designated, gritted pathways into school
- Supervise their child(ren) before and after school and ensuring that children do not play on play equipment outside of the school day
- Ensure that their child(ren) are wearing sensible footwear and warm coats according to the conditions
- Collect their child during the day should conditions worsen (if requested by the school)

School Gritting Plan

Gritting is to be carried out when frost, ice or snow is forecast or when walkways are likely to be damp or wet and the floor temperatures are at, or below, freezing. The best times are early in evening before the frost settles and/or early in the morning before employees arrive. Salt doesn't work instantly; it needs sufficient time to dissolve into the moisture on the floor. Efforts will be made to ensure gritting does not take place during heavy rain. This is because the salt will be washed away causing a problem if the rain then turns to snow. Compacted snow, which turns to ice, is difficult to treat effectively with grit. 'Dawn frost' can occur on dry surfaces, when early morning dews form and freeze on impact with cold surfaces. It can be difficult to predict when or where this condition will occur therefore staff and others are reminded to take extra care.

Actions to be taken immediately prior to adverse weather	
Checking weather forecasts on a daily basis during winter months. (Note: email alerts can be received by registering on the Met Office website www.metoffice.gov.uk)	The weather forecast is checked on a regular basis and action taken when and where necessary.
Ensuring any particular equipment e.g. snow shovels are easily accessible for when bad weather hits	All adverse weather equipment is kept in the store room outside by the reception gate. (key in box in site managers room).
Checking sufficient salt supplies are in place and their locations are known	Salt supplies are kept topped-up throughout the winter period. Locations of grit/salt bins are shown on the gritting plan map.
Identifying and agreeing times when gritting will need to be done	This will be decided between the Head Teacher and Site Manager.

Actions to be taken during times of snow/ ice	
Ensuring barriers/ signage/ instructions are provided to ensure access is restricted to the following high risk areas of the school.	All signage, kept in the store room by the reception gate and checked regularly.
Although paths outside the school are outside the school's area of responsibility – if they are dangerous the Highways department should be alerted to the situation	Cheshire East Highways: 0300 123 5020 For gritting updates, follow @CECHighways
Regularly checking paths throughout the day to ensure refreezing or further snow coverage has not occurred. If it has areas will be re-cleared and gritted as necessary.	School grounds are checked regularly for signs of frost/ice and any action taken.

The following areas of the school grounds have been classed as priority areas for gritting: Gritting will take place during **Both early morning and early evening**

St. Benedict's School - Areas to be gritted:
Pathways from main gates to main entrance, around perimeter of school, including reception.
All Fire Escape routes.
Car park/road way for deliveries/ (waiting area for years 5 and 6 according to COVID-19 risk assessments).
Playground (if possible). If not, children will not use the playground.

AREAS to be cleared of snow/ice BEFORE SCHOOL STARTS

Priority 1: Pedestrian pathway from gate to main entrance

Priority 2: Fire escape routes to the field (Reception will use the KS1 fire escape)

Priority 3: Gate to main carpark to be kept locked. Sign to be attached which directs parents to the main pathway and gives the office number to delivery drivers.

(Teachers will be informed via WhatsApp group chat to use the Church car park during severe frost/ice/snow)

It is unlikely that the one-way system will be cleared completely before school starts. Unless it is completely clear and safe, the Headteacher and TAs will greet children at the gate and take them to the main entrance so that there is no need for parents to enter the grounds.

Later in the morning, when the children have safely arrived on site, the driveway can be cleared for deliveries.

If time allows, clearing will be completed in the following priority:

- 4) The path around the perimeter of the building and the driveway to be cleared and gritted before the end of the day to enable one-way system collection at the end of the day. Tape will be used to cordon off the carpark area which will not have been cleared/gritted. Year 5 will be collected from the hall and Y6 will be collected from the main reception.
- 5) Reception playground