

# Harwood Meadows Primary School



## GRITTING POLICY

Version and Date		Action/Notes
1.0	8.3.2021	Reviewed by DS
1.1	March 2023	Reviewed by DS

## **RATIONALE**

Harwood Meadows School recognises that the Health and Safety at Work Act 1974, places a responsibility upon the employer, so far as is “reasonably practicable” that means of access and egress from its premises are maintained in a condition that is without risk to its employers and other persons. Regulations state that “arrangements should be made to minimise risks from snow and ice. This may involve gritting, snow clearing and closure of some routes...”

It is impossible to remove every piece of snow and ice and impractical to grit large areas of the school grounds immediately, therefore as part of the gritting policy; a gritting plan has been devised prioritising key areas. (See Appendix) It may be necessary for a normal entrance route to be temporarily closed so that access to school can be controlled until gritting of a particular area is complete, however, all reasonable efforts will be made to keep the school open as normal.

## **ROLES AND RESPONSIBILITIES**

### **Headteacher and SLT will be responsible for:**

- ensuring that means of access are safe and that arrangements are made to ensure the risks from snow and ice are minimised;
- ensuring that school is fully equipped with appropriate snow clearing and protective equipment, and adequate stocks of rock salt, sand, grit etc.;
- rearranging site manager times to ensure snow and ice clearance is undertaken at the earliest possible time and continued throughout the day if necessary;
- the prioritisation of routes to be gritted and appropriate access routes during bad weather;
- ensuring that the gritting policy is communicated to staff, parents and pupils;
- the review of this policy, gritting plan and associated risk assessments.

### **Site Manager will be responsible for:**

- the immediate clearance of snow and ice in designated areas in line with the schools gritting plan;
- clearing a pathway through snow and ice of a width suitable to allow access for pedestrians, pushchairs and wheelchairs – cleared paths will then be treated with rock salt/grit to assist in providing extra grip;
- regular checks throughout the day to ensure continued safety. If re-freezing or further snow coverage occurs, areas will be re-cleared and treated as necessary;
- 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 should be monitored throughout the winter period and replenished promptly;
- in consultation with the Headteacher, temporarily closing access to areas around the school in line with the gritting plan, clearly marking such areas, e.g. using signage, cones, tape;
- communication with the headteacher/SLT regarding the implementation of the gritting plan.

**Governing Body will be responsible for:**

- agreeing the gritting policy and plan for the school;
- providing sufficient resources to implement the plan;
- monitoring that the snow and ice procedure is being carried out.

**Staff will be responsible for:**

- reporting to the site manager or headteacher any situation where the recommended action contained within the gritting plan has not been carried out;
- safeguarding own, colleagues' and pupils' health and safety in bad weather, e.g. by following designated paths and access routes;
- wearing footwear and clothing appropriate to the conditions.

**Parents will be responsible for:**

- adhering to the designated, gritted pathways into school;
- collecting their child during the day should conditions worsen;
- ensuring the school has their up to date telephone numbers in order for text messages and phone calls to be received;
- wearing suitable footwear for the conditions when bringing and collecting children from school;
- ensuring that their children are wearing sensible footwear and warm clothing appropriate to the conditions;
- supervising their own children on school premises before and after doors open/close;
- alerting a member of school staff of any concerns they have regarding health and safety during adverse weather.

Good communication is essential. Parents receive information on specific instructions during the autumn and winter months via newsletters and by text message. It is expected that parents adhere to these instructions and pass on all relevant information to friends and relatives who may also come to school to drop off and collect children.

**ADDITIONAL INFORMATION**

If it is thought that the playground areas are unsafe due to underfoot conditions, they will not be used during the day. However, should the headteacher decide that it is safe for the children, they will be permitted to play out during playtimes and lunchtimes. In these circumstances, supervision levels may need to be increased.

In extreme circumstances the headteacher may decide that there is no option but to close the school, i.e. where there is a severe risk to health and safety or there are not enough staff to open safely. Staff and parents will be contacted by text message and local radio stations will be informed.

**Important note:**

Paths outside the school boundary are outside the school's area of responsibility and will not be cleared or gritted by school staff. If paths/roads are dangerous, we will alert the highways department to the situation and request their attention.

## APPENDIX

## SNOW CLEARING/GRITTING PLAN

AREA REF	DESCRIPTION	COMPLETED DATE/TIME/NOTES
1	Pedestrian entrance from Orchard Gardens to main front door	
2	Pathway from car park to front door, including steps	
3	Pedestrian path around the building past the staff room	
4	Entrance to Y3 classroom	
5	Pedestrian path around the building to Y2 classroom entrance	
6	Pedestrian path around the building to Y1 classroom entrance	
7	Pedestrian path from Y1 classroom to bottom gate	
8	Pedestrian path around the building from Y1 classroom to Nursery and Reception classroom entrances	
9	Pathway across upper playground from church gates to Y6 door	
10	Lower pathway from Y6B to Y6M classroom	
11	Upper pathway along playground edge, down steps to Y5 classroom	
12	Upper pathway along playground edge, down steps to Y4 classroom	
13	Pathway from upper playground, across car park to vehicle entrance	
14	Ramp from car park	
15	Pedestrian path around the building from upper playground to Y4 cloakroom and side hall entrance	
16	Pathway around the building from upper playground to lower playground	
17	Steps and ramps around Y6 cloakroom door/zone	

<b>18</b>	Pathway beside perimeter fence from upper to lower playground	
<b>19</b>	Upper playground	
<b>20</b>	Lower playground	
<b>21</b>	Early Years play area	
<b>22</b>	Car park	

This policy was adopted for full implementation on March 2021.

This Policy will be reviewed by the Governing Body on a 2-yearly cycle and must be signed by the Chair of Governors and Headteacher.

Policy Reviewed:	March 2023
Next Review:	March 2025
Signature of Chair of Governors: 	Signature of Headteacher: 