

# Winter Gritting Risk Assessment & Policy

## Tow Law Millennium Primary School



### Introduction

The school recognises that it has a responsibility to provide employees, pupils and others who enter the premises with a safe environment in which to work and learn.

The school is committed to complying with the requirements of the Health & Safety at Work Act 1974 and other regulations that require, so far as is reasonably practicable, the provision and maintenance of a safe means of access to and egress from the premises.

### Hazard

During the winter the risk of injury from slips, trips and falls is increased by the presence of snow and ice, especially at the start of the school day, on foot paths and other areas of pedestrian traffic.

### Persons affected

All staff, visitors, and pupils

### Risk Rating

Medium - risk of frequent slips & trips resulting in minor injury or occasional risk of major injury

### Existing Control measures

The school has adopted the procedure below in order to control the risk of injury in the presence of ice and snow.

The school has completed a Manual Handling-Winter Gritting Activities Risk Assessment and shared the assessment with the relevant staff.

Gritting that takes place on the school site will be recorded and remedial actions recorded.

### Further action required

The head teacher will monitor the effectiveness of these procedures and risk assessment throughout the winter season and amend any aspect of it found to be ineffective.

### Winter Gritting Procedure

The school will take the following steps to ensure safe access and egress during inclement weather, when the risk of injury from slip and trip accidents is increased due to snow and ice.

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- The school will treat access routes and priority areas the night before if there is good reason to believe that local conditions would otherwise be hazardous due to snow and ice. It is acknowledged that the school will not always know beforehand on all occasions.
- That the caretaker will clear, and grit access routes and priority areas detailed below. This will be completed as soon as possible on the morning of inclement weather. This will occur, if reasonably practicable, before the arrival of other staff and pupils and keep records of the time and date that they have gritted.
- During the school day further applications of grit will be applied when required to ensure safe egress from the site at the end of the school day and again records will be kept.
- Whilst every effort will be made to clear snow and ice it must be remembered that individuals have a responsibility for their own safety and that of others. This means being aware of the potential hazards of walking or driving in icy conditions and acting reasonably in the circumstances.
- The school will review the effectiveness of the winter gritting policy before each winter or if circumstances change.

**Priority access routes for winter gritting will be:**

- Footpath through the school gates beginning at the railings and path alongside staff car park to the main building.
- Staff and visitors' car parks including drive.
- Footpath up the side of the KS2 yard to the side entrance of the building.
- A path across the KS2 yard to the main entrance.
- The bin store and path around the entire building passing all entrances and fire exits.

**Other priority areas for winter gritting will be:**

- KS2 yard
- KS1 yard and footpaths

**Special attention will be given to:**

- The area around the main gates
- The route across the KS2 yard
- The car park

Further Action Required	Completed By	Date	Next Review Due	Signed By

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# Winter Gritting Record

Record of when priority access routes and other priority routes at the school (as identified in the winter gritting policy) have been treated.

Date	Time	Treated By	Actions required
	am/pm		
	am/pm		
	am/pm		
	am/pm		
	am/pm		
	am/pm		
	am/pm		
	am/pm		
	am/pm		
	am/pm		
	am/pm		

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## Tow Law Millennium Primary School Risk Assessment for Snow and Ice

In accordance with government policy every effort should be made to keep a school open and the closure of the school must be justified.

This assessment should be carried out:

Before any bad weather arrives to make sure identified control measures are implemented; refer to your action plan at end

- At the time of the emergency - consider and complete last header column
- After the event - does the risk assessment need to be reviewed?
- This Risk Assessment was completed on 4 November, 2021

	Are the following control measures in place?	State what risks are involved and the consequence of the risk	State which control measures are in place to reduce the risk	Are the controls in place?		Are the controls in place?	
				(Pre-planning) Yes	No	(On the day) Yes	No
1	Is there enough salt/grit available on site to keep a clear path for safe access and egress around the school site?	Slip/trip of pupils, staff, 3 <sup>rd</sup> party visitors, causing a twist, strain or fracture	Maintain stocks of salt/grit.	✓			
			Identify which walkways or areas need to be cleared to allow people to get around the premises safely.	✓			
			Allocate a responsible person to monitor weather reports and grit/salt prior to snow/ice forming.	✓			
			Reduce the movement of people around the premises.	✓			
			Identify access specific routes and restrict movement to those routes.	✓			
2	Is there an acceptable ratio of staff to pupils to attain adequate supervision?	Staff not being able to attend school, leaving pupils without adequate supervision	Estimate how many staff members need to get in for the school to operate safely by identifying how many pupils could attend.	✓			
			Identify how many staff would be safe to travel to work in severe conditions.	✓			
			Inform staff to listen to Road Safety (AA) to see if the roads are safe to travel on. Remember: travelling to school is considered 'essential travel'.	✓			
			Devise a system where staff can report to head teacher by 7.45am and contact number given.	✓			

**Tow Law Millennium Primary School**  
**Risk Assessment for Snow and Ice**

	Are the following control measures in place?	State what risks are involved and the consequence of the risk	State which control measures are in place to reduce the risk	Are the controls in place?		Are the controls in place?	
				(Pre-planning) Yes	No	(On the day) Yes	No
3	Are there procedures in place for heating failure?	Unable to sufficiently heat school to the minimum working temperature 18 deg C, causing staff and pupils to suffer from the cold.	Contact Property Service desk to have emergency heaters delivered	✓			
			Consider only using the parts of the school that has heating	✓			
			Keep doors and blinds closed during the night to retain heat.	✓			
			Identify which pupils have alternative arrangements if they were to be sent home.	✓			
4	In the event of a closure, has it been identified which pupils are safe to be sent home?	Pupils unable to get into their homes, left stranded.	Consider if enough staff can stay on site to supervise the pupils unable to return home, and that those staff will be able to get home at a later time.	✓			
			Ensure that there is hand sanitiser on site.	✓			
5	Will the school have adequate welfare facilities?	Staff and pupils are unable to wash their hands, flush the toilets or have access to drinking water.	Consider if all toilets are operational or whether alternative toilets can be used.	✓			
6	Would the school have provision for the pupils to cross the road safely?	Pupils involved in vehicle collision	Consider if the road patrol officer is able to get to the school.	N/A			
			Consider if alternative arrangements need to be made if the road patrol officer cannot get to school.	N/A			
			All children will be handed over to an adult (over 18 years)	✓			

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All actions, where possible, should be completed before the bad weather arrives.

Action Plan			
Pre-planned control measures that are not in place:	Actions to be taken:	By Who:	Date Completed:

Completed By:	Position:
Signed:	Date of completion of risk assessment:

Review dates:	Signature:
November 2022	

To be completed if the school is closed:

The decision for closing the school has been based on the following: (highlight relevant question number). 1 2 3 4 5 6

Signature of Head:

Date:

Signature of Health & Safety Governor

Date:

