

School Gritting Policy and Gritting Plan

Name of School:	Oakfield Infant and Oakfield Junior School	Date:	05/01/2015
Policy Approved by:	Health and Safety sub-committee	Review date:	05/01/2016

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 Text message and via the school website informing them of the decision to close the school. The HeadTeacher 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

Executive Headteacher, Head of School 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 Caretaker 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
- 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 Site Manager/Executive Headteacher 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	Responsibility
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)	Executive Headteacher, Head of School
Ensuring any particular equipment e.g. snow shovels are easily accessible for when bad weather hits	Site Manager
Checking sufficient salt supplies are in place and their locations are known	Site Manager
Identifying and agreeing times when gritting will need to be done	Executive Headteacher, Head of School

Actions to be taken during times of snow/ ice	Responsibility
Ensuring barriers/ signage/ instructions are provided to ensure access is restricted to the following high risk areas of the school.	Site Manager
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	Executive Headteacher, Head of School
Regularly checking paths throughout the day to ensure re-freezing or further snow coverage has not occurred. If it has areas will be re-cleared and gritted as necessary.	Executive Headteacher, Head of School

The following areas of the school grounds have been classed as priority areas for gritting:
Gritting will take place during *Early morning before school*

Areas to be gritted (e.g. car park; path from main entrance to reception, area of yard around play equipment etc).
All external Steps
Main entrance
Fire Escape routes
Pathways from the gates to school entrance
Pathway to Lamesley entrance

The space below can be used to show a drawing of the key areas to be gritted.

Please see attached grit plan

Further information can be found within **EDP-HS-15 Unavoidable School Closures.**

Footnote: Further assistance and guidance is available by contacting Health and Safety, telephone number 0191 433 2272 / 2281 / 2270 / 2237 / 2371 / 3827

Infant School

= Junior School



Title
Oakfield Infant School
Chowdene Bank, Low Fell, Gateshead

Scale
1:2500

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6th August 2010

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