



Parwich Primary School

Snow and Ice Policy

Review every two years

The Headteacher has direct responsibility for County Council premises and must ensure that adequate arrangements are made to ensure that the risks from snow and ice are minimised.

All reasonable efforts should be made to ensure that the establishment remains open as normal.

The Headteacher/Caretaker must ensure that a risk assessment is in place in advance, which covers the hazards associated with snow and ice on their premises. Creating such a risk assessment will allow for procedures to be implemented, priority areas to be determined, and staff to be clear about their responsibilities in these weather situations.

The Headteacher/Caretaker is responsible to monitor local weather forecasts if necessary, in order for them to react to the situation as quickly as possible and implement any special measures. E.g. it may be necessary for staff to start work earlier on a particular day to commence a gritting plan.

The Caretaker is responsible for ensuring that gritting, snow clearing and, in extreme cases, closure of certain routes is arranged as necessary.

The Headteacher/Caretaker is responsible for reviewing and revising the arrangements as determined by their local risk assessment.

The following procedures must be adhered to by the Caretaker: -

- Slopes and steps within the school grounds should be regarded as a priority.
- Treat cleared paths with salt/grit to maintain a clear pathway especially where temperatures remain below freezing.
- If slopes and steps remain in a dangerous condition, it may be necessary to prevent access to the affected area.

Where the Headteacher/Caretaker has concerns over the safety of certain external pathways, circulation routes, playgrounds etc. it may be appropriate for affected areas to be taken out of use. If there is a requirement to prevent access to paths, slopes, steps or other areas then this must be marked clearly using signs/cones/tape to ensure everyone is made aware.

Where playgrounds remain excessively slippery due to compacted snow and ice, it may be necessary for pupils to be accommodated indoors at break times and lunchtimes.

All staff should be aware of the risk assessment in place for snow and ice and take responsibility for following the designated paths and access routes when such conditions exist.

Schools may wish to advise parents - sometime in the autumn term - of the plans and procedures they have put in place for dealing with snow and ice around school premises.

When a decision is taken to close a school due to bad weather, the Headteacher should inform parents using the agreed School Closure Procedures in the Critical Incident Management Plan.

Reference:

Reviews

Task/Operation:	Snow warden: Sandra Bradshaw	Next review needed	Date actually reviewed	Changes needed? (Yes/No)	Assessor initials
Group(s) affected:	Snow Warden, Members of Public (MOP), Highway Users.				
Person(s) undertaking assessment:	Fiona Tomblin				
Employee(s) consulted:	Jenny Warner & Sandra Bradshaw Shared with all staff				
Union Safety Rep(s) consulted:	Jenny Warner				
Date of assessment:	13.05.2025				

General:

Snow Wardens to have access to the information from DCC Snow Warden training course.

10 g/m² is the recommended spread rate of salt. 40 g/m² for packed snow/ice.

Key: L = Likelihood; S = Severity; RR = Risk Rating Risk is on a scale of 1 – 6 (1 being low and 6 being High)		Before control			State control measures to be put in place and by whom	After control		
Hazard	Resultant effect(s)	L	S	R		L	S	R
Slips	Injury to Snow Warden, Injury to MOP	2	2	4	*Wear suitable sturdy footwear with good grip. *Clear 2-3 metres of snow and then apply salt. Do not clear long stretches without applying salt to the cleared area. *Pay special attention to steps and steep footways.	1	2	2

					*Endeavour to remove snow as soon as possible after fall, before it is compacted by foot traffic and made more difficult to remove			
Trips & Falls	Injury to Snow Warden. Injury to MOP.	2	2	4	*Be familiar with the area you are going to clear in advance of snow conditions. Take note of any potential hazards that may become hidden when snow is on the ground. *Ensure work equipment not in use does not become a trip hazard. *Work during daylight hours or in well-lit areas. *Have a torch available if work is necessary during hours of darkness.	1	2	2
Weather / Cold	Effects of cold, Discomfort, Hypothermia,	2	2	4	*Wear suitable clothing to keep warm (better to layer-up) *Have regular warm drinks – (take a flask or make alternative arrangements) *Do not carry out the task in extreme conditions.	1	2	2
Vehicular traffic	Struck by moving vehicle Injury, Death	2	3	6	*Work from footway where possible. *Wear upper body hi-vis clothing. *Be alert to abnormal traffic behaviour. *Stand back and watch traffic past if traffic is passing in close proximity. *Face on-coming traffic where possible.	1	3	3
Manual Handling	Manual handling injury.	2	2	4	*Salt provided in 20kg bags. *Practice good manual handling techniques. *Use handling aids to assist where necessary e.g. wheelbarrow / sledge. *Only carry out the task if you are capable to do so.	1	2	2

Lone Working	No assistance in the event of emergency.	2	3	6	<ul style="list-style-type: none"> *Avoid lone working where possible. *Let someone (nominated contact) know where you are working and what time you will be back. *Carry a mobile phone (fully charged) and communicate with nominated contact at least once every hour. 	1	3	3
Contact with Salt (Chemical / physical) (Not classified as dangerous for supply or use)	Discomfort	1	2	2	<ul style="list-style-type: none"> *Avoid contact with skin and eyes *Keep off vegetation and prevent entering watercourse. *First aid - Wash skin with water and for Eye Contact: Irrigate with clean water for at least 10 minutes. If symptoms develop, obtain medical attention. *Any first aid given must be recorded in the staff first aid log. 	1	1	1
Physical exertion	Exhaustion, Injury,	2	3	6	<ul style="list-style-type: none"> *Work within your own capabilities. *be mindful of your limitations. *Take frequent rest breaks. 	1	3	3