

# **WALTHAMSTOW MONTESSORI SCHOOL**

## **SNOW AND ICE CLEARING PROCEDURE**

**This procedure is for guidance and to ensure current best practice is followed. Use in conjunction with appropriate risk assessments.**

### **1. Head of School / Health & Safety Coordinator**

Responsible for ensuring that school is fully equipped with appropriate snow clearing and protective equipment, and adequate stocks of rock salt and sand/grit etc.

Responsible for ensuring snow and ice clearance is undertaken at the earliest possible time. This may involve asking staff to attend work earlier than contracted.

Responsible for rearranging duties to ensure snow and ice clearance is continued should those usually responsible for the task is absent from work.

A formal snow clearance/gritting risk assessment should be carried out in advance of bad weather. Risk assessment includes reference to prioritisation of routes, manual handling issues, personal protective equipment for staff and how the school will communicate with staff, parents & visitors the appropriate access routes to use during bad weather.

Responsible for drafting and periodically reviewing the schools winter clearance procedure & gritting plan to ensure its adequacy and suitability.

Responsible for appointing a member of staff to check weather forecasts in advance and contact the council to see if they are planning to grit surrounding roads.

Should agree the exact routes and areas of the school to be cleared; this information should be communicated to all members of staff & parents/carers well in advance of any bad weather.

However, this procedure offers suggested clearance routes/criteria for consideration.

### **2. Head of School / Health & Safety Coordinator**

Responsible for the immediate clearance of snow and ice in designated areas

Responsible for 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.

Responsible for temporary closing access areas around the school in line with school procedure/gritting plan that are not to be cleared or are lower down the

gritting schedule, such areas should be clearly marked (e.g. signage, tape etc). Records of clearance and access route closures should be kept.

### **3. Principal**

Responsible for agreeing the Winter plan for the school including snow and ice clearing procedure.

Providing sufficient resources to implement the plan.

Monitoring that snow & ice procedure is being carried out.

### **4. All Staff Responsibilities**

Responsible for reporting to the Head of School / Health & Safety Coordinator any situation where the recommended action contained within the school winter clearance procedure/gritting plan has not been carried out.

Responsible for safeguarding own and colleagues' health & safety in bad weather.

Staff should also wear footwear/clothing appropriate to the conditions.

### **5. Prioritisation of Routes**

PATHS - should be made as clear as possible. A risk assessment should be undertaken to determine the paths that should be cleared immediately and the ones that may be left until later. With this in mind it may be necessary for some entrances/areas to be temporarily closed; this is achieved by taping off areas that continue to be a slip hazard as long as management have given consideration to emergency escape routes. This information should be communicated to staff & parents as soon as possible.

OTHER AREAS - In addition to pathways/agreed access areas, in all cases access pathways should be cleared from parking spaces provided for the disabled, adjacent to premises entrances.

### **6. Method of Clearance**

A pathway of at least one metre wide will be cleared; this will allow suitable access for pedestrians and pushchairs / wheelchairs. Snow and ice will be completely removed using a snow scraper or shovel, snow and ice will NOT be brushed, or dissolved using hot water, as this will make surfaces more hazardous. Once the path has been cleared rock salt will be used to assist in providing extra grip. Paths will be regularly checked throughout the day to ensure re-freezing or further snow coverage has not occurred.

Additional care is taken when clearing sloping pathways and steps, it may be necessary for safety reasons to consider the temporary closure of some non-essential areas of the school (e.g. steep pathways, car parks, etc) to avoid risks to staff, pupils or visitors. An assessment of the situation will be made by site staff in conjunction with the Head of School / Health & Safety Coordinator.

Pathways across car parks may be cleared if resources permit, but generally attempts will not be made to clear car parking areas/spaces themselves, unless snow is so heavy, that essential vehicles (e.g. emergency vehicles, delivery lorries etc) are unable to gain access to the site.

All persons clearing snow will be provided with suitable snow scrapers, shovels, rock salt, wear protective gloves, footwear and clothing (i.e. including high visibility vests), and take regular breaks from the task.

Where icicles present a risk to site users they should be removed using safe systems of work i.e. avoid working at heights.

**Signed:**  
**Head of School**  
**Date:**

**Signed:**  
**Health & Safety Coordinator**  
**Date:**

**Signed:**  
**Principal**  
**Date:**

**Review Date: 1/5/20**