

Merton Junior School

Snow & Icy Conditions Policy



'Be wise, together we succeed'

Date approved: January 2019		
Date reviewed:		
Date reviewed:		
Review date: <i>January 2022</i>		
Kayleigh Reading		
Headteacher:	Signed:	Date:
<i>Kate Fowkes</i>		
<i>Chair of Governors:</i>	Signed:	Date:
Reviewed:		

Policy for Snow and Icy Conditions

At Merton Junior School, we strive to create and maintain a safe environment for all children and adults in school. Parents need to be confident that procedures are in place to provide this environment.

Our aims are:

- To ensure that the site is safe for everybody to access
- To ensure that the risk of injury is reduced as much as possible
- To endeavour to make sure the school remains open despite poor weather

Scope

This policy covers the following areas:

- Site access

Health & Safety is the subject of a separate policy document.

Fire procedures are laid out in the Fire Management Plan.

Roles and Responsibilities

All staff should:

- Support the Headteacher in implementing this policy.
- Report any shortcomings to management.
- Advise if they are likely to be absent as early as possible

The Headteacher shall:

- Implement the Snow and Ice policy and any action plan approved by the Governors.
- Ensure all staff members have a clear understanding of their particular responsibilities.

- Have the final decision on school closure
- Advise the staff of closures as early as possible.
- Provide appropriate information to pupils, parents and visitors.
- Monitor and review Health and Safety measures.
- Review the policy and update the governing body as needed.

The governing body shall:

- Review and approve the policy and any action plan for the school.
- Ensure arrangements exist for measures to be monitored and reviewed.
- Determine expenditure priorities.

The Site Staff will:

- Manage the supply of grit salt.
- Check the boilers are working and the buildings are warm.
- Assess the site for hazards e.g. icicles, black ice.
- Assess the buildings for damage e.g. leaks.
- Close off any access points that may be hazardous.
- Clear pedestrian access routes.
- Clear all fire escapes.
- Grit all access routes.
- Grit all fire escapes
- Report to their respective Headteachers about the condition of the pathways.
- Advise on closure from a Health and Safety perspective.

Pupils, parents, community users and visitors will be:

- Expected to respect the measures taken by the school to increase safety.
- Encouraged to report problem areas to the staff.

Health and Safety Measures

Merton Infant and Junior Schools are on a shared site. There is one main entrance to the school site and this opens onto Romsey Close. There is a 'side gate' leading through the Infant part of the site, a 'top gate' on the shared playground and a gate leading to a 'drop off and pick up point' in Tintern Close. All gates are used extensively by both parents and pupils and give access to and from the local housing areas.

The school will adhere to the following procedure:

- The condition of the site will be assessed as early as possible
- Every possible measure will be taken to make all access routes to the site safe as early as possible
- Any access route still deemed unsafe at 8am will be closed off to reduce the risk of injury
- The heating system will be put onto an extended setting to ensure warmth throughout the day
- School closures will be determined as early as possible by the Headteachers, with advice from their respective caretakers.

Car Parking and Vehicle Movement

Due to the steep incline of the road, staff are advised not to attempt to drive up Romsey Close in seriously icy conditions unless they are absolutely confident of their ability to make it into the car park. If the road has not been gritted by Highway Maintenance, we advise that drivers do not put themselves into a position where they could potentially be a risk to themselves, pedestrians or to the parked vehicles of the Romsey Close residents. We advise that staff who live locally walk into school and those who live further afield park their vehicles in a neighbouring parking facility (such as the abbey road shop parade) and walk into school.

People Management

Staff members who believe that their journey will be hindered or stopped altogether by bad weather conditions are required to inform the school as early as possible. In return, the school will endeavour to inform staff members of school closures before they begin their journey to school. Staff must explore every reasonable option to make it to school, though it is understood that in some cases absence is unavoidable.

Caretaker

It is the responsibility of the caretakers to check daily:-

- Which paths are safe to use
- If there are hazards on site
- That any additional gritting is done as earlier as possible
- That the pathways are as clear as possible
- If there is any building damage
- If access needs to be closed off
- To advise the Headteacher on the condition of the site as early as possible

Headteacher

It is the responsibility of the Headteacher to ensure the duties of the caretaker are carried out in his/her absence. In addition, in the absence of the Headteacher, the Deputy Headteacher is responsible for the final decisions regarding closures.

Pupil Supervision

Arrivals

Children should not arrive on site until 8:30am at the earliest, unless they are attending a supervised activity. Doors are opened at 8.45am Pupils should enter school through the appropriate entrance and then go to their respective classrooms where they will be supervised by members of staff. All children who arrive after 9am must report as late to the School Office.

Supervision on School Grounds

During the school day children will be supervised if they are allowed the playground. This is done by teachers and learning support assistants at morning break and by lunchtime supervisors at lunchtime. The decision as to whether they will be allowed on the playground will be taken by the Headteacher or a member of the SLT.

Leaving School at the End of the Day

The gates are opened by 3.15pm providing the pathways are safe to walk on. Parents are permitted to wait in the playgrounds and at the main entrance. Children are released from their classrooms and via their external classroom doors. All children know that if the adult who should be collecting them has not arrived, they are to return to the school office. If after 10 minutes, no-one has arrived a member of staff will telephone the parents/carers. The child remains in the reception area until an adult arrives to collect them.

Emergency Evacuations

In the event of an evacuation during the school day, staff and pupils will be expected to adhere to the current evacuation procedure. It will be the responsibility of the school caretaker to ensure that all emergency access routes have been cleared and treated to ensure their suitability for use. See attached sheet for gritted pedestrian routes.

Staff Involved in Site Assessment

The decision to close the school will be taken by the Headteacher; however this will be done in discussion with the stated parties.

Role	Junior School
Headteacher	Kayleigh Reading
Deputy Headteacher	Sarah McGillivray
Admin Manager	Louise O'Neill
Caretaker	James Taylor