

The Whitby Secondary Partnership

WINTER MANAGEMENT POLICY

Governance Status

This policy was formally adopted by Governors in January 2010 and will be reviewed every two years, or as necessary in light of new government or Local Authority guidance.

Review dates	By Whom	Date for Approval
September 2018	Staff and Governors	11.10.18
September 2020	Staff and Governors	17.12.20
November 2022	Staff and Governors	14.12.22

Signed by the Chair



S Crossland



C Zanelli

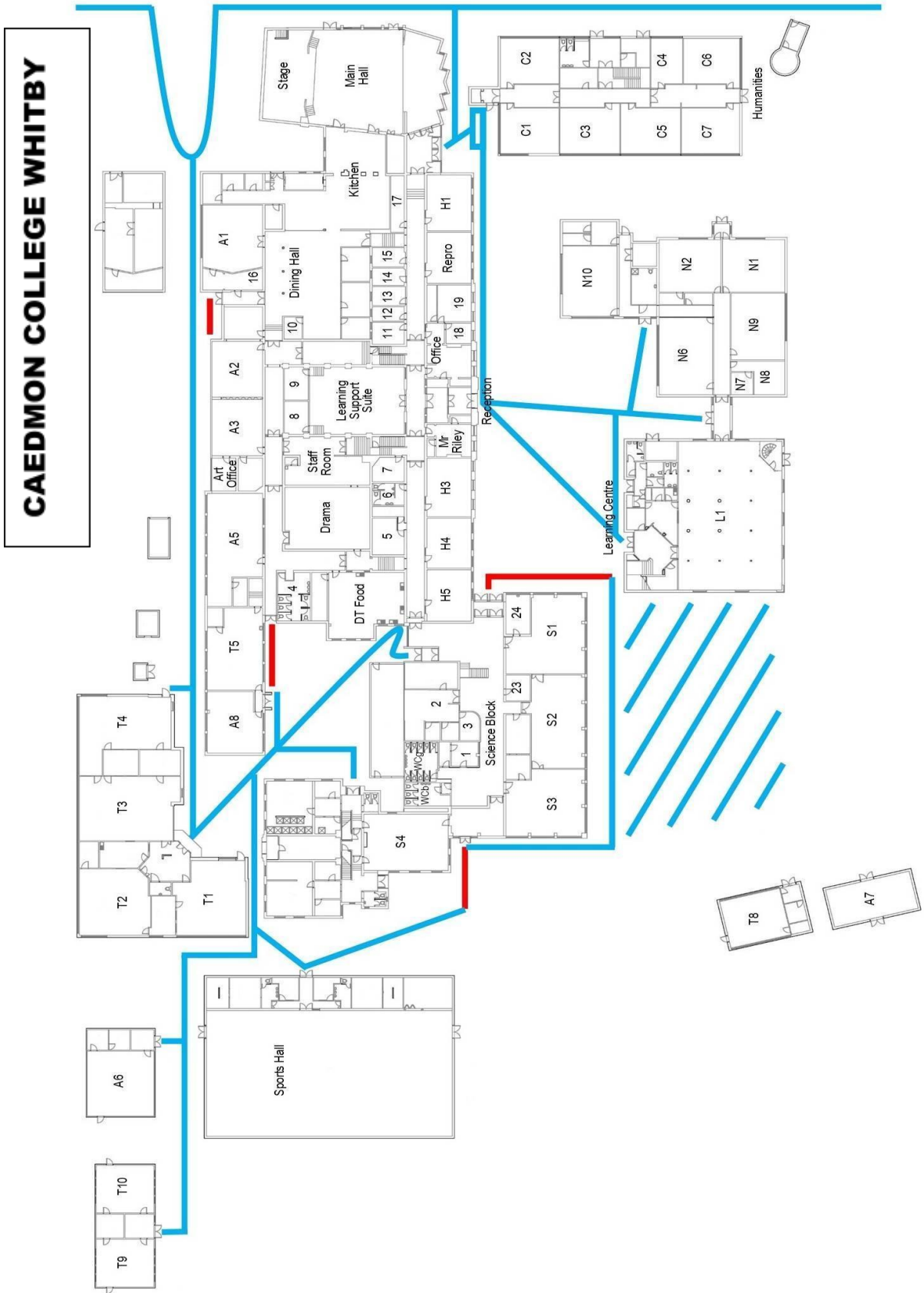
MANAGEMENT OF ICE AND SNOW ACROSS THE FEDERATION

All staff must be aware of the arrangements and assessment of the associated risks of severe weather conditions. The risks and mitigating actions are given below and the procedures are provided in the staff handbook. Staff are expected to read these annually, with all other parts of the staff handbook. Each winter, the information will be published to staff as a reminder. The site staff will make every effort to stick to the following plan but, in the event of extreme weather conditions, it may be necessary to amend the plan at the direction of the Executive Head Teacher, Head of School, or their designated deputy, in order to ensure the safety of students, staff and visitors.

HAZARD	CONTROL MEASURE
1) Slips, trips, falls due to snow and ice Red Blue Yellow	<ul style="list-style-type: none"> • Winter plan covers gritting priority and actions for all staff. • Red routes to be gritted by 8.45am on each site, as far as is possible. • Blue routes to be gritted by 9.30am on each site, as far as is possible. • Yellow routes to be gritted by 11.00am on each site, unless extreme conditions apply, when the Executive Head Teacher, Head of School or their designate will decide the priorities in conjunction with the Site Managers. • The gritting/salting plan must be followed in the colour coded sequence to ensure priority is given to slopes and entrances. • Where possible, a metre wide pathway will be cleared within 48 hours on all green and orange routes, with the exception of the main drive on the College Site.

	<ul style="list-style-type: none"> ● The main drive leading up to Whitby Sixth Form Site will be gritted. However, the coach park, tennis courts and playground areas may only be treated, depending on stocks of grit and time available to staff. ● The main driveway at Eskdale School will be gritted. ● When snow and ice occurs, gritting by specified times will take priority over other duties for the caretaking staff, eg, assembly chairs. ● Eskdale School's tennis courts area will be closed off completely in icy conditions. ● The Site Managers will be responsible for maintaining suitable stocks of grit/salt. ● Site staff will be provided with suitable PPE for clearing ice and snow. ● The Site Managers, in association with the Heads of School, will decide if any areas need to be closed for health and safety reasons. The paths, as specified on the site plans, will be gritted as the first priority and the main drive and car park will be gritted where possible. In extreme cases, students will be asked by duty staff to walk on the grass (where possible). ● Staff and students will be made aware of untreated areas by the site team. ● In the event of closing areas on any of the sites, temporary signs will be used. ● No planned fire drills will take place in snowy conditions. ● Grit and salt will be spread manually in the main, due to the nature of the sites; the Business & Resources Manager will ensure that the site staff have regular training in manual handling techniques. The Site Manager will ensure that a limit of 8kg is placed upon the quantity of grit that site staff carry. ● Mats are to be placed at all entrances to reduce water ingress. In snowy conditions, staff need to report any excessively wet corridors to reception, so that mopping and signage can be arranged by a member of the site team. ● Each site has a duty team for break and lunch times, with staff on duty at the start and end of the day. These staff will be responsible for warning students as appropriate of the hazards of ice and snow. ● All accidents on site will be recorded and logged in the NYCC B-Safe system via the main office/reception, and the first aid policy will be followed. ● The car parking areas are to be out of bounds to students for recreational activities and this will be reinforced by staff in ice/snowy conditions to ensure student safety (NB: if wishing to separate year groups in winter, it may be necessary to dedicate some areas of car-parking for use by students and therefore these areas will be gritted for this purpose and should not be used by vehicles). ● Vehicle movement will be restricted around the sites where possible to ensure student safety. ● Disabled students' access to each site will be determined by the SENCo in the event of ice or snow. Restricted movement between buildings may be necessary. ● Caretakers will be responsible for gritting and snow clearing, as necessary, under the direction of the Site Managers. ● Should additional staff be needed to support the site team, the Site Managers will liaise with the Heads of School to identify the most suitable, additional staff to be deployed.
<p>2) Injury to site staff</p>	<ul style="list-style-type: none"> ● Site maintenance staff will be provided with suitable PPE for clearing snow/ice in severe weather conditions. ● All accidents on site will be recorded in the accident book and the first aid policy will be followed. ● Grit will be spread manually during the day on each site to avoid the risk of injury from grit to the eye. In the event of machines being used, they will only be operated when there are no students in the vicinity and operatives must wear suitable eye protection and PPE.
<p>3) Injury to students, staff or visitors</p>	<ul style="list-style-type: none"> ● Mats are to be placed at all entrances to reduce water ingress. In snowy conditions, staff are to report any excessively wet corridors to reception so that mopping and signage can be arranged. ● All accidents on the premises will be recorded in the NYCC B-Safe system and the first aid policy will be followed.

	<ul style="list-style-type: none"> Disabled students' access will be determined by the SENCo in the event of ice or snow. Restricted movement between the buildings may be necessary.
4) Lone working	<ul style="list-style-type: none"> Should additional staff be needed, the Site Managers will liaise with the Executive Head Teacher or Head of School (or their designate) to identify the most suitable additional staff to be deployed. The Federation's lone working policy is to be followed, where appropriate.



KEY for priority areas

1 = Red, 2 = Yellow, 3 = Blue

ESKDALE SCHOOL

