



Burtonwood CP School

Adverse Weather Policy

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Statement of intent

It is the aim of Burtonwood CP School to ensure the school remains open during adverse weather conditions, when practically possible, providing that this can be done in a safe manner.

Burtonwood CP School intends to, wherever possible, make the decision to close the school before the teaching day commences, rather than defer the decision and delay the opening of the school.

The purpose of this policy is to:

- Make the appropriate procedures clear, in relation to operating the school during adverse weather conditions.
- Make clear the grounds for a school closure due to adverse weather conditions.
- Advise and inform staff and parents of the systems and procedures in place in the event of a school closure due to adverse weather conditions.

Signed by:



Headteacher

Date: 16.5.23



Chair of governors

Date: 16.5.23

1. School policies and procedures

1.1. This policy will be implemented in accordance with the following school policies and procedures:

- Health and Safety Policy
- First Aid Policy
- Child Protection and Safeguarding Policy
- Supporting Pupils with Medical Conditions Policy
- Behaviour Policy
- School Uniform Policy

2. Roles and responsibilities

2.1. The headteacher is responsible for:

- Deciding whether the school will close due to adverse weather.
- Informing parents and staff of any closure.
- Deciding whether pupils should be kept indoors during break times and reporting this decision to staff at the earliest opportunity.
- Ensuring the school is fully stocked with snow clearing equipment.
- Ensuring the school has an adequate supply of rock salt.
- Reviewing this policy on an annual basis.
- Ensuring classroom temperatures are maintained at an appropriate level.
- Ensuring that staff model good practice in terms of sun safety.
- Ensuring that staff understand the precautions for pupils in terms of sun safety.
- Ensuring staff have received appropriate training and guidance on the stipulations in this policy, and ensuring staff act in accordance with this policy.

2.2. The site manager is responsible for:

- Completing a risk assessment that covers adverse weather and gritting.
- Ensuring gritting is carried out in line with the procedures outlined in this policy.
- Ensuring all equipment is maintained and stored properly, notifying the headteacher of any damages.

2.3. Staff members are responsible for:

- Adhering to the requirements of this policy.
- Reporting any concerns relevant to this policy to the headteacher.
- The safety of pupils, colleagues and themselves.
- Wearing appropriate footwear and clothing during periods of adverse weather.

- Liaising with one another before the end of the day to discuss an exit plan for pupils, this includes escorting younger pupils to the entrance to be collected by their parents.
- Modelling good practice in terms of sun safety.
- Encouraging pupils to stay appropriately hydrated.

2.4. Parents are responsible for:

- Only using the designated and cleared areas whilst on the school premises.
- Collecting their children when the school needs to close.
- Keeping all their contact information up-to-date.
- Ensuring they and their children wear the appropriate footwear and clothing for adverse weather.

3. School Closure

3.1. The decision to close the school will be made by the headteacher and Omega MAT.

3.2. The site manager and the chair of governors will be consulted when making a decision about school closure.

3.3. In the absence of the headteacher, the deputy headteacher will assume the responsibility of the headteacher in relation to the Adverse Weather Policy.

3.4. The school will be closed if one or more of the following conditions apply:

- Conditions on site are considered to be unsafe and are likely to present danger to users of the site.
- Staff numbers are insufficient for the school to operate safely.

3.5. In the event of school closure:

- The headteacher will inform staff and parents via text message/Seesaw app
- The headteacher or ICT leader will post an update on the school website.
- The site manager will display 'closure' signs on the school's entrance gates.
- The headteacher will call the local radio station. It is noted that parents will have previously been made aware that announcements concerning the school will be broadcasted via the local radio station.

- 3.6. In the event of the school having to close during the day, parents will be contacted via Seesaw or telephone, using the number provided on the emergency contacts list, and asked to collect their child from the school.
- 3.7. A closure of the school during the day and an early release of staff will only be considered in extreme circumstances.
- 3.8. Staff who are likely to face particular difficulties in getting home may have to leave work early, taking into account their personal safety. The decision will be taken in collaboration with the Headteacher. Minimum cover arrangements in school will be provided by employees who do not have a particularly long or difficult journey home to ensure staffing ratios are maintained for the safety of pupils.

4. Remaining open in adverse weather conditions

- 4.1. When deciding whether the school will remain open, risks will be assessed in line with the Snow and Ice Risk Assessment.
- 4.2. If the school remains open when there has been snowfall or the site is icy, access to the site for pedestrians will be restricted to the pedestrian gates only.
- 4.3. The site manager will place health and safety caution signs to warn users of the increased hazards on site.
- 4.4. All pathways, wherever practical, will have been cleared and gritted before pupils arrive on the premises, following the procedures in section 5.
- 4.5. A notice will be erected to inform vehicles and pedestrians entering the school grounds that they do so at their own risk.
- 4.6. At the headteacher's discretion, during periods of adverse weather conditions, the playground may be out-of-bounds to pupils and parents.
- 4.7. All persons entering the school buildings are asked to ensure they wipe their feet thoroughly, in order to reduce slip hazards.

5. Procedures for gritting

- 5.1. The first phase of gritting will prioritise those areas which are most used by pupils and staff. This includes the main entrance of the school, as well as the following areas:
 - Staff Car Park
 - Main Entrance
- 5.2. The second phase of gritting will include areas that are not covered by phase one, but are likely to be used. These include, but are not limited to, the following areas:

- Playground
 - All paths
- 5.3. The Site Officer/Headteacher decides which areas of the school are designated 'first phase' and 'second phase' for gritting.
 - 5.4. The site manager ensures that the correct areas have been gritted and are safe for pupils and staff.
 - 5.5. Any areas that have not been cleared or gritted are clearly marked or cordoned off, so that pupils do not enter them.
 - 5.6. The site manager ensures that the relevant equipment is used during gritting. Any damaged equipment is reported to the headteacher so that it can be replaced.
 - 5.7. The supply of rock salt is monitored – if supplies are low, the headteacher is notified.
 - 5.8. A record is made of the areas that have been gritted, along with the frequency of gritting. This record is passed on to the headteacher.

6. Health and safety

- 6.1. The school has a duty of care to anyone accessing the site and surrounding grounds.
- 6.2. The school will be liable if it is found to have been negligent in its responsibilities and not taken all reasonable measures, given the circumstances, to ensure the health and safety of pupils, staff, visitors and parents entering the school site.
- 6.3. The headteacher is responsible for ensuring safety on the school site, in accordance with the school's Health and Safety Policy.
- 6.4. Staff, visitors and parents have the personal responsibility to express caution and take responsibility for their own health and safety whilst on the school grounds.
- 6.5. Individuals must take responsibility for the health and safety of any children under their supervision.
- 6.6. If anyone believes that the site is unsafe after the Snow and Ice Risk Assessment has been completed, it is advised that they do not enter the school grounds and inform either the headteacher or site manager so the safety can be reassessed.
- 6.7. In the event of adverse weather conditions, the site manager will assess the school site and inform the headteacher at 7.00am of the state of site.
- 6.8. A risk assessment of the site will be conducted in order to assess any potential hazards due to the weather conditions.

- 6.9. Closing the school is a reasonable decision if pupils or staff are at risk of serious injury due to the weather conditions.
- 6.10. The school is committed to ensuring the welfare and wellbeing of pupils. To minimise the risk of ill health during adverse temperatures, the school will:
- Encourage staff and pupils to keep as much of their skin as possible covered up during the Summer months and wearing appropriate clothing during the Winter months.
 - Encourage staff and pupils to use sunscreen of at least sun protection (SPF) 15 with UVA Protection on any part of the body that they cannot cover up during the Summer months.
 - Encourage staff and pupils to take their breaks in the shade, if possible, rather than staying out in the sun.
 - Reschedule work/outdoor lessons according to the outdoor temperature.
 - Situate water points and rest areas in the shade during hot temperatures.
 - Encourage staff and pupils to stay hydrated.
- 6.11. When roads are impassable, the health and safety issue is overridden by the practical issue of access.
- 6.12. Relevant staff members will be made aware of how to recognise the signs that a pupil may be suffering from ill health due to adverse weather conditions.
- 6.13. Where a pupil is suffering from heat illness, the following steps will be taken immediately.
- Moving the pupil to as cool a room as possible and encouraging them to drink cold water.
 - Cooling the pupil as rapidly as possible, using whatever method possible. Eg. Sponging or spraying the pupil with cool (25 to 30c) water, placing cold packs around the neck and armpits, wrapping the pupil in a cool, wet sheet, using a fan.
 - Where the pupil does not respond to treatment within 30 minutes, an ambulance will be called.
 - If the pupil loses consciousness or had a fit, they will be placed in the recovery position and an ambulance called immediately, treatment to cool the pupil will continue until the ambulance arrives.

7. Limited staff numbers

- 7.1. During periods of adverse weather conditions, staff members are expected to make all reasonable efforts to attend work, whether this means they will be late or not.

- 7.2. Staff members are expected to assess the availability of all public transport and consider the feasibility of walking to work, if they live relatively close and are fit and able to do so, in order to attend work.
- 7.3. The school understands that, whilst staff members are expected to make all reasonable efforts to attend work, it is essential to minimise personal risk.
- 7.4. In line with 4.3, it is therefore at the discretion of staff members as to whether they are able to attend work in adverse weather conditions.
- 7.5. Staff members are required to consider local weather conditions, distance, availability of public transport and fitness to walk when making their decision.
- 7.6. Staff members are required to liaise with the headteacher to discuss difficulties attending work due to adverse weather.
- 7.7. In order to comply with health and safety regulations, different age groups may be brought together to be taught under the supervision of the available teachers and support staff:
 - No maximum class size limits are set out.
 - A limit of 30 pupils per class will apply if the majority of children will reach the age of five, six or seven in that school year.
- 7.8. The school will continue to strive to provide high-quality education in the given circumstances.

8. Attendance

- 8.1. Where the school is officially closed, all absence is registered as authorised.
- 8.2. When a pupil cannot attend the school due to adverse weather conditions, the pupil will be marked in the register as having an authorised absence and will, therefore, not affect the school's attendance statistics.
- 8.3. If the headteacher believes the pupil could have safely made it to school but did not attend, the pupil will be marked in the register as having an unauthorised absence.
- 8.4. Parents acting on the assumption that the school would be closed, without gaining confirmation, or failing to inform the school of the circumstances that prevent the child coming into school, risk their child's absence being registered as an unauthorised absence.
- 8.5. During periods of adverse weather conditions, staff members are expected to make all reasonable efforts to attend work and are encouraged to liaise with the headteacher to discuss difficulties attending work due to adverse weather.
- 8.6. The school understands that, whilst staff members are expected to make all reasonable efforts to attend work, it is essential to minimise personal risk. It is

therefore at the discretion of staff members as to whether they are able to attend work in adverse weather.

- 8.7. In order to comply with health and safety regulations, different age groups may be brought together to be taught under the supervision of the available teachers and support staff.
- 8.8. The school will continue to strive to provide high-quality education in the given circumstances.

9. Clothing

- 9.1. During the Summer months, when temperatures reach above 25c everyone attending school will be encouraged to wear a sun hat.
- 9.2. During the Winter months, pupils are advised to attend school with suitable clothing and footwear. Appropriate clothing that is suited to the weather conditions, eg. Wearing waterproof clothing in the rain and wearing gloves in the snow.

10. Emergency plan

- 10.1. In the case of an emergency relating to adverse weather, the school will follow their planned emergency procedure, in accordance with the First Aid Policy.
- 10.2. Burtonwood CP School's emergency plan will contain:
 - Information on where to find parent contact details.
 - Staff contact details for out-of-hours emergencies.
 - Details of which staff members have agreed to perform certain tasks during an emergency.
- 10.3. All nominated staff will be trained to:
 - Contact and liaise with emergency services.
 - Provide first aid.
 - Move pupils to a safe place.
 - Calm and comfort children.
 - Contact parents.
 - Deal with any media interest.
- 10.4. Each member of staff will have a copy of the emergency plan.
- 10.5. Paper copies of the plan will be kept at nominated staff members' homes in case of out-of-hours emergencies.

10.6. All parents will be sent a letter informing them of their responsibilities, e.g. their duty to collect children.

11. Monitoring and review

11.1. The effectiveness of this policy will be monitored by the headteacher, and any necessary amendments will be made during review.

11.2. This policy will be reviewed annually by the headteacher.

11.3. The next review date for this policy is March 2024