



Severe Weather Conditions Policy

Purpose of policy

- To keep children families and staff as safe as practicably possible during snow or slippery conditions
- To keep the School and Centre open to enable children to attend thus ensuring children have continued access to their entitlement, and parents can fulfil their work or training commitments
- To have the means to communicate to a large number of families and staff
- That staff understand their responsibilities and the expectations of them

Procedures

- The Local Authority Health and Safety team issue severe weather warnings in response to forecasts from the Met Office. The Senior Leadership team will monitor these.
- Families will be advised through notes home, information on the website and on the plasma screen if disruption to travel is expected.
- In the event of snow or ice **only** the footpath alongside the main car park to the main entrance will be cleared to enable pedestrian access for all children and School/Centre users (including families using Orchard Day-care). Families will be directed safely through the building
- Grit boxes will be sited near to each end of the footpath. These will be kept well stocked and checked regularly from autumn to the end of spring.
- Staff may be asked to help clear paths
- **The car park will be closed to families, (including the path to Orchard);** Families will be advised to park at the front of the building on New Hey Road whilst they bring their child/children into the School/Centre.
- The local police will be informed that parents are parking on the Zig Zags as a temporary measure.
- Once the footpath has been cleared the caretaker will start to clear the path from the front part of the car park to the side door and the front part of the car park only. Cleared paths will be re treated with grit and salt to keep them clear if low temperatures persist.
- Other areas will be cleared as time and priorities permit
- **The car park will be used by staff only** – they will be advised that they do so at their own risk.
- Senior staff or admin staff will contact the Local Authority, local radio stations and Fender Primary School to inform them on the status of the School/Centre (open or closed).
- Staff will be expected to make every effort to report to work. If they are unable to travel they will be expected to take annual leave, unpaid leave or work additional hours at a convenient time for the School/Centre to make up for lost working hours. They must contact a member of the senior team if they are not able to get to work.

Health & safety of staff clearing safe pathways

- Only those staff who are physically capable will help in clearing pathways
- Caretaking staff will be provided with hi visibility vest and gloves. They will be expected to wear warm clothing and appropriate footwear
- The Centre has grit boxes, grit spreader, large spade and snow clearer to aid the process.
- Caretaking staff and staff helping are advised to work at a sensible pace, take frequent breaks and avoid long periods of exposure to low temperatures. Hot drinks will be provided.

Further considerations

If the Caretaker is unable to get to the Centre

- All members of the Senior Leadership have keys and instructions for the alarm system
- The supervisory cleaner at Fender Primary School also has keys
- All staff have contact numbers for the Senior Leadership team. It is individual staff responsibility to contact their line manager if there are any concerns or queries regarding the School/Centre.

Policy written following guidance issued by CYPD Health & Safety team, and minutes from Governors Children, Families and Community group meeting held in the Centre on 5th September 2013.

Updated 15th August 2017