

Together,
Through our words and actions, our work and play,
We point towards Christ, each and every day

St. John the Baptist Catholic Primary School, Floral Way, Andover.



ADVERSE WEATHER CONDITIONS POLICY

HEALTH AND SAFETY POLICY

"I will be careful what I do." (Ps 39:1)

This policy has been approved and adopted by the Governing Body in September 2025 and will be reviewed in September 2028

Signed by Chair of Governors: _____

Date:

Signed by Headteacher: *CTWhalley* _____

Date: 29/9/25

Date	Reason & Changes Made	By
9/9/25	New Policy (previously Snow and Ice policy) Hampshire H&S Guidance May 2025 – v2	Catherine Whatley Headteacher

Purpose:

This policy outlines the procedures and responsibilities for managing adverse weather conditions to ensure the safety and wellbeing of pupils, staff, and visitors at St John the Baptist Catholic Primary School.

The school will undertake to ensure compliance with the relevant legislation with regard to the management of snow and icy conditions for all pupils and employees and to ensure best practice by extending the arrangements as far as is reasonably practicable to others who may also be affected by our activities.

Introduction

Adverse weather conditions—such as snow, ice, high winds, flooding, extreme heat or cold—can pose risks to the school community and disrupt normal operations. This policy provides guidance on identifying hazards, assessing risks, and implementing control measures to maintain a safe learning environment.

As legislation is often amended and Regulations introduced, the references made in this Policy may be to legislation that has been superseded. For an up-to-date list of legislation applying to schools, please refer to the Department for Education website at www.gov.uk/education and the Health and Safety Executive website www.hse.gov.uk.

- a. Health and Safety at Work Act 1974.
- b. Management of Health and Safety at Work Regulations 1999.

Weather Monitoring

The school will monitor local weather forecasts daily.

The headteacher, or the Deputy headteacher in their absence, will assess potential risks and communicate any necessary changes to school operations with as much advance notice as is reasonably possible.

Risk Assessment

A site-specific Adverse Weather Risk Assessment is available here: Q:\Health and Safety\Risk Assessments\Completed risk assessments\On Site_Risk Assessments

This risk assessment is reviewed by the school business manager annually.

The risk assessment considers:

- o Wind
- o Ice/Snow

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- Cold
- Rain/Flooding
- Heat

Control Measures by Weather Type

Wind

High winds can cause severe damage to buildings, trees, school equipment, sheds, fences, and neighbouring properties. This can result in parts of the building fabric or branches becoming loose, flying about, and potentially hitting people entering the premises.

Controls

- **Minimize Outdoor Objects** - Keeping the school tidy and minimizing objects left outside can reduce the likelihood of items being blown into windows or people during high winds.
 - All staff to complete visual checks at the end of every Brain Break and lunch play to ensure all play equipment and loose parts are stored away correctly.
 - If local wind warnings are issued, large loose equipment will be stored away and not available for brain breaks/lunch play
 - In the event of high winds warnings, football and netball goals to be laid down in a sheltered area of the school (Peace Garden, KS2 climbing wall)
 - Any damage found overnight to be cleared when unlocking the building in the morning by the Breakfast Club staff and the first member of SLT to arrive, allowing decisions to be made on the next steps before children start to arrive.
- **Staff Checks** - All staff to check their classroom and outdoor areas after storms for any damage and report it through the defects book held in the school office.
- **Regular Inspections** - Regular site inspections are crucial as some damage may not be immediately obvious and can appear over time. These inspections are completed every half term by the headteacher, school business manager and caretaker.
- **Property Services/Diocesan Property Team** - Annual meetings with the Building Surveyors review the condition of the building and grounds, with additional advice and guidance between meetings available. The headteacher, school business manager and a governor attend these meetings. Term Maintenance Contractors and Grounds Maintenance are contacted to address any urgent matters, ensuring the building and grounds are made safe as soon as possible.

Ice/Snow

Ice and snow can cause significant disruption to the daily operation of the school. There is an increased risk of pedestrians slipping, and cars or buses skidding, which can present a high risk of collision with other vehicles and pedestrians. Icy or snowy roads may prevent some staff from getting to work, causing insufficient staffing levels to open the premises. Low temperatures can freeze pipework, causing floods, insufficient water supply, and boiler breakdowns, making the building unusable.

Controls

The Ice and Snow Plan is available here: Q:\Health and Safety\Risk Assessments\Completed risk assessments\On Site_Risk Assessments

The school business manager and headteacher review this plan annually.

- **Pathways** - Pathways from each pedestrian gate, across the playgrounds, to the KS1 and KS2 doors and from the front pedestrian gate to the school office are to be cleared and salted by the first member of SLT to arrive on site, and only when another member of staff is available to 'buddy' in the event of an accident. Information to pupils, staff, and visitors regarding which routes to use will be communicated by email before the start of the school day.
- **Fire exits** - The immediate area around fire exits should be cleared but if this is not possible, as a minimum, the immediate area should be gritted. Fire doors should be checked that they are able to be opened.
- **Salt/De-icer** – Salt, snow shovels and the salt trolley is stored in the caretaker's cupboard. The caretaker ensures enough salt is available ahead of the Autumn term and re-orders as required during the colder months. The school will maintain a stock of at least 4 bags of salt grit.
- **Entrances** - Entrances to the building are likely to become wet as ice or snow is walked in and melts. Matting is provided at each entrance all year round.
- **Regular Walk Rounds** – During snow and ice conditions, the school business manager and/or the caretaker conduct regular walk rounds to quickly identify any water or damage to the property.

In icy conditions, the Headteacher will ensure that;

1. A decision is taken as to whether outside play is safe and amend daily routine accordingly.
2. Parents are advised to ensure children wear suitable footwear.
3. Children are advised of potential dangers and given guidance as to appropriate behaviour. This will include being aware of water on floors.
4. When normal classroom entrances and exits are unavailable or unsafe due to snow/ice, KS2 pupils should enter through the Hall and KS1 through the main KS1 door.
5. Children should remove wet shoes and place them in designated areas outside each classroom. Children will wear their trainers which are kept in PE bags at the school.

Rain/Flooding

Heavy rain and flooding can cause different types of disruption to the normal working day such as access and egress to buildings, visibility issues and slips on wet surfaces.

Controls

- **Drains and Gulleys** – The caretaker ensures leaves and rubbish are cleared up and that drains are clear and working weekly during autumn/winter.
- **Entrances** - Many slip accidents happen at building entrances as people entering the building walk in rainwater. Wet floor signs are available in the

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cleaner's cupboards for staff to use where floors and entrances become slippery. Large absorbent mats are available at all entrances. Staff encourage children to wipe their feet on entry into the building on wet days.

- **Housekeeping** - Wet umbrellas and welly boots are stored in suitable areas to reduce the risk of causing puddles on floors and not left open to dry causing obstructions on pedestrian and fire evacuation routes. Welly boot storage is available on both playgrounds.

Cold

Whilst there are no legally prescribed minimum temperatures, the HSE recommend a temperature of at least 16C for the workplace (or 13C for environments where there is rigorous work being undertaken). Heating failure can cause significant issues to prevent against the cold.

Controls

- **Heating systems** - To help minimize equipment failure, boilers and heating systems are maintained regularly and details of who to call in an emergency are available in the school office. The school business manager keeps a record of maintenance visits.
- **Premises** - Windows and exterior doors are inspected for draughts during half termly site inspections completed by the headteacher, school business manager and/or caretaker. During cold seasons, consideration is given to leaving the heating on at a low setting overnight when cold weather is predicted. Staff to close curtains or blinds at the end of the day to retain heat.
- **People** - Appropriate clothing and footwear is encouraged during colder weather through the school newsletter and emails. The school office and class staff regularly remind families to provide warm coats, gloves and hats. During extreme cold, class staff will reschedule outdoor activities.

Heat

There has been no national guidance issued on this subject and no legal maximum temperature is identified to trigger closure of premises on the grounds of health & safety.

Controls:

- **Protection** – Through website and emails the school will communicate with parents to ensure that children are provided with sunscreen with a high protection factor and suitable head wear, such as wide brimmed hats. Sunscreen is encouraged to be applied at home but if additional is needed during the day, it must be sent in its original package, labelled with the child's name and the child applies it independently.
- **Shade** – Children and staff to stay in the shade as much as possible using the large trees around the site. Additional shade is considered and may be provided for activities outside such as sports day. During very warm days children are not allowed to play outside of the shade if they do not wear a sunhat.
- **Hydration** – There is an adequate supply of fresh drinking water available at the three water fountains (KS1, KS2 and hall). Children are encouraged and reminded to drink more water than usual in hot weather. During very warm

days, the bell is rung 10 minutes earlier at the end of lunchtime play to ensure adequate time for children to refill their water bottles and sit in the shade to cool down before afternoon lessons begin.

- **Relaxing uniform rules** – we have an optional summer uniform during the summer term which is cooler and more relaxed than the standard school uniform. Families will be reminded that the children can wear the summer uniform after the Easter holidays and up until the October half term. In extreme heat, the school will consider relaxing the uniform further to allow children to wear their PE kit.
- **Timetabling**- Teachers will ensure that lessons involving vigorous physical activity will be adapted to be less strenuous, with frequent drinks/shade breaks and taking place in the cooler mornings during hot weather.
- **Managing building temperatures** – Staff will open windows as early as possible, taking into consideration security. All classrooms are fitted with sun blinds for windows.

Vulnerable Individuals

Extra precautions will be taken for:

- Young children - Children, particularly very young ones, are likely to suffer most in extremes in temperature and may not know how to protect themselves. Staff will provide regular reminders to their classes regarding 'how to stay safe' throughout the day during adverse weather conditions.
- Pregnant staff – the risks associated with adverse weather conditions will be considered during the staff member's individual risk assessment
- Pupils and staff with medical conditions affected by temperature extremes – risks and controls will be identified on each child's individual health care plan (for staff, risk assessment and/or occupational health report) where adverse weather conditions are a factor.

Emergency Closures

Closure will only occur when risks cannot be adequately controlled.

Adverse Weather Conditions during the day.

If there are adverse weather conditions during the day, consideration should be given to allowing parents the option of collecting pupils early before conditions worsen.

Adverse Weather Conditions overnight.

Adverse weather overnight will require early morning decision taking, for which the Headteacher and staff should be prepared. Therefore, a close watch must be kept on weather forecasts broadcast by the media or on line at the Met Office at http://metoffice.gov.uk/weather/uk/uk_forecast_weather.html or the BBC at <http://news.bbc.co.uk/weather>

Information is also available from Hampshire Local Authority and is regularly shared with schools by email.

In the event of overnight adverse conditions, then as far as possible the school will endeavour to make a decision by 7.30am as to whether to close the school. This will enable parents to be informed as soon as possible and avoid an unnecessary, and potentially dangerous trip to school.

The Headteacher will initiate the following actions contacting and delegating tasks to staff as required;

1. Establish actual conditions in the school area by contacting the School Business Manager, Deputy Headteacher and staff living locally.
2. If HCC has not already been in contact, contact HCC Emergency Planning Duty Officer and seek HCC guidance.
3. Consult chair of governors or in his/her absence, the vice-chair or other governor.
4. Try and establish how many staff consider that they will be able to travel to school to determine level of supervision available if the school is opened.
5. By 7.30am endeavour to take the decision to close or open the school.
6. If closing the school, HCC and school procedures should be followed to avoid confusion. The School Business Manager will inform HCC via closure procedures page on the intranet. Headteacher can also access the intranet should the School Business Manager be indisposed.

Marginal Conditions.

If opening the school in marginal conditions, consider;

- Informing parents/staff by 7.30am, using the school website, that despite the weather conditions the school will open and that children should attend if the parents consider it is safe for them to travel to school.
- The message on the home page of the school website should include the day and date that the school is open; do not use “today”.

Decisions will be communicated promptly to parents and staff.

If the school is closed or partially closed due to weather conditions or emergency this is the procedure to follow.

1. By 6.30am the Headteacher will contact SLT to discuss the weather conditions in Andover and surrounding areas.
2. Whenever possible, a decision made by 7.30am.
3. The headteacher will put a message on the school website. The school business manager will inform Hants website and send a school-wide email. The school business manager will update the catering provider and any external club providers.
4. If the school remains open and the kitchen is not operating, parents will be advised to give packed lunches to their children.

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5. Email and text message to staff by the Headteacher. If you do not get an email, the school is open.
6. If you cannot get in to school, please follow the normal procedure to report your absence. (via phone to Headteacher, if not available contact Deputy Headteacher)

Remote learning or alternative arrangements will be provided where possible.

If the headteacher has made the decision to close the school the following staff will be directly involved with advance measures.

- Headteacher. Will notify staff by email and text as soon as reasonably possible and update the school website.
- School Business Manager Inform HCC using the agreed process. Email a message to all parents.
- Class Teachers Upload home learning assignments using Juniper Education

Staff travelling to school

It is an individual staff decision as to whether it is safe to travel into school. Staff who cannot travel must notify the headteacher as early as possible through the normal reporting procedure.

If there is only a skeleton staff available at school, staff who can get in will supervise the children. Staff who cannot get in will email the school office with work and update it throughout the day. All staff are aware of the procedure. We will evaluate the effectiveness as we do each school closure.

Appendix – Snow and Ice Template

Ice and Snow Plan Template
August 2019

This document provides some guidance text which can be adapted/amended to be used as a template to document your Ice and Snow Plan

ICE AND SNOW PLAN TEMPLATE

The following Ice and Snow Plan Template is provided to assist you in developing a local plan of your own that is specific to your premises/school/organisation. It is not designed or fit for immediate use as your own plan. It should be used to assist in identifying your own on-site arrangements for when significant ice and/or snow fall may result in unsafe conditions and adapted as a document specific to your premises.

INSTRUCTIONS FOR COMPLETION

<i>Italic text in boxes</i>	This is guidance and should be deleted upon your plan completion
Regular text	This is text that you may use directly or adapt to your own specific requirements
<i>Italic blue text</i>	These are areas for your consideration – set out your own text as required

Name of Premises/School/Organisation	
Date of Plan Issue/Review	
Name of Responsible Manager/Headteacher	

Introduction	<i>Set out an overview of your Ice and Snow Plan</i>
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Implementation of this Ice and Snow Plan is to be initiated upon notification or recognition of icy and/or snowy conditions that may result in unsafe access or egress from the site, affecting any or all staff, children or visitors, whether as pedestrians or when driving vehicles.

This Ice & Snow Plan is specific to this site and owned by the Responsible Manager/Headteacher. It is to be reviewed annually and/or following any change in procedure or premises that may affect its effectiveness.

Adverse Weather Conditions Risk Assessment

An adverse weather risk assessment has been completed. The identified hazards have been considered and appropriate control measures have been introduced as detailed in the Ice and Snow Plan. All staff are to ensure that they are familiar with the contents of our premises that may affect its effectiveness.

Insert here where your adverse weather risk assessment is kept and how you disseminate the information to staff.

Site Plan (for use during ice and snow)

A site plan of the premises/school is attached as part of this plan. It identifies the following information:

- *Gates and entrances/doors that will be used during unsafe ice/snow conditions*
- *Gates and entrances/doors that will not be used during unsafe ice/snow conditions*
- *Access routes that will be open and maintained for pedestrians*
- *Traffic routes that will be open and maintained for drivers*
- *Access and traffic routes that will not be maintained or used*
- *Grit storage areas*
- *Areas of responsibility for maintaining safe routes on shared sites or where shared occupancy exists*
- *Higher risk areas which require additional maintenance (e.g. steps, slopes, specific entrance areas)*
- *Locations of (cleared) snow mounds (where appropriate)*

Add/delete bullet points as required

Equipment and Protective Clothing

*Identify where and what is held for use
Equipment for gritting and personal protective clothing is held on site in the (insert location). The following is held for use as required by staff:*

- *Grit spreader (e.g. bucket type)*
- *Shovels*
- *Brooms and rakes*
- *Protective clothing*
- *Gloves and boots*
- *Physical barriers*
- *Cones, cordoning tape, warning signs*
- *Additional matting (e.g. for entrances)*

Add/delete as required

Where PPE and/or equipment has been identified as required for any task, staff must wear and/or use when carrying out that task. If training is required to use the PPE or equipment this must also be provided.

Preparations Prior to Plan Implementation

Identify prior preparations to be undertaken

The following is to have been completed prior to the requirement to implement the plan:

- *Caretaker/Site Manager/Site Management Team and other staff involved in gritting and snow clearing tasks must have attended Moving and Handling training (in date within the last three years)*
- *All staff and shared occupants to be provided with details of the plan and requirements*
- *Grit levels and equipment checked at termly/quarterly intervals*
- *Grit bunker/container locking arrangements periodically checked for effectiveness*
- *Fully stocked grit bunkers/containers will be expected to enable (insert number) days use. A full restock of grit supplies will require purchase of (insert number) of bags/sacks.*
- *Additional staff positioning (to assist direction at busy times) to be identified*

Add/delete as required

Implementing the Ice and Snow Plan

Identify how the plan will be initiated and managed

Upon notification and/or recognition of unsafe conditions due to ice and/or snow the Management Team will meet and confirm requirements. The following actions, in accordance with the site plan, will be undertaken by the Caretaker/Site Manager/Site Management Team under the direction of the Headteacher/Responsible Manager or other nominated person:

- *Close and lock gates where access/egress is considered unsafe and will not be permitted*
- *Appropriate signage to be erected where routes/gates are closed for use*
- *Appropriate signage advising of safe routes to be erected*
- *Snow clearing of pedestrian and traffic routes to be undertaken*
- *Clearing of entrance areas outside of property boundaries to assist in safe access/egress*
- *Gritting of icy routes and snow cleared areas where access/egress is to be permitted*
- *Use of snow clearing working parties (e.g. involving parents) to be separately assessed for safety*
- *Assess playground for safety and cordon off/restrict access as appropriate*
- *All staff to be briefed as to permitted accesses and egresses*
- *Newsletters/emails/updates sent to parents advising of safe access/egress routes on site*

- *Information and requirements to be shared with others where sites have shared occupancy*

Add/delete as required

Monitoring the Ice and Snow Plan

Identify how the plan will be monitored for effectiveness

Following implementation, the plan is to be monitored by ensuring the following actions are undertaken by the Caretaker/Site Manager/Site Management Team or other nominated persons

- *Early morning inspection to be carried out prior to staff/visitor/children arrival – allowing adequate time to implement any further gritting or changes to access/egress routes*
- *Increased daily inspections (am and pm) of safe routes/entrance areas to ensure continued safety*
- *Increased daily inspections of closed routes/gates/entrance areas to ensure restrictions maintained*
- *Regular re-gritting of access/egress/entrance areas/paths to ensure continuous effectiveness*
- *Emergency re-gritting of areas where measures found not to be effective or where further ice or snowfall has reduced the effectiveness of previous gritting*
- *Monitoring of grit supplies to maintain levels (where adequate supplies are available for order)*
- *Updating of staff and parents with regards to safe routes*

Add/delete as required

Recovering the Ice and Snow Plan

Identify how the premises/school will revert back to normal

Following completion of adverse weather conditions causing unsafe conditions, the premises is to be reverted to normal and staff/parents informed as appropriate. Other actions to be undertaken include:

- *Evaluating current Ice and Snow Plan to make improvements as identified*
- *Re-ordering of used grit supplies*

Add/delete as required

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Emergency Closure of Premises/School

Identify local procedures for emergency closure

In the event of extreme ice and snow conditions that cannot be adequately controlled, considerations, decision making, and notification of emergency closure will be undertaken in accordance with Hampshire County Council's routine procedures

Add/delete as required