

# BURLINGTON INFANT AND NURSERY SCHOOL

**POLICY TITLE: Health and Safety: Adverse Weather Procedures**

**Persons with Responsibility:** Su Yay-Walker, Headteacher

**Key Legislation:**

**Documents consulted:**

RBK Emergency Procedures and Business Continuity Policy

## Policy History:

Issue No.	Date	Author	Summary of Changes	Next Review Date
1	Jan 2015	KT		Spring 2018
2	Feb 2017	WF		Spring 2019
3	Jan 2019	SYW		Spring 2020
4	Jan 2020	CB		Spring 2023

Approved by Governors at a meeting on :

Please refer to signed minutes of this meeting

***Policy Storage: see footer***

## **Health and Safety: Adverse Weather Procedures**

### **Emergency School Closure for adverse weather**

The School will make every effort to remain open wherever possible.

The decision to close the School either before or during the school day will be made by the Headteacher in conjunction with the Headteacher of Burlington Junior School.

The School will only be closed if one or more of the following conditions applies:

- Insufficient staff are able to come in to keep the School running safely
- Conditions on site are deemed too dangerous
- Conditions are considered to be or are anticipated to become too hazardous for travel
- Local or central government instruct us to close (e.g. as a result of a public health incident).

### **1. In the event of an Emergency School Closure, the following procedure will be adopted:**

1. The Headteacher will liaise with the school caretaker as early as possible to establish the conditions at the School and in the surrounding areas, then contact the Headteacher for the Junior School and Chair of Governors in order to make a decision regarding school closure.
2. The Headteacher will contact all members of the Senior Leadership Team (SLT) by phone and text. This information will then be cascaded down to all staff at the school as follows:
  - a. School Business Manager will contact office staff.
  - b. Deputy Head (Michelle Docwra) will contact SMSA's and SEN Staff.
  - c. Deputy Head (Claire McEvoy) will contact year leaders, who will then pass the information on to their classes, and non-class based teachers.
3. The Headteacher will notify AFC via SIP or [Sandra.rosato@achievingforchildren.org.uk](mailto:Sandra.rosato@achievingforchildren.org.uk) 0208 547 5282 ASAP. Information will be disseminated between RBK and AFC.
4. The Business Manager will advise RBK and contact Radio Jackie (password Spencer 0208 288 1300)
5. The Business Manager will arrange with the Admin team for all methods of communication to be used in order to inform parents.
6. The Admin team will contact all other visitors and external parties (Beanstalk, After school clubs, Acorns)
7. The Site Manager will post signage at all entrances to the School to advise that the School is closed.

NOTE: When the decision is taken to re-open the School, the same process of communication will apply to inform all parties. A message will be placed on the School website and a text message will be sent to parents, in order to advise them.

In extreme circumstances only, parents may be contacted by text message or phone and asked to collect their children.

The Headteacher will make the decision to release staff early if they live in areas where conditions are worsening or becoming less accessible due to poor weather. In the absence of the Headteacher, the Deputy on site will assume responsibility for taking decisions.

### **3. Absence due to adverse weather – children**

The School appreciates that during bad weather, children may arrive later than normal. Parents should endeavour to contact the School to let them know they are on their way if they are likely to be delayed. If children are not able to attend School, where the majority of children can get to School, parents must inform the School of the exceptional circumstances in order to be able to formally authorise the absence to the Local Authority. 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 their child from getting to School, risk their child being registered as an unauthorised absence.

### **4. Absence due to adverse weather - staff**

If the decision is taken to close the School, this is not the fault of the employee and normal pay is given for the day. If the School is closed to pupils but open to staff, employees are expected to attend work as normal unless the travelling conditions, distance from School or availability of a safe means of transport dictate that it would not be safe for them to travel.

In the event of a member of staff not being able to attend School due to adverse weather, whether the School is open or closed, members of SLT will assist in supporting off-site working where possible.

If staff are unable to attend work because of the need to take time off to care for dependent children as a result of an unexpected closure at another School, the normal rules for Dependency Leave apply.

### **5. Other Situations resulting in School Closure**

In the event of the need to close the School in the case of other emergencies or unexpected circumstances (e.g. utility breakdown or for other Health and Safety reasons), the communication channels and processes outlined above will still be relevant.

### **6. Health and Safety – Risk Assessment**

In the event of snow some pathways will be cleared and salted. Parents, children and visitors will be made aware that pathways, even where cleared, do remain dangerous and extra caution must be taken. Children will also be reminded of this in assembly. Before and after School opening hours parents are responsible for ensuring that children take extra care on the School playground or other areas of the School site.

In icy conditions the Site Managers will:

1. After unlocking, grit all steps and ramps first as teachers will be using as soon as they arrive
2. Thick snow will be cleared away first with snow shovel.
3. Liaise with Junior School caretaker to grit shared pathways.
4. Grit all pathways around the school including walkway to Blagdon road.
5. Rope off the KS1 playground just above entrance to reception playground.
6. When all pathways are cleared and gritted, grit car park. If snow is too thick to grit, a pathway will be cleared from the centre of the car park, up to the gate leading to the school. Then grit the shovelled pathway.

Site Manager should, providing it is safe to do so, continue working in co-operation with the Junior School to prepare the site for the return to School following any unexpected closure.