

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
3	Jan 2019	SYW		Spring 2020
4	Jan 2020	CB		Spring 2023
5	Mar 2022	SYW		Spring 2025
6	Jan 2026	SYW	Reviewed and streamlined	Spring 2029

Approved by Governors at a meeting on : _____

Please refer to signed minutes of this meeting

Equality Statement

We have carefully considered and analysed the impact of this policy on equality and the possible implications for our stakeholders with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations in our community.

Health and Safety: Adverse Weather Procedures

1. Statement of Intent

The school aims to remain open whenever possible. The priority is the health and safety of pupils, staff, and visitors while minimising disruption to education.

2. Decision to Close

The Headteacher, in consultation with the Junior School Headteacher and School Business Manager, will decide to close the school if:

- **Staffing levels** are insufficient to operate safely.
- **Site conditions** (e.g. burst pipes, no heating, no electricity, or ice) are deemed too dangerous.
- **Travel conditions** are hazardous or anticipated to become so.
- **Government/Local Authority** instructions are issued (e.g., public health incidents).

3. Communication Procedure

In the event of a closure or delayed opening:

- **The Local Authority:** The Headteacher will notify AfC via the School Improvement Partner, Health and Safety or other appropriate body.
- **Staff:** A phone and text/WhatsApp cascade system will be used to notify all employees.
- **Parents:** Notification will be sent via **SMS, School Gateway, and the school website.**
- **Site:** Signage will be posted at all entrances if possible.
- **External Parties:** The Admin team will notify visitors, clubs, and transport providers.

4. Attendance and Absence

- **Pupils:** Parents must notify the school of any weather-related delay or absence. Failure to do so may result in an **unauthorised absence.**
- **Staff:** If the school is open, staff are expected to attend unless travel is unsafe. In such cases, off-site working will be supported where possible. If the school is closed, normal pay applies.
- The Headteacher will make the decision to release staff early if they live in remote areas, or if weather conditions are worsening. SLT will assist in support off-site working where possible, for example virtual meeting for PPA.
- **Dependent Care:** If staff must stay home due to the closure of their own child's school, Dependency Leave rules apply.

5. Site Safety and Maintenance

- The Site Manager is responsible for assessing the site and implementing the following prioritised gritting plan:
 - **Primary Access:** Steps and ramps used by staff and pupils upon arrival.
 - **Pathways:** Main walkways, including shared paths with the Junior School in conjunction with the junior school Site Manager.
 - **Restricted Areas:** Hazardous zones (e.g., parts of the KS1 playground) may be roped off.
 - **Car Park:** Gritting occurs once primary pedestrian paths are clear.
- Children will be reminded in assembly to take care around the school site, and notices around the school site will be displayed for parents and visitors.

6. Risk Assessment

- During extreme weather, a member of the SLT or the Site Manager will conduct a physical site inspection to determine if security has been compromised or if further safety measures are required before pupils arrive.