



WINTER CLEARANCE POLICY & GRITTING PLAN

This policy is based on a priority for ensuring our school site remains open yet safe at all times for staff, pupils, parents and carers throughout periods of inclement weather. It requires a set procedure to be followed which is initially triggered by the Head Teacher making a positive decision on the safety of opening the school. Once triggered, the gritting procedure will be implemented. If however, it is felt that the site should not be opened, staff will be contacted via text message and parents/carers via text message or telephone call and the school closure will also be advertised on the school website. The Head Teacher will strive to make the decision as early as possible, taking into consideration difficulties staff may face in getting to school and the weather forecast for the whole day.

Roles and Responsibilities

Governing Board

- Periodically review the school's Winter Clearance policy and Gritting Plan to ensure its adequacy and suitability.
- Agree the exact areas of the school to be cleared.
- Communicate the school's Winter Clearance policy and Gritting Plan to all members of staff and parents/carers in advance of any bad weather, via the school website.

Head Teacher

- Outline in the school gritting plan (below), the prioritisation of areas to be gritted and appropriate access routes to use during bad weather.
- Carry out a review of these procedures (including this policy, risk assessment and gritting plan) in the first half of the autumn term to ensure their continued relevance.
- Liaise with the Site Manager to confirm expectations of this policy.
- Ensure that alternative arrangements will be put in place to maintain continuity of service in the absence of the Site Manager.
- Ensure that equipment available to clear snow and ice is adequate for the purpose and maintained in a satisfactory condition.
- Ensure the school equipped with adequate stocks of rock salt and sand/grit etc.

Site Manager

- The immediate clearance of snow and ice in designated areas in line with the school gritting plan.
- Temporarily closing access areas around the school in line with the school gritting plan. Such areas should be clearly marked (e.g. signage or tape). Records of clearance and access route closures should be kept.
- Restrict access to the playground climbing equipment using tape to cordon off the area.

Staff

- Report to the Site Manager/Head Teacher, any situation where the recommended action contained within the gritting plan has not been carried out.

- Safeguard own, colleagues', children's, and parents'/carers' health and safety in bad weather.
- Wear footwear/clothing appropriate to the conditions.
- Ensure levels of supervision are appropriate for the conditions at break and lunchtimes.

Parents/Carers

- Adhere to the designated, gritted pathways into school.
- Supervise their child(ren) before and after school and ensure that children do not use play equipment if covered in frost, ice or snow.
- Ensure that their child(ren) are wearing sensible footwear and warm coats, scarves and gloves according to the conditions.
- Collect their child during the day should conditions worsen (if requested by the school).

School Gritting Plan

Gritting is to be carried out when frost, ice or snow is forecast or when walkways are likely to be damp or wet and the floor temperatures are at, or below, freezing. The best times are early in evening before the frost settles and/or early in the morning before employees, children and parents/carers arrive. Salt doesn't work instantly; it needs sufficient time to dissolve into the moisture on the floor.

Efforts will be made to ensure gritting does not take place during heavy rain. This is because the salt will be washed away causing a problem if the rain then turns to snow. Compacted snow, which turns to ice, is difficult to treat effectively with grit.

'Dawn frost' can occur on dry surfaces, when early morning dews form and freeze on impact with cold surfaces. It can be difficult to predict when or where this condition will occur, therefore staff and others are reminded to take extra care.

Actions to be taken immediately prior to adverse weather	Responsibility
Checking weather forecasts on a daily basis during winter months (Note: email alerts can be received by registering on the Met Office website www.metoffice.gov.uk)	Office Manager
Ensuring any particular equipment, e.g. snow shovels, are easily accessible	Site Manager
Checking sufficient salt supplies/grit are in place and the location is known by all staff	Site Manager
Identifying and agreeing times when gritting will need to be done	Head Teacher
Actions to be taken during times of snow/ice	Responsibility
Ensuring barriers/signage/instructions are provided to ensure access is restricted to the high risk areas of the school	Head Teacher Site Manager
Regularly checking paths throughout the day to ensure re-freezing or further snow coverage has not occurred. If it has, areas will be re-cleared and gritted as necessary.	Site Manager

Please note: It is not appropriate for school staff to clear or grit areas falling outside the school site boundary, e.g., pavements/public footpaths or roads forming part of the public highway.

The following areas of the school grounds have been classed as priority areas for clearing/gritting which should take place during **both** early morning and early evening:

Pathway through the carpark to the main school door from the side gate and main gate.
Pathway through the carpark to the big blue gate.
Pathway through the playground to the annex building Reception doorway.
Pathway through the playground to the Nursery playground and down the side entrance gate.

Pathway from the Boyn Hill Road Nursery gate to the blue gate.
Pathway through the playground to the dining room.
The soft tarmac areas around the climbing equipment in the main school playground and Nursery playground.
The soft tarmac multi-skills surface and the areas around the climbing wall.

Method of clearance: A pathway of at least one-metre-wide should be cleared; this will allow suitable access for pedestrians and pushchairs. Snow and ice should be completely removed using a snow scraper or shovel. Snow and ice should NOT be brushed or dissolved using hot water as this will make surfaces more hazardous. Once the pathway has been cleared, rock salt should be used to assist in providing extra grip. Paths should be regularly checked throughout the day to ensure re-freezing or further snow coverage has not occurred.

Additional care should be taken when clearing sloping pathways and steps; it may be necessary for safety reasons to consider the temporary closure of some non-essential areas of the school, e.g. the library, multi-skills surface and play equipment areas.

This policy will be reviewed biennially

Date last reviewed: November 2025