

SNOW AND BAD WEATHER

1. SCOPE

The following instruction will apply to any weather event that affects travel to and from school, and there is a significant risk to the health and safety of staff, parents and pupils.

2. OPERATIONAL RESPONSE

2.1 Severe Weather Team

The school should assemble a Severe Weather Team (SWT) made up of members of school staff who can walk to school and carry out a risk assessment. The team should be provided with high-visibility vests, head torches, over-shoe ice grips and have access to snow and ice-clearing equipment, e.g. snow shovels and grit / rock salt. The Headteacher will activate the SWT based on reliable forecasts (see contacts) 12-24 hours before the weather is due to arrive.

2.2 Risk Assessment

The SWT should aim to arrive at the school a minimum of 90 minutes before the school is due to open. The risk assessment will be completed 60 minutes before the school is due to open and the results given to the Headteacher (or their nominated deputy) and the Chair of Governors. The risk assessment will cover:

- The accessibility of the school premises, e.g. paths, roads and car parks;
- Damage to buildings, e.g. roofs, windows, utilities (frozen water pipes);
- Staff travel (enough staff must be present in school to ensure pupil safety);
- Parent / pupil travel including the provision of school buses (morning and evening);
- Duration of weather event (during rush hour, during school day, etc.);
- Guidance from Met. Office, Police, Council, etc. on present and forecast conditions; and,
- Any local issues, e.g. time to clear paths and grit, lunch and refreshments, storage and drying of wet clothing, etc.

The situation will be assessed daily, with parents / pupils and staff kept informed of the situation.

2.3 School Closure

The final decision to open/close the school in the event of severe weather will be taken by the Headteacher (or their nominated deputy), after consultation with the Chair of Governors.

If the decision is made to close the school the School Closure Plan should be followed to ensure staff, parents and pupils are notified of the decision.

To inform us of your school closure the following link will take you to the Emergency School Closure site on Edulink;

<https://www.edulink.networcs.net/Pages/EmergencySchoolClosures.aspx>

3. CONTACTS

Contact Name	Contact Number
Emergency Planning Officer, Emergency Planning, DASH, WCC (If appropriate)	01905 766178
Information and Planning Officer, ChS, WCC (If appropriate)	01905 728848
Emergency Planning Duty Team (Out of Hours)	07624 909756
Children's Services System Support Desk (Issues with School Closures on EduLink)	01905 766766
<p>School Transport Team Contact Details.</p> <p>The office is usually manned between 07:45 and 17:00, Monday to Friday.</p>	<p>School Transport 24/7 Out of Hours No. 07852 321547</p> <p>Local Bus / Education Transport (South Worcestershire) : 01905 822076</p> <p>Special Access Transport (SEN / Social Care) : 01905 822094</p>