



# Oak Hill Academy West London

an Aspirations Academy

Ashford Road, Feltham, Middlesex, TW13 4QP

Tel: 020 8890 4560 Email: [office@oakhill-aspirations.org](mailto:office@oakhill-aspirations.org)

## Oak Hill Academy West London Snow and Adverse Weather Policy



Date: September 2019

Review: September 2021

## **Snow and Adverse Weather Policy**

It is our policy that we will make every effort possible to remain open whenever possible during snow and/or adverse weather periods. The decision to close the school either before or during the school day will be made by the Principal. This decision can be and will most likely be made last minute.

Our School will only be closed if one or more of the following conditions apply:

- We have insufficient staff able to make it into school in order to keep our school running safely and legally
- Conditions on site are dangerous
- Snow and/or adverse weather have affected the water or heating supply to the school
- Conditions are considered to be or are anticipated to become too hazardous for travel

When the decision is made to close our school we will:

- Send a Text to all parents via The Gateway
- Post a notification on Oak Hill Academy's Facebook page
- Post a notice on Oak Hill Academy's Website

Oak Hill Academy will make all practicable efforts, as stated above, to keep parents informed as to the situation with the school during adverse weather conditions. However, parents are expected to check the school website and/or Facebook page when it is clear that a closure is a possibility. Where no posting or notification has been made our school will remain open.

We appreciate that during adverse weather conditions children may arrive later than normal, parents should endeavour to contact the school office to let them know they are on their way if likely to be delayed. Our school recognises there will be isolated instances where some families may not be able to travel or are even cut off, even when the majority of children can get into school. In such instances parents should inform us of the circumstances of this exceptional situation, as we have a duty to clarify each case so as to be able to formally authorise the absence to the Local Authority.

Parents must not assume that our school will be closed without gaining confirmation. Parents who fail to inform us of the circumstances that prevents your child from coming into school risks their child being registered as an un-authorised absence. We do appreciate that, as a parent it is your decision as to whether or not to send your child to school but the reasons must be justifiable.

Where the school is officially closed, all absence is counted as authorised absence. In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will be contacted via text and email to inform them that their child needs to be collected. However, such as early release will only be contemplated in very extreme circumstances.

In the event of snow, pathways and the ramp will be cleared and salted. Parents, staff and visitors should note that pathways, even where cleared, do remain dangerous. Children will also be reminded of this. Before and after school parents are responsible for ensuring their children do not slide on the school playground.

In icy conditions the Site Manager and Premises Staff will salt pathways, ramp, playground and steps where necessary. However, parents are reminded that such areas will still remain dangerous.

Essential pathways will be kept as clear as possible throughout the day. On school days where the school is closed to pupils, the pathways will still be maintained, when safe to do so, by the Site Manager. This prevents build-up of ice and snow.

On snow and/or adverse weather day's children should come to school in boots or wellington boots and bring their school shoes in a carrier bag to change into. All children should come to school with a suitable outdoor coat according to the weather.

In snowy weather for health and safety reasons we do not allow sliding or throwing of snowballs because if children fall or get covered in snow they are then wet and uncomfortable throughout the day. Where possible, if children have suitable footwear, they will go outside to enjoy the snow for at least a part of lunchtime or break time. If the playground is deemed as unsafe, children will remain inside during lunchtime and break time.

### **Snow and Adverse Weather Policy – Staff only**

As previously mentioned, Oak Hill Academy will remain open where possible. Staff are expected to make their way to work so that we can remain open to pupils.

If you deem it not safe to travel or you are isolated and cut off you must inform the Principal and your Team Leader as soon as possible. This allows time for alternative cover to be made.

It is appreciated that your journey to work may take longer than normal and therefore, some staff may not arrive before the start of the school day. If this is the case you must make regular contact with the school to inform us of your arrival.

In the event that Oak Hill Academy is closed due to snow and/or adverse weather the Principal will contact SLT and SLMT who will activate the Emergency Contact Protocol and inform their designated staff members on the Protocol list. This has to be carried out as soon as contact has been made by the Principal.

In the absence of the Principal the Vice Principal will assume responsibility for making all decisions relating to the Snow and Adverse Weather Policy.

<b>Name of Event:</b>	<b>Ice and Snow Risk Assessment</b>
<b>Specific Individuals at Risk</b>	<b>Control Measures</b>
<b>Employees, Pupils, Service Users, Visitors</b>	<p><b>All Staff</b> - Aware of the Snow and Adverse Weather Policy. Staff informed at Staff meetings of protocols.</p> <p><b>Site Manager</b> – Maintaining school premises (gritting, clearing pathways etc.)</p> <p><b>Principal</b> – Identifying risk areas, liaising with appropriate staff, parents</p> <p><b>SBM</b> – Training/Informing staff of Protocols, Saltstock</p> <p><b>Office staff</b> – Aware of the school protocol relating to severe weather warning, managing office communications</p> <p><b>ICT Staff</b> – updating the Website/Facebook/managing The Gateway, liaising with the Principal</p>

<b>Generic Risks to be followed during this visit</b>			
<b>Hazard/Policy/Procedures</b>	<b>Likelihood</b>	<b>Control measures</b>	<b>Where/Who:</b>
<b>Policy/Procedures</b>	<b>Low</b>	<p>In the event of extreme or adverse weather conditions, such as ice or snow, the school will ensure that they have clear contingency plans in place in line with the Aspirations Trust recommendations.</p> <p>All staff are aware of the Snow and Adverse Weather Policy including this risk assessment and take responsibility for following the designated paths and access routes when icy conditions exist and enforce this with all pupils and visitors.</p>	<p>The duty of care to children and staff will always be at the forefront of any decision to either keep the school open in adverse weather or to instruct a closure.</p> <p>The aim is to keep the school open if possible, as it is recognised how much disruption this causes to the normal school week.</p> <p>The Principal will make every attempt to update the school website and notify parents via text if it becomes necessary to close the school.</p> <p>The Principal, SLT and SLMT will inform staff via telephone as soon as a decision has been made based on the information in possession at the time the decision is made.</p> <p>Pupils will be informed in assemblies and re-iterated by class teacher's at all available opportunities.</p>

<b>Policy/Procedures</b>	<b>Low</b>	Weather forecasts are monitored for snow and adverse weather conditions.	Principal, Bursar and Site Manager to monitor
<b>Heating and Welfare Facilities</b>	<b>Low</b>	Cold building, temperature below minimal permitted level No flushing toilets No drinking water	Principal, Site Manager and SBM will monitor and assess.  Low constant heating will remain throughout periods of cold snaps to prevent frozen pipes.  Maintenance of water systems to prompt repair of leaks and drips.  Regular maintenance staff checks to ensure heating and water systems are in good working order.
<b>Slips/trips due to icy conditions</b>	<b>Low</b>	It is recognised that it is not possible to immediately remove all ice and snow from the premises. It is however, a requirement that those responsible for the premises must exercise careful judgement and prioritise de-icing and salting of all key areas.	Principal/Site Manager/SBM
	<b>Low</b>	The Site Manager is clear in his responsibilities for gritting the car park, access areas, playground, pedestrian paths and ramp.	All paths into school and the playground especially pathways to entrance doors are clear and gritted.
	<b>Low</b>	Sufficient amount of salt/grit is available. It is replenished once it has reached a low level.	Site Manager to organise and record bringing low levels of stock to the attention to the SBM who will ensure that the stock levels are kept high.

	<b>Low</b>	Salt or grit is applied to the car park, access roads, pedestrian paths and ramps when icy conditions are expected.	Site Manager is note the places he had gritted.  The School's procedure regarding snow and adverse weather conditions is clearly accessed via the school website so that it can be easily accessed via staff, parents and carers.
	<b>Low</b>	Other areas that require gritting have been identified on a risk basis, in particular fire escapes.	Site Manager, Principal and SBM discuss gritted areas.
	<b>Low</b>	Site Manager and Site Staff are able to access suitable footwear and safety clothing for working in icy/snow conditions.	Site Manager chooses to wear adequate clothing and footwear when working during such conditions.
	<b>Low</b>	Areas are identified such as steps or slopes that may not be safe even when cleared. These areas are closed and marked accordingly with cones/signs/hazard tape.	Site Manager to manage areas.
	<b>Low</b>	Where the Principal or Site Manager has concerns over the safety of certain external pathways, playgrounds etc. it may be appropriate for affected areas to be taken out of use. If this is the case this must be clearly marked using cones/tape/signs to ensure everyone is made aware.  Where the playground remains excessively slippery due to snow or ice, the Principal will make the decision to accommodate pupils indoors during break and lunchtime.  If the playground remains in use, supervision levels will increase to ensure pupils remain safe.	The Principal and SLT will monitor the situation. The Site Manager will instruct the Principal of his recommendations before the start of the school day.  Staff and Pupils will be made aware by Senior Staff in the morning.  All staff have collective responsibility for ensuring safety of the children in their care.  If an increase in adult supervision is required, all staff must adhere to this.
	<b>Low</b>	Adequate equipment is made available to the Site Team to undertake site duties during adverse weather.	Principal, SBM and Site Manager

<p style="text-align: center;"><b>Clothing</b></p>	<p style="text-align: center;"><b>Low</b></p>	<p>Members of staff and pupils have been advised to wear “sensible” footwear and clothing.</p>	<p>Everyone is reminded to use common sense. Everyone is responsible for safeguarding pupils and their own staff health and safety in bad weather conditions.</p> <p>Where practicable, pupils and staff should be reminded to wear appropriate warm and windproof clothing and non-slip footwear (e.g. flat shoes with adequate tread – show boots or wellington boots) appropriate to the conditions, as it will seldom be possible to clear all snow and ice from the site. In particular, walking from a parked car to the nearest entry point maybe hazardous. Such clothing must be changed upon entry to school.</p> <p>Staff travelling to school by car should be advised to take sensible precautions to keep a blanket, mobile phone, shovel, warm drinks and other sustenance, etc. in their vehicles in the event of a breakdown on their way to and from work.</p>
<p style="text-align: center;"><b>Playing in the Snow/Ice</b></p>	<p style="text-align: center;"><b>Low</b></p>	<p>Children throwing snowballs and sliding in icy conditions</p> <p>Injury</p> <p>Wet clothing</p>	<p>Pupils are not permitted under any circumstances, whether their parent is present or not, to throw snowballs on the school premises.</p> <p>Children are also not allowed to slide on slippery patches whilst on the premises either.</p> <p>Parents of children who arrive at school wet will receive a phone call asking them to provide a clean, dry set of clothing. Any children of parents who cannot be contacted will be asked to put on their Oak Hill PE kit for the day.</p>

