

ICE & SNOW PLAN

Name of Premises/School/Organisation	Mill Chase Academy
Date of Plan Issue/Review	Date of Issue: April 2014 Review : April 2017
Name of Responsible Manager/Headteacher	Richard Edwards – Business Manager

Introduction	
---------------------	--

Implementation of this Ice & Snow Plan is to be initiated upon notification or recognition of icy and/or snowy conditions that may result in unsafe access or egress from the site, affecting any or all staff, children or visitors, whether as pedestrians or when driving vehicles.

This Ice & Snow Plan is specific to this site and owned by the responsible manager/principal. It is to be reviewed annually and/or following any change in procedures or premises that may affect its effectiveness.

Icy Conditions Risk Assessment	
---------------------------------------	--

An icy conditions risk assessment has been completed. The identified hazards have been considered and appropriate control measures have been introduced as detailed in this Ice & Snow Plan. All staff are to ensure that they are familiar with the contents of our premises Icy Conditions Risk Assessment.

Site Plan (for Use During Ice and Snow)	<i>Ensure you have a site plan identifying requirements</i>
--	---

A site plan of the premises is attached as part of this plan. It identifies the following information:

- Gates and entrances/doors that will be used during unsafe ice/snow conditions
- Access routes that will be open and maintained for pedestrians
- Traffic routes that will be open and maintained for drivers
- Access and traffic routes that will not be maintained or used
- Grit storage areas
- Higher risk areas which require additional maintenance (eg. steps, slopes, specific entrance areas)
- Locations of (cleared) snow mounds (where appropriate)

Grit Storage	
---------------------	--

Grit is held on site as located on the site plan. The grit bunkers/containers are to be kept full and locked at all times. Fully stocked grit bunkers/containers will be expected to enable 5 days' use. A full restock of grit supplies will require purchase of 150 of bags/sacks.

Equipment and Protective Clothing	
--	--

Equipment for gritting and personal protective clothing is held on site in the Building Superintendent's office and store. The following is held for use as required by staff:

- Grit spreader
- Shovels
- Brooms and rakes
- Protective clothing
- Gloves and boots
- Physical barriers
- cordoning tape

Preparations Prior to Plan Implementation	<i>Identify prior preparations to be undertaken</i>
--	---

The following is to have been completed prior to the requirement to implement the plan:

- Any staff involved in gritting and snow clearing tasks must be aware of moving and handling requirements at least at the level of The Children's Services Health & Safety Team's e-learning course. All staff to be provided with details of the plan and requirements
- Grit levels and equipment checked at termly intervals by the Building Superintendents
- Grit bunker/container locking arrangements periodically checked for effectiveness
- Additional staff positioning (to assist direction at busy times) to be identified
- Information and requirements will be shared with the Leisure Centre Duty Manager

Implementing the Ice & Snow Plan	<i>Identify how the plan will be initiated and managed</i>
---	--

Upon notification and/or recognition of unsafe conditions due to ice and/or snow the management team will meet and confirm requirements. The following actions, in accordance with the site plan, will be undertaken by the Building Superintendents and Senior Leadership Team under the direction of the Headteacher:

- Close and lock gates where access/egress is considered unsafe and will not be permitted (by Sports Hall and behind G Block)
- Snow clearing of pedestrian and traffic routes to be undertaken
- Clearing of entrance areas outside of property boundaries to assist in safe access/egress
- Gritting of icy routes and snow cleared areas where access/egress is to be permitted
- Assess playground for safety and cordon off/restrict access as appropriate
- All staff to be briefed as to permitted accesses and egresses
- Information and requirements to be shared with Leisure Centre Duty Manager

Monitoring the Ice & Snow Plan	
---	--

Following implementation, the plan is to be monitored by ensuring the following actions are undertaken by the Building Superintendents, Senior Leadership Team and Headteacher:

- Early morning inspection to be carried out prior to staff/visitor/children arrival – allowing adequate time to implement any further gritting or changes to access/egress routes
- Increased daily inspections (am and pm) of safe routes/entrance areas to ensure continued safety
- Increased daily inspections of closed routes/gates/entrance areas to ensure restrictions maintained
- Regular re-gritting of access/egress/entrance areas/paths to ensure continuous effectiveness
- Emergency re-gritting of areas where measures found not to be effective or where further ice or snowfall has reduced the effectiveness of previous gritting
- Monitoring of grit supplies to maintain levels (where adequate supplies are available for order)
- Updating of staff and parents with regards to safe routes
-

Recovering the Ice & Snow Plan	
---	--

Following completion of adverse weather conditions causing unsafe conditions, the premises is to be reverted to normal and staff/parents informed as appropriate. Other actions to be undertaken include:

- Evaluating current Ice & Snow Plan to make improvements as identified
- Re-ordering of used grit supplies

Emergency Closure of Premises/School	
---	--

In the event of extreme ice and snow conditions that cannot be adequately controlled, considerations, decision making and notification of emergency closure will be undertaken in accordance with HCC routine procedures.