



Mission Statement

"A Caring Christian Family Where We Grow Together"

GRITTING PROCEDURE

Effective Date: 01/04/2017

Review Date: Sept 2024 Annual

| Review Date | Signed Head Teacher | Signed Director RCSAT |
|-------------|-----------------------|-----------------------|
| 06/09/2018 | <i>J. L. J. J. J.</i> | <i>P. B. B. B.</i> |
| 11/09/2019 | <i>J. L. J. J. J.</i> | <i>P. B. B. B.</i> |
| 25/09/2020 | <i>St M. Badger</i> | <i>P. B. B. B.</i> |
| 30/09/2021 | <i>St M. Badger</i> | <i>P. B. B. B.</i> |
| 30/09/2022 | <i>St M. Badger</i> | <i>P. B. B. B.</i> |
| 30/09/2023 | <i>St M. Badger</i> | <i>P. B. B. B.</i> |

| | |
|---------------------------------|-----------------------------|
| Persons Responsible for Policy: | Executive Headteacher RCSAT |
| Approval Date | 01/04/2017 |
| Signed: | Director RCSAT |
| Signed: | Executive Headteacher RCSAT |



1. Legislation

Under the Health and Safety Act, it is the responsibility of employers, including schools, to ensure the safety of all personnel on their premises. In this respect:

- 1.1. Schools are required to ensure the safety of staff, children and visitors in adverse weather conditions, as far as practicable,
- 1.2. Each person is also responsible for their own safety,
- 1.3. Children and young people must be monitored and assisted.

2. Implementing the Procedure

2.1. Responsibilities

- 2.2. The Executive Headteacher shall have overall responsibility for the implementation of this Procedure and shall ensure that all aspects of the procedure are managed appropriately.
- 2.3. To facilitate this, the Executive Headteacher has designated named staff, directors and governors to manage aspects of this procedure, including co-ordination, health and safety governance overview and daily checks on the conditions of the premises, reporting any issues to the Executive Headteacher.
- 2.4. The named persons are detailed in Appendix 1 of the procedure.
- 2.5. The object of this procedure shall be to ensure that access to the school is as safe as practicable in adverse weather conditions.
- 2.6. Staff shall advise any risk conditions to the Principal as soon as possible.

3. Arrangements for this Procedure

3.1. The necessity for laying down grit shall be determined by Principal and staff in the event of adverse weather conditions, at the key times of the school day – morning, midday and afternoon, having consideration for:

- 3.1.1. Keeping the school open by all reasonable means,
- 3.1.2. The safe access required by staff, children and parents, and visitors,
- 3.1.3. The changes in weather conditions throughout the day,
- 3.1.4. The defined main and other access routes,
- 3.1.5. The minimum use of grit to maintain those routes,
- 3.1.6. In advance of adverse weather conditions, staff shall explain the access routes and the need for care to the children,
- 3.1.7. Parents/Carers shall be provided with specific instructions during the winter months via newsletters and the school website and it is expected that parents/carers will adhere to those instructions,
- 3.1.8. Parents/carers shall be expected to wear and provide suitable footwear and clothing for them and their children and to plan more time for getting to and from school.
- 3.1.9. If snow is falling, staff shall ensure that children are brought straight into school.

3.2. In the event that it is required to grit the access areas:

- 3.2.1. The maintenance officer shall start gritting as soon as possible once the decision to grit has been made,
- 3.2.2. Gritting shall commence with the main routes in and out of school, as detailed on a plan at each school,
- 3.2.3. In the event that the maintenance officer is not on site, another person shall be designated to carry out the gritting,
- 3.2.4. Staff and parents shall be expected to act responsibly and ensure that they and any children under their control walk on the gritted access and not on the ungritted areas.
- 3.2.5. Children may be asked to bring wellington boots and warm clothing to school in the event that they may be able to play in soft snow.
- 3.2.6. In severe and icy conditions, children shall not be permitted to play outside.



4. Closure of the school

- 4.1. In extreme adverse weather, it may be necessary to close the school if it is deemed that there is a severe health and safety risk. In that event:
- 4.1.1. The Executive Headteacher (EH) shall make the decision
 - 4.1.2. The EH shall advise the Director of RCSAT and Parents/Carers through the school's communication services, including text messaging, telephone and website.
 - 4.1.3. The EH shall instruct the Principal to advise staff and children already in school and to make such arrangements as necessary to care for the children until they are collected.

5. Record Keeping

- 5.1. The following records are kept in the school office:
- 5.1.1. The access gritting plan shall be developed and retained at each school.
 - 5.1.2. The date and time when gritting commenced and finished on each day shall be recorded in the school diary.
 - 5.1.3. In the event of school closure, the date and time of the decision and the time when all children and staff have left the school.
 - 5.1.4. Any incidents resulting from ungritted surfaces shall be recorded in the Accident Book.



Appendix 1**RESPONSIBILITIES**

| Area of Responsibility | Person Responsible |
|-------------------------------|--------------------------------------------------------------------|
| Overall responsibility | Executive Headteacher |
| Co-ordinator in School | Principal Bunbury Principal St Oswald's Principal Warmingham |
| Health and Safety Governor | LGCs |
| Daily checks | Site Maintenance Officer Bunbury |
| | Site Maintenance Officer St.Oswald's |
| | Site Maintenance Officer Warmingham |

