



Adverse Weather Procedure Policy

Date written:	November 2025
FGB approval:	December 2025
Date for review:	November 2027

ADVERSE WEATHER PROCEDURE

Overview

The school has a duty to ensure that all on site external areas where pedestrians walk are maintained in a safe condition at all times. These include footpaths/walkways, emergency doorways and routes, carparks and delivery & drop off points.

The school have completed a gritting risk assessment and the findings of this assessment are to be shared with those completing the task. Assessment controls to be implemented during completion of task.

Grit/salt is stored in three grit bins located at the front gates of the school, the pathway in front of the hall and the pathway outside of the KS2 corridor door. .

When to Grit

Salt can stop ice forming and cause existing ice or snow to melt. It is most effective when it is ground down, but this will take far longer on pedestrian routes than on roads.

Gritting should 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 arrive. Salt doesn't work instantly; it needs sufficient time to dissolve into the moisture on the floor.

The weather will be monitored by Site Manager. The weather will be observed visually through the day/night and monitored using local and UK based weather forecasts.

Gritting is to take place either:

- Early afternoon/evening before snow/frost settles
- Or early morning before employees arrive (salt will need time to dissolve). *This is guidance only and the daily weather reviews will identify best times for gritting.*

Due to the physical nature of the task, persons completing the grit will be capable of lifting bags of salt/grit and using any relevant equipment. Staff are not to lift beyond their capabilities at any point and correct manual handling techniques will be adhered to at all times when handling bags of grit/salt or gritting equipment. Manual handling risk assessments are to be reviewed in line with this procedure.

When gritting is not effective.

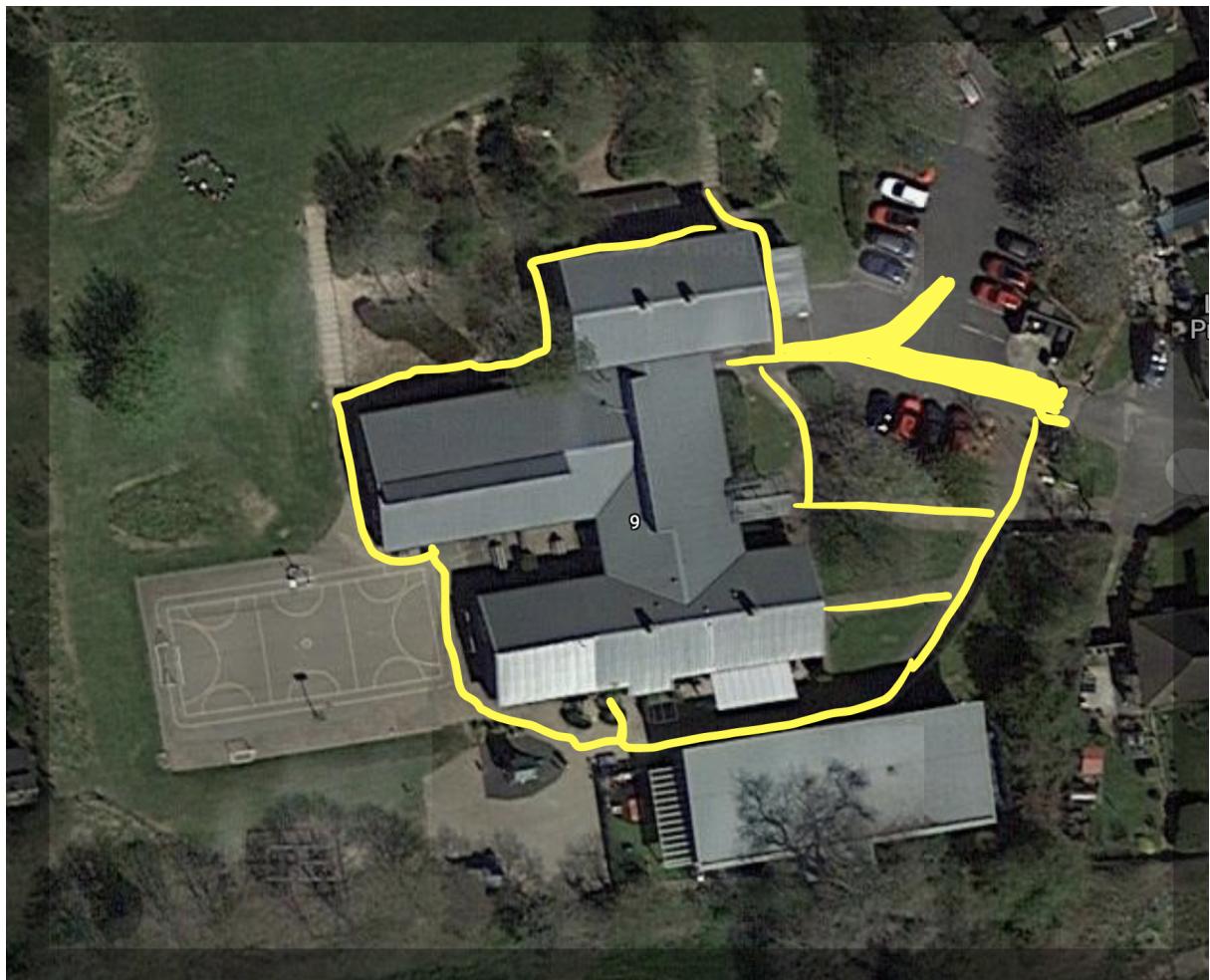
High traffic areas or routes that cannot be gritted effectively (e.g., due to compacted snow or ice) will be clearly marked off with warning cones/tape and when possible, made safe. (All warning cones and tape is to be removed as soon as the area is made safe to avoid confusion.)

On completion of the gritting procedure, any areas not gritted for this reason are to be communicated to the Senior Leadership Team (Headteacher/School Business Manager/Site Manager) and the reason why. This will then be further communicated to school staff and shared with persons such as parents and visitors to site to advise them of safe pedestrian routes to use, or to avoid the site until conditions improve.

If you grit when it is raining heavily, 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. Be aware that 'dawn frost' can occur on dry surfaces when early morning dews form and freezes on impact with the cold surface. It can be difficult to predict when or where this condition will occur.

Areas to be gritted

The below map shows the expected areas of site that will be gritted.



Areas highlighted in yellow are essential pathways for children, parents and staff - all areas to be gritted.

Lighting levels of areas to be gritted

During winter months the days are shorter and there is a lack of natural light. The lighting on communal areas both internally and externally should be of a sufficient level to allow safe access and egress from the building. As highlighted in the risk assessment, areas of concern are:

- Car Park
- Footpath at rear of building

Pedestrian/Vehicle Contact

Gritting is to take place in shared areas when there are low numbers of vehicle movements happening at approx. 7am and 2.30pm to limit pedestrian/vehicle contact. The person completing the gritting has been provided with a high visibility jacket and this is to be worn at all times when gritting areas where contact with vehicles is possible.

Controls required internally during inclement weather

Inclement weather can create additional hazards including additional water being brought into the building on footwear. Entrances have matting in place for persons entering to remove additional water off their footwear.

Lone working

Site Manager would be alone on site when gritting. Lone working procedure/ risk assessment is in place for Site Manager. Key points from the lone working procedure are:

- Site Manager
- When opening up school and locking up school
- Contact HT/SBM

PPE provided

As per risk assessment, PPE to be worn when gritting:

- gloves
- waterproof jacket and high vis jacket
- footwear

Other controls identified in risk assessment to be in place before gritting is to commence

As per risk assessment

Responsibilities Table	
Task	Who
Checking weather and deciding to grit	Site Manager, confirm with HT/SBM if unsure when to grit
Gritting walkways & traffic routes	Site Manager
Monitoring grit levels and ordering more	Site Manager/SBM
Completing Winter gritting/snow clearing record	Site Manager
Communicating issues with gritting	Site Manager
Writing and review of risk assessment	Site Manager/HT/SBM
Review of this document	Site Manager/HT/SBM

In the event of adverse weather we will use the following protocol:

Our approach:

- The school will make every effort to remain open.
- **If snow is forecast overnight, we may choose to cancel Breakfast Club for the following morning.** This is because we may not be able to guarantee staff being on the school site for 7:30am the next morning. If Breakfast Club is cancelled, we will let you know via ClassDojo, text message or the Arbor app no later than 6pm of the previous day.
- A decision will be made as early as possible if the school is going to close to all pupils — usually by 7:00am — based on site conditions, local road safety, and staff availability (most staff are not local and road conditions may be different for them)
- If we are unable to open safely, or need to delay opening, families will be informed promptly.

How we will communicate closures or changes:

- A message will be sent via ClassDojo, text message or the Arbor app.
- Please avoid phoning the school office unless absolutely necessary, as lines may be very busy.

If school remains open:

- Please take extra care travelling to school. Pathways will be gritted, but may still be slippery.
- Pupils should wear appropriate clothing, including coats, hats, gloves, and suitable footwear — please send a change of footwear for your child to change into once in school.
- In severe conditions, if you feel it is unsafe to travel, please contact the school to report your child's absence.
- We may not offer the usual Breakfast and After School Club or other extra-curricular clubs due to staff availability.

In the event of early closure:

If weather conditions worsen during the day, we may need to close early. **In the event of early closure, After School Club will be automatically cancelled.** This is to allow for staff to also travel home safely. Parents and carers will be contacted via the usual communication channels, and pupils will only be released to a known adult.

Appendix1. – Toolbox talk

Winter slip & fall safety tips

It's near that time of season where slips and falls occur at an increasing number. Facilities planning and Management's Grounds Services Departments need to do a very good job of keeping the sidewalks and steps clear of snow and ice. However, there may be icy patches they may not have had a chance to get to before you've walked to your office, lab, etc. The links below provide some good advice on being aware of your surroundings during the winter months and ways to prevent slips and falls.

How to Prevent it

- Wear the proper foot gear.
- Take small steps to keep your centre of balance under you.
- Walk slowly and never run-on icy ground.
- Keep both hands free for balance, rather than in your pockets.
- Use handrails from start to finish.
- Avoid carrying loads on stairways; or carry loads that you can see over.
- Keep your eyes on where you are going.
- Test potentially slick areas by tapping your foot on them.
- Step - Don't jump from vehicles and equipment.
- Keep walkways clear of debris, water, ice, and slippery materials.

When these helpful hints don't work, and you know you are going to slip, try to reduce your potential injury when falling by:

- Roll with the fall. Try to twist and roll backwards, rather than falling forward.
- Relax as much as possible when you begin to fall.
- Toss the load you are carrying. Protect yourself instead of the objects being carried.

Appendix 2 - Winter gritting/snow clearing record

Loscoe CofE Primary School and Nursery **Winter gritting/snow clearing record**

Date:	Person(s) undertaking the task:			
What time did gritting/snow clearing take place?				
Describe the weather conditions? What is the outside temperature (approx.) and time of measurement?				
Which routes/paths were gritted/cleared of snow?				
Any areas of plan unable to be cleared?				
Were warning ice/snow signs displayed at entrances to the gritted/snow cleared routes/paths?	Yes/No	Yes/No	Yes/No	Yes/No

Insert plan or draw the grounds of the premises and indicate the routes/paths gritted/snow cleared

Signed Date

Appendix 3 – Warning Sign



WARNING ICE! This path has recently been gritted, but the path still may be slippy in some areas. Proceed with caution!

