

# Adverse Weather Policy

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## 1. Purpose

This policy sets out the procedures for managing adverse weather conditions (e.g., snow, ice, flooding, extreme cold) to ensure the safety of pupils, staff, and visitors, and to maintain continuity of education where possible.

## 2. Scope

Applies to all staff, pupils, parents, and visitors on school premises.

## 3. Responsibilities

- Headteacher: Makes decisions on school closure or partial opening.
- Site Manager/Caretaker: Implements snow and ice clearance plan, gritting, and signage.
- Office Staff: Communicates decisions to parents, staff, and local authority.
- All Staff: Follow safety instructions and report hazards.

## 4. Risk Assessment

A site-specific Snow & Ice Risk Assessment will be completed annually and reviewed after severe weather events.  
Priority areas for clearance: main entrances, pedestrian paths, car parks, playgrounds.

## 5. Procedures

- Monitoring: Weather forecasts checked daily during winter months.
- Gritting & Clearance: Carried out before school opens and monitored throughout the day.
- Access Restrictions: Unsafe areas will be cordoned off and clearly signed.

- Transport: Liaise with local transport providers for school buses.
- Remote Learning: If closure occurs, online learning will be activated.

#### 6. Communication

Decisions on closure or delayed opening will be communicated via:

- School website
- Text/email alerts
- Class Dojo

#### 7. Review

Policy reviewed annually by SLT and Governors.

# Snow & Ice Risk Assessment

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**Date of Assessment:** 5<sup>th</sup> January 2026

**Assessor Name:** Hayley Wycherley and Kirk Hewitt

**Location:** Timbertree Academy, Valley Road, Cradley Heath.

## Hazard Identification and Control Measures

Use the table below to identify hazards, assess risk, and outline control measures.

| Hazard                | Risk Rating<br>(Low/Med/High) | Control Measures  | Responsible Person       |
|-----------------------|-------------------------------|---|--------------------------|
| Slips trips and falls | H                             | <ul style="list-style-type: none"><li>• The Headteacher monitors local weather conditions.</li><li>• Salt/grit is stored by the Site Manager in the grit bin provided.</li><li>• Protective clothing e.g. gloves to be worn when handling.</li><li>• All outdoor pathways, wherever possible, are cleared and gritted by the Site Manager.</li><li>• The clearance of access and exit routes, emergency routes, assembly points are prioritised.</li><li>• The Site Manager regularly inspects all commonly used areas of the school premises to assess if further action is necessary.</li></ul> | Headteacher/Site Manager |

|                             |   |   |                          |
|-----------------------------|---|---|--------------------------|
|                             |   | <ul style="list-style-type: none"> <li>• Access to areas deemed to be unsafe, even after cleaning, is restricted.</li> <li>• Pupils are kept indoors at breaktime and lunchtime when the outdoor playground is deemed to be too slippery and parents are informed via Class Dojo not to access the playground when collecting their children.</li> <li>• Wet floor signs will be displayed where water from shoes or clothes is brought inside the building.</li> </ul>   |                          |
| Clearance of Ice and Snow   | M | <ul style="list-style-type: none"> <li>• There are sufficient resources to complete clearance of ice and snow, such as grit equipment and shovels.</li> <li>• Members of staff undertaking clearance are physically able to do so.</li> <li>• Where possible, salt spreaders are used to distribute grit and de-icing salts.</li> <li>• Lone working is avoided where possible.</li> </ul>  | Site Manager             |
| Manual Handling             | M | <ul style="list-style-type: none"> <li>• Any equipment used for clearance, such as shovels, are not overloaded.</li> <li>• Training in appropriate manual handling is provided to all members of staff responsible for clearance and gritting via Flick Learning.</li> <li>• Appropriate footwear is worn by members of staff responsible for clearance and gritting when undertaking these duties.</li> <li>• Manual handling of bags of grit is avoided where possible and wheelbarrows and grit spreaders are available.</li> <li>• Any aids used to carry grit are not overfilled</li> <li>• Snow is moved at the minimal amount required to avoid excessive twisting, loading or carrying of heavy loads.</li> </ul> | Site Manager/Site Team   |
| Vehicles and Transportation | M | <ul style="list-style-type: none"> <li>• Access and egress routes for vehicles to and from school are well lit</li> <li>• Where possible, staff members are advised to ensure it is safe for them to travel to work or to consider whether other means of transport is more appropriate</li> </ul>  | Site Manager/Headteacher |

|                                 |   |   |              |
|---------------------------------|---|---|--------------|
|                                 |   | <ul style="list-style-type: none"> <li>Parents are informed via Class Dojo or text message to take extra caution when dropping their child off at school.</li> </ul>  |              |
| Disruption of school activities | M | <ul style="list-style-type: none"> <li>Where limited numbers of staff are able to get to school, classes may be merged where appropriate in order to continue pupils learning.</li> </ul>   | Headteacher  |
| Building entrances and exits    | L | <ul style="list-style-type: none"> <li>Non-slip, water absorbent mats are provided at entrances to the school building</li> <li>The mats are maintained by the Site Manager</li> <li>Staff and pupils are reminded to wipe their feet on the mats before entering the building</li> </ul> | Site Manager |

## Snow Clearance Duties Checklist

Use this checklist at the start of the day, during the school day (as conditions change), and before dismissal. Tick or initial each item when complete.

| Task  | Time Completed | Initials |
|---|----------------|----------|
| Check latest Met Office warnings and local travel updates; confirm decision to open/partially open/close.                                     |                |          |
| Conduct a site walk-through to identify icy or blocked areas; update site plan with safe routes.  |                |          |
| Prioritise gritting of: main pedestrian entrances, pathways, staff/visitor car parks, drop-off/pick-up zones, fire exits and assembly points. |                |          |
| Apply rock salt/grit to priority routes (pre-opening), reapply as required during the day.  |                |          |
| Clear snow from steps, ramps and accessible routes; ensure handrails are usable.  |                |          |
| Place temporary signage/barriers to mark closed or hazardous areas; update route maps.  |                |          |

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| Check internal entrance lobbies for wet floors; place mats and “Wet Floor” signs; arrange regular mopping.       |  |  |
| Verify boilers/heating are operating and indoor temperatures are reasonable; report faults immediately.          |  |  |
| Ensure external lighting is on/timers adjusted for dark conditions during arrival/dismissal.                     |  |  |
| Brief staff on safe routes, pupil movement, and any timetable adjustments.                                       |  |  |
| Coordinate with transport providers regarding bus safety/route changes; supervise vehicle movements in car park. |  |  |
| Record gritting and clearance times, materials used, and areas treated.  |  |  |
| Monitor conditions at break/lunch; decide indoor breaks if surfaces remain unsafe.                               |  |  |
| Review vulnerable pupil needs (SEND/medical); adapt access routes and supervision accordingly.                   |  |  |

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| Update parents/carers via text/app/website on any changes to access, pick-up points, or partial closure. |  |  |
| Before dismissal: re-grit key routes, confirm safe egress, and adjust staggered pick-up if needed.       |  |  |
| After-hours: reassess site, secure closed areas, replenish salt/grit stock, and log outstanding issues.  |  |  |

### Additional Notes

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