



**The Kassia Academy**

Part of **KINGS ACADEMY TRUST**

# **WINTER GRITTING POLICY**

**Last reviewed:**

**Sept 2024**

**Next review due by:**

**Sept 2025**

*We do things differently.....*

# **H. E. R. E**

**HIGH STANDARDS    EMPATHY    RESILIENCE    EMOTIONAL RESPONSE**

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### Introduction

The school recognises that it has a responsibility to provide employees, pupils and others who enter the premises with a safe environment in which to work and learn.

The Kassia Academy is committed to complying with the requirements of the Health & Safety at Work Act 1974 and other regulations that require, so far as is reasonably practicable, the provision and maintenance of a safe means of access to and egress from the premises.

### Hazard

During the winter, the risk of injury from slips, trips and falls is increased by the presence of snow and ice, especially at the start of the school day, on footpaths and other areas of pedestrian traffic.

### Persons affected

All staff, visitors and pupils

### Risk Rating

Medium -risk of frequent slips & trips resulting in minor injury or occasional risk of major injury

### Existing Control measures

The School has adopted the procedure below in order to control the risk of injury in the presence of ice and snow.

The School has completed a Manual Handling-Winter Gritting Activities Risk Assessment and shared the assessment with the relevant staff.

Gritting that takes place on the school site will be recorded and remedial actions recorded.

The Headteacher will monitor the effectiveness of these procedures and risk assessment throughout the winter season and amend any aspect of it found to be ineffective.

## Winter Gritting Procedure

The school will take the following steps to ensure safe access and egress during inclement weather, when the risk of injury from slip and trip accidents is increased due to snow and ice.

- The school will treat access routes and priority areas the night before if there is good reason to believe that
- local conditions would otherwise be hazardous due to snow and ice. It is acknowledged that the school will not always know beforehand on all occasions.
- That the caretaker will clear, and grit access routes and priority areas identified in the site plan attached as soon as possible on the morning of inclement weather. This will occur, if reasonably practicable, before the arrival of other staff and pupils and keep records of the time and date that they have gritted.
- During the school day, further applications of grit will be applied when required to ensure safe egress from the site at the end of the school day and again records will be kept.
- Whilst every effort will be made to clear snow and ice it must be remembered that individuals have a responsibility for their own safety and that of others. This means being aware of the potential hazards of walking or driving in icy conditions and acting reasonably in the circumstances.
- The school will review the effectiveness of the winter gritting policy before each winter or if circumstances change.

Priority access routes for winter gritting will be:

- Route from the gates (both car park and pedestrian) to the main reception
- Route from the gates (both car park and pedestrian) round onto the yard's/key stage entrances Other

priority areas for winter gritting will be:

- Staff car park
- Playground

## Winter Gritting Record

Record of when priority access routes and other priority routes at the school (as identified in the winter gritting policy) have been treated.

<b>Date:</b>	<b>Time:</b>	<b>Treated by:</b>	<b>Comments/Further Action required</b>


Risk Assessment

RISK ASSESSMENT

The Kassia Academy	Date of Assessment: 01.09.24	Date of next planned review: Sept 25
Name of Assessor: Mrs Colette Heavey	Position of Assessor: School Business Manager	Signature: C Heavey

**Title of Task:** Exceptional weather conditions – snow and ice clearance

Hazard	Persons at Risk	Potential Harm	Existing Control Measures	Risk Rating (H/M/L)	Further Action Required	Residual Risk (H/M/L)
Personal injury to employees	Staff, pupils, visitors and contractors	Personal injury Slips, trips and falls Strains and sprains Hypothermia Salt “burns” Road traffic incident (RTI)	PPE provided and monitored  High visible vest/ jacket  Work should not commence if dark in areas where vehicular access is possible unless high	M	Prior to work on snow and ice local weather conditions are to be monitored for planning purposes by visiting the following websites:  <a href="http://www.metoffice.gov.uk">www.metoffice.gov.uk</a>	M

Hazard	Persons at Risk	Potential Harm	Existing Control Measures	Risk Rating (H/M/L)	Further Action Required	Residual Risk (H/M/L)
			visibility jackets/waistcoats are available. Safety footwear/crampons  Gloves  Wet weather coat and leggings (if available)  <b>Must be worn:</b> - Suitable Footwear Warm Clothing Hat and gloves  Manual Handling Training  Safety information and task instruction to be carried out with each employee prior to each working day.  First aid kits should be available.  Mobile phone should be available. Be aware of low/no signal areas.  Because of the enhanced risk of slip injury lone working		<a href="http://www.bbc.co.uk/weather/">www.bbc.co.uk/weather/</a> The Head Teacher/Business/Site Manager is responsible for deciding whether snow and ice is required to be cleared by: -  Identify areas used by staff/ public/ pupils most likely to be affected by ice, snow e.g. building entrances, emergency exits, car parks, walkways, shortcuts, sloped areas and areas constantly in the shade or wet.  Areas subject to snow clearance can become slippery afterwards. Rock salt or grit should be used to dress cleared areas. N.B. spreading excessive amounts of rock salt/grit can introduce a slip hazard.  Shovels, brushes and rock salt/grit are available.  Grit/ salt bins should be located at strategic areas to avoid long travel distances and filled ahead of any likely poor weather.	

Hazard	Persons at Risk	Potential Harm	Existing Control Measures	Risk Rating (H/M/L)	Further Action Required	Residual Risk (H/M/L)
					<p>Consider the purchase of a grit/salt spreader if large areas are likely to need gritting.</p> <p>Warning cones and safety signs should be used where necessary to restrict access, these should be removed once the hazard has passed.</p> <p>Site conditions to be assessed to ensure safe access and egress is maintained.</p> <p>Assessments will be regularly reviewed, or after any accident / incident.</p> <p>Water trodden into the school should be monitored to ensure that slips do not happen. (Consider the use of mats in entrances)</p>	
Use of equipment	Staff, pupils, visitors and contractors	Personal injury Strains and sprains	<p>Use of equipment e.g. shovels brushes etc.</p> <p>Staff trained/ instructed in manual handling</p>	M	<p>Safety briefing/instruction at the start of each day of work. This must include an update on weather conditions and any special daily arrangements e.g. times of re gritting required.</p>	M

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			<p>Use mechanical equipment where feasible, use by trained staff only.</p> <p>Visually inspect and assess the materials and tools that are being used as to whether they are in good condition, fit for purpose and appropriate for the task in hand.</p>		<p>Extreme weather conditions should be a factor considered in the schools business continuity plan.</p>	
Use of vehicles	Staff, pupils, visitors and contractors	Vehicle damage, personal injury	<p>All drivers to have a valid driving license.</p> <p>Vehicles insured against accident as required by road traffic legislation</p> <p>Vehicles movement to be appropriately managed whilst snow and ice clearance work is being undertaken</p>	M	<p>Head Teachers/Business Managers should check driver's documentation on at least an annual basis or sooner depending on the school's procedures. This information should be recorded as checked for your audit trail.</p> <p>For further information, see Standard Operating Procedure 02 Driving at Work which is available on the My School Services Site.</p> <p>Routes to be restricted to roads already gritted where possible. Park vehicle giving consideration to other road users.</p>	M

Hazard	Persons at Risk	Potential Harm	Existing Control Measures	Risk Rating (H/M/L)	Further Action Required	Residual Risk (H/M/L)
					Use hazard warning lights when practical.	
Working in snow/ice conditions	Staff and contractors	Personal injury	<p>Prior to snow clearance identify any individuals who cannot carry out the task due to medical conditions that could be affected and made worse. i.e. back injury.</p> <p>Anyone suffering from thermal discomfort/fatigue during the task must stop work immediately and go indoors, rest and keep warm.</p> <p>Consider establishing a work Rota to factor in rest/warm periods if clearance work is likely to be extensive.</p>	M	<p>Briefing note has been produced to provide staff with clear guidance on health and safety matters, this note will be kept under review.</p> <p>Limit the time spent on activities if necessarily set a limit to a reasonable duration.</p>	M



## Staff Briefing Note: Clearance of Snow / Ice

You will be given instructions at the start of snow / ice clearing task, which will include an update on the weather conditions and any special requirements.

You will be directed to a work area that has been determined as a priority area for clearance of snow and ice; these are restricted to critical areas to ensure The Kassia Academy can continue to provide a business critical service.

You are required to wear suitable clothing and the following should be worn:

- Suitable/sensible footwear / Wellington boots
- Warm inner clothing
- Waterproof and warm outer coat
- Hat and gloves

You are responsible to ensure you are wearing warm clothing.

You should have been trained/briefed/instructed in manual handling techniques. It is important that you put into practice what you have learnt.

You will be provided with equipment, which may include:

- Lightweight shovel/snow scoop
- Hard bristle brush
- Wheel barrow
- Safety signs and warning cones
- Grit/rock salt

You are responsible for ensuring that you use the equipment safely and give consideration to others i.e. colleagues and members of the public. Remember to ensure your work area is tidy and equipment is not left in areas likely to cause a trip hazard to others.

- Be aware of your surroundings; pay particular attention to your own safety and that of colleagues and members of the public. Remember once you have cleared an area follow through with a spreading of grit / rock salt evenly, this helps ensuring that your work is most

affective.

- If you have an accident - report it immediately to your Line Manager, Head Teacher or the Site Manager.
- Your Line Manager will keep your work activity under review and will ensure reasonable measures are provided to ensure your safety.
- Ensure someone in the team has access to a first aid kit and access to a charged mobile phone with a good signal.

If you require further information, please ask you Line Manager, Headteacher or the Site Manager.