

The Oval School



Gritting Policy

Date Ratified: *e.c. Hayes.*

Signed by: *March 2017*
On behalf of School Governors

Signed by: *R. Chahal*
Headteacher

Review Date: *march 2019*

Statement of intent

At The Oval, we are focussed on ensuring the safety of our pupils and staff.

This Gritting Policy has been created with the aim of ensuring that the appropriate procedures are followed before, during and after snowfall and icy conditions.

The headteacher will make the final decision as to whether the school shuts. In the case of a closure, all parents/carers will be informed by email or text message.

Once the headteacher has decided to open the school, all members of staff will be required to carry out their duties, as outlined in the Gritting Policy.

1. The gritting plan

- 1.1. The Gritting Policy will come into effect during periods of snow and ice, or when snow or ice has been forecast. The policy will also be implemented when temperatures are at zero degrees Celsius or lower, in accordance with the Health and Safety Executive (HSE) guidelines.
- 1.2. Where possible, gritting will be carried out in the early evening, or in the morning before pupils and staff arrive.
- 1.3. Gritting will not take place during heavy rain.
- 1.4. Any plans to grit should be made by taking the latest weather forecasts into account. The headteacher and site manager should keep up-to-date by using the MET Office website and telephone service.

2. Gritting phases

- 2.1. The first phase of gritting will take priority on those areas which are most used by pupils and staff. This includes the main entrance of the school, as well as the following areas:
 - Front of school paths and steps
 - Staff car park – path to entrance door
 - Path from second carpark to school
- 2.2. The second phase of gritting will include areas that are not covered by phase one, but are likely to be used. These include, but are not limited to:
 - Playground and paths leading to it

3. The headteacher

- 3.1. The headteacher will be responsible for ensuring the school is fully stocked with snow clearing equipment, including protective equipment and shovels.
- 3.2. During the autumn term, the headteacher will ensure that the school has an adequate supply of rock salt. This will be in-line with the latest weather forecasts and mid-term predictions. There will also be a reserve in case of extreme weather.
- 3.3. The headteacher will decide which areas of the school are designated 'first phase' and 'second phase' for gritting.
- 3.4. In the case of adverse weather, the headteacher will decide the hours of work of the site manager. The headteacher will also delegate snow/ice clearance duties amongst other staff where appropriate.
- 3.5. It is the duty of the headteacher to make the Gritting Policy available to parents/carers.

- 3.6. At the end of the winter term, the headteacher will conduct a review of the period and apply changes to the policy where necessary. Any changes will be discussed with the site manager.
- 3.7. The site manager will be responsible for ensuring sufficient grit is in stock to meet seasonal demands and to ensure that additional rock salt is ordered when necessary.
- 3.8. The headteacher will be responsible for deciding whether pupils are kept indoors during break times. Any decision will be reported to the staff at the earliest opportunity.

4. The site manager

- 4.1. Before the start of the winter term, the site manager will complete a risk assessment that covers adverse weather and gritting.
- 4.2. The site manager will ensure that the correct areas have been gritted and are safe for pupils and staff. The gritting will be carried out according to the designated phases, outlined in the ['Gritting phases'](#) section of this policy.
- 4.3. All gritting must be done before pupils arrive on the premises. The site manager is responsible for updating the headteacher on the progress they have made.
- 4.4. Any areas that have not been cleared or gritted will be clearly marked or cordoned off, so that pupils do not enter them.
- 4.5. The site manager will ensure that the relevant equipment is used. Any damaged equipment will be reported to the headteacher so that it can be replaced.
- 4.6. All equipment will be stored and catalogued correctly.
- 4.7. The site manager will clear fallen leaves from the designated areas before gritting.
- 4.8. The supply of rock salt will be monitored. If supplies are running low, the headteacher will be notified.
- 4.9. Although paths and roads off the premises are not the school's responsibility, if the site manager feels that conditions are a risk to pupils and staff, the relevant authorities will be contacted.

5. Other members of staff

- 5.1. If a member of staff feels the policy is not being implemented, they will report their concerns to the headteacher.
- 5.2. All members of staff are responsible for the safety of pupils, other staff and themselves.

5.3. Appropriate footwear and clothing will be worn during periods of adverse weather.

5.4. Staff will liaise before the end of the day to discuss an exit plan for pupils. This may include escorting younger pupils to the entrance, where they will be collected by their parents/carers.

6. Parents/carers

6.1. Parents/carers will only use designated areas whilst on the school's premises.

6.2. If the headteacher decides that the school needs to close, parents/carers will be responsible for collecting their children.

6.3. Parents/carers will keep all their contact information up to date. Any changes must be reported immediately.

6.4. Parents/carers will be notified of the appropriate footwear and clothing for adverse weather, and make sure pupils are wearing them.

6.5. During hand over periods, parents/carers will ensure that pupils do not enter undesignated areas. Pupils must also stay off any play equipment during periods of adverse weather.

6.6. Parents will read the newsletter that is sent out in the autumn term. This newsletter outlines the designated areas, along with other safety guidelines.

7. Monitoring and review

7.1. A full review of the Gritting Policy will take place annually. Any changes that have been agreed will be implemented during the next winter term.

