



**Mission Statement**  
 "A Caring Christian Family Where We Grow Together"

## GRITTING PROCEDURE

**Effective Date:** 01/04/2017

**Review Date:** Sept 2025 Annual

Review Date	Signed Head Teacher	Signed Director RCSAT
06/09/2018	<i>J. L. J. J. J.</i>	<i>P. B. B.</i>
11/09/2019	<i>J. L. J. J. J.</i>	<i>P. B. B.</i>
25/09/2020	<i>J. M. Badger</i>	<i>P. B. B.</i>
30/09/2021	<i>J. M. Badger</i>	<i>P. B. B.</i>
30/09/2022	<i>J. M. Badger</i>	<i>P. B. B.</i>
30/09/2023	<i>J. M. Badger</i>	<i>P. B. B.</i>
30/09/2024	<i>J. M. Badger</i>	<i>P. 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**

<b>Area of Responsibility</b>	<b>Person Responsible</b>
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

