**Kingsley Community Primary and Nursery School**



Adverse Weather Plan

Last updated: November 2020

**Contents:**

[The school’s commitment to health and safety](#_The_sSchool’s_)

1. [Policy and procedure](#_Policy_and_procedure)
2. [Adverse weather](#_Adverse_weather)
	* [Low temperatures, snow and ice](#lt)
	* [Hot weather](#ht)
	* [Wind and rain](#wr)
3. [Minimising disruption to education](#_Minimising_disruption_to)
4. [Communication procedure](#_Communication_procedure)
5. [Necessary closures](#_Necessary_closures)
6. [Monitoring and review](#_Monitoring_and_review)
7. Appendix
	* Contacts
	* Gritting Plan

# **The school’s commitment to health and safety**

Kingsley Community Primary and Nursery School is committed to providing pupils, staff and all stakeholders with a safe place to be. We will take the necessary measures to adhere to our statutory duty to protect people from harm. We also value pupils’ learning and want to ensure any severe weather causes minimal disruption to pupils’ routine. As such, we have put this plan in place to ensure the school remains open during adverse weather conditions.

This plan clearly outlines to members of the school community how the school is prepared in the event of adverse weather to ensure everyone remains safe, and the measures we will implement to ensure the continuity of pupils’ education.

Signed by:

 Headteacher Date:

 Chair of governors Date:

# **Policy and procedure**

* 1. This plan has been created in line with the following legislation:
* Health and Safety at Work etc. Act 1974
	1. This plan has been created in line with the following school policies and procedures:
* Health and Safety Policy
* First Aid Policy
* Business Continuity Plan
* Sun Tan Lotion Policy

# Adverse weather

* 1. The headteacher & SMO will be responsible for tracking weather forecasts and weather warnings.
	2. If the Met Office releases a weather warning, the headteacher will assess the severity of it and initiate this plan where necessary.
	3. The headteacher will access weather warning information by using the [Met Office’s website](https://www.metoffice.gov.uk/weather/warnings-and-advice/uk-warnings#?date=2019-11-01).
	4. The admin officer will be responsible for monitoring traffic reports and taking action where relevant.
	5. We will take all reasonable steps to ensure pupils’ learning is not affected by adverse weather. Cost will not be a factor for the school to avoid taking reasonable steps unless the cost is disproportionately expensive.

**Low temperatures, snow and ice**

* 1. The indoor temperate of the school will be reasonable. “Reasonable” is any temperature between 18˚C - 22 ˚C.
	2. There are thermometers located throughout the school and readings are taken from four thermometers to calculate an average temperature. Temperatures are taken regularly throughout the day by the site manager or department lead. If the average temperature falls below what is reasonable, we will implement additional control measures to bring the temperatures back to reasonable limits.
	3. Portable heaters and additional insulative measures, e.g. blinds and windows being closed, will be used to get the temperature back to a reasonable limit.
	4. The SMO will carry out a risk assessment before using portable heaters.
	5. The following control measures will be implemented when using portable heaters:
* The heaters will not be left unattended whilst switched on
* The heaters will be located near a plug so there is less risk of people tripping up over the wire
* The heater will remain stationary when in use
* The heater will not be used to dry things
* Only staff can use the heater
	1. The SMO will place warning signs where floors have become icy or slippery.
	2. All access routes will be cleared and gritted, wherever possible. (see gritting plan in appendix)
	3. Parents will be informed via Teachers2parents about any restricted access to the school site.
	4. The SMO will assess the condition of outdoor play areas and ensure they are safe to use. If they are unsafe, the SMO will close off the area.
	5. Non-slip mats will be placed on hard floors to avoid accidents.
	6. The head teacher or deputy will assess the outdoor temperature and if it is below 10 ˚C then pupils will stay indoors for breaktime and lunchtime.

**Hot weather**

* 1. Hot weather can cause people to become dehydrated, dizzy or lightheaded. In more severe cases, this can lead to heat cramps, fitting, heatstroke or collapse. To prevent this, we will take reasonable steps to ensure that the school remains a comfortable temperature at all times (in accordance with 2.4 of this plan).
	2. The school has natural ventilation systems in place
	3. All windows have blinds that can be closed fully to allow for shade to be created, where necessary.
	4. Electric fans will be used, where necessary, to regulate the temperature of rooms where natural ventilation is either not in place or is insufficient.
	5. Pupils will be informed to keep away from fans when they are in use.
	6. There will be a relaxed dress code where outdoor temperatures exceed 18˚C.
	7. Lessons and activities will be adapted where necessary to ensure pupils or staff are not overexerted.
	8. The headteacher will advise parents to ensure their children are suitably equipped for the hot weather. This includes, wearing sunscreen, hats and sunglasses. (see Sun Tan Lotion Policy)
	9. Water will be freely available and staff will ensure pupils remain hydrated throughout the day.

**Wind and rain**

* 1. The headteacher and SMO will assess the forecast and any weather warnings and ensure the school site is secure before pupils enter the school.
	2. The SMO will ensure any items that are not secured to the ground are secure or brought inside, e.g. basketball hoops.
	3. Pupils will not go outside during break and lunchtimes during extreme wind and rain.
	4. The SMO will ensure the school buildings are in good repair before and after extreme wind and rain.
	5. Parents will be informed of any risk of flooding surrounding the school grounds via Teachers2Parents
	6. The school playing fields will be out of bounds during extreme wind and rain.
	7. Pupils will wear their waterproof coats at all times when outside during wind and rain.

# **Minimising disruption to education**

* 1. We will adhere to our duty of care by ensuring the school remains safe and secure during times of adverse weather.
	2. We will implement this plan in line with the Business Continuity Plan.
	3. The head teacher and SMO will carry out necessary risk assessments for ensuring it is safe for the school to remain open during adverse weather.
	4. The SMO will assess the school site and inform the headteacher at 7.00am of the state of the site to help inform decision making.
	5. The decision to close the school lies with the **headteacher or deputy**; however, this is deemed as a last resort and the school will take all reasonable steps to ensure continuity of education.
	6. Access roads and pathways will be cleared and (where relevant) gritted by the SMO. The condition of all access routes will be reported back to the headteacher and if they are impassable, the school may have to close.
	7. If the weather makes it difficult for staff to come into work, they will contact the headteacher or deputy, by telephone, to explain the situation.
	8. Staff are expected to make every reasonable effort to get into work without risking their safety.
	9. Parents who are unable to get their child to school will contact the school office and explain the situation.
	10. Parents must make all reasonable efforts to get their child to school if it remains open without risking their safety.
	11. Where the school site is damaged due to adverse weather, the following plan will be implemented to ensure the school can remain open.

|  |
| --- |
| **Loss of property** |
| **Disruption** | **Response** |
|
| Complete loss of the site | * Arrangements will be made between other local schools where there is capacity to accommodate additional pupils.
* Off-site activities, e.g. physical activities and school trips, will be arranged.
 |
| Partial loss of the site | * The headteacher will arrange the use of alternative on-site buildings.
* The headteacher will liaise with neighbouring schools and the LA to arrange the use of off-site facilities, if available.
 |
| Temporary loss of the premises (e.g. utility failure) | * Remote learning and off-site activities, e.g. Transfer to our Teams platform or physical activities and school trips, will be arranged.
 |

* 1. Where the loss of property presents a risk to the school community, the school will consider closing.
	2. Where staff are unable to attend work due to adverse weather, or services have been damaged making it difficult to do their normal job, the following plan will be implemented.

**[The provisions within this table are good practice guidance and schools need to include any school-specific procedures.]**

|  |
| --- |
| **Loss of workforce or services** |
| **Disruption** | **Response** |
|
| Loss of staff  | * Alternative teaching arrangements are made eg Remote teaching through Teams
* Temporary staff are called upon.
* Staff substitute for absent colleagues.
* Pre-prepared teaching materials and cover work are used.
* Non-critical activities are suspended and rearranged for a later date.
* Where possible, classes are merged on a temporary basis.
* The headteacher implements any mutual support agreements made with other schools.
* The headteacher will consider school closure as a last resort if a substantial number of staff are unable to attend.
 |
| Failure of ICT systems and loss of data | * Staff rely on back-up paper systems.
* The school uses the back-up server.
* The school has a list of disaster recovery contacts they connect with if there is a risk of data loss or system failure.
* The school backs up data on a secure external network.
* Any data breach is reported to the ICO, within 72 hours, where necessary.
* Data subjects are notified where necessary.
 |
| Loss of gas and electricity  | * The SMO distributes additional portable heaters in classrooms and communal areas.
* The SMO communicates with the school’s suppliers for information on when services will be working, how long the delays may be and any recommendations they have for the school.
* The bursar liaises with insurance providers.
* Mutual support agreements with other schools are implemented.
* If loss of gas or electricity is significant and will not be recovered for an extended period of time, the headteacher considers closing the school.
 |
| Loss of water  | * The SMO communicates with the school’s suppliers for information.
* The bursar liaises with insurance providers.
* Mutual support agreements with other schools are implemented.
* If water loss is significant and will not be recovered for an extended period of time, the headteacher will consider closing the school.
 |

* 1. We will also instigate the following **initial response plan** in the event of any adverse weather, in line with the Business Continuity Plan, to ensure the school can remain open and disruption to education can be minimised.

**Initial response**

|  |  |
| --- | --- |
| **Requirement** | **Action to take** |
| Assess the severity of the situation | * Determine:
* The situation.
* The impact on pupils and staff.
* The scale, severity, duration and impact of the situation.
* Disseminate information to staff and necessary stakeholders.
* Call the emergency services if necessary.
* Evacuate the school building if necessary – this must be a last resort.
 |
| Nominate individuals to carry out essential roles | * Allocate tasks amongst the SLT, including for:
	+ Business continuity
	+ Communications
	+ Log-keeping
	+ Media management
	+ Resources
	+ Welfare
* Ensure staff are clear about their responsibilities.
* Establish the location and frequency of meetings to discuss updates to the situation.
 |
| Inform all other staff of the situation | * Contact the coordinating response team.
* Contact the operational response team.
* Inform all other staff and governors as appropriate.
 |
| Consider how the situation affects extended services | * Liaise with extended services as necessary.
* Inform parents if there is any change in schedule via Teachers2 Parents
 |
| Maintain a log of any injuries sustained to pupils, staff or visitors  | * Ensure the log is kept up-to-date on cPOMS
* Provide the log to the emergency services where required.
 |
| Contact parents | * Use email and Teachers2Paqrents to keep in contact with parents.
* Ensure parents are contacted if the school has to be closed early or for the full day.
* Ensure after a period of closure, parents are made aware of the school reopening.
 |
| Account for absences  | * Ensure registers are taken of staff and pupils during adverse weather.
* Ensure there are suitable phone lines open to take calls for absence in the school office.
* Mark any pupil absence occurring as a result of adverse weather should be marked in the register as ‘Y’.
* Use the school facebook and email to report on the state of the school, whether it remains open, safe access routes and how parents will be informed if the school has to close.
 |
| Establish arrangements to meet the needs of pupils | * Identify pupils who may require additional support in adverse weather and ensure provisions are in place to assist them where necessary (vulnerable pupils register)
* Pupils who may need additional help include:
* Those with SEND.
* Those with other medical needs.
* Those with personal emergency evacuation plans.
 |
| In the event of the school closing, develop a brief media statement | * The headteacher should report on the school closure on local media to help inform parents.
* A statement on the school’s opening should be made after a period of closure.
 |

# **Communication procedure**

* 1. The headteacher will keep parents up-to-date with the condition of the school via methods outlined in [section 3](#_Remaining_open_in) of this plan.
	2. The headteacher will release a statement of the school website, local media and on social media regarding the school’s condition and whether it remains open.
	3. Staff are aware that they should contact the Head or Deputy if they are unable to attend school due to adverse weather.
	4. The head teacher will email and text all staff to communicate the condition of the school to them.
	5. If there is no news on the school website, social media or local media, staff, parents and other stakeholders should assume this means the school remains open with no problems.

# **Necessary closures**

* 1. We will consider closing the school as a last resort – this decision will be made by the headteacher.
	2. We will not jeopardise the safety and security of our staff or pupils and will close the school if keeping it open will put our school community at risk.
	3. If the school needs to be closed, we will follow the procedure outlined in [section 3](#_Remaining_open_in) of this plan and the procedures in our Business Continuity Plan.
	4. If the weather conditions rapidly deteriorate during the school day, the headteacher will assess the safety of the site and contact parents if pupils need to be collected early.
	5. The SLT will be responsible for ensuring the school has been evacuated and the site is secure in the event of the early closure of the school.

# **Monitoring and review**

* 1. The effectiveness of this plan will be monitored by the headteacher, and any necessary amendments will be made during review.
	2. If an incident occurs during adverse weather that the school was not prepared for, the headteacher will review this plan and update it accordingly.
	3. All updates will be communicated to relevant stakeholders.
	4. If no significant changes occur, the plan will be reviewed four yearly. The next scheduled review is Autumn term 2024

**Appendix 1**

**Useful Contacts**

|  |  |
| --- | --- |
|  |  |
| **School closures** | **incidentreporting@cheshirewestandchester.gov.uk** |
| **Weather updates** | <http://www.metoffice.gov.uk/public/weather/warnings/#?tab=warnings&regionName=nw> |
| **Cold Weather plan** | <https://www.gov.uk/government/publications/cold-weather-plan-cwp-for-england> |
| **LA communications** | anne.wood@cheshirewestandchester.gov.uk |
|  |  |

**Appendix 2**

**Gritting Plan**

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 foot paths 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.

Further action required

The head teacher will monitor the effectiveness of these procedures throughout the winter season (in line with the procedures in the AWP) 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 acknowledge that the school will not always know beforehand on all occasions.

• That the SMO 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.

• 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.

• 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 plan before each winter or if circumstances change.

Priority access routes for winter gritting will be (until Covid measures are removed)

* Route from staff and visitor car park to staff entrance
* Route from Middle Lane to the main gates to all external entrance doors
* Hollow Lane car park, up to the entrances
* Year 5 and 6 entrance on Middle Lane
* Pupil entrances and paths

Other priority areas for winter gritting will be

* Playground
* Steps
* Ramps, including those for people with accessibility problems