

SOUTH HOLDERNESS TECHNOLOGY COLLEGE

Snow and Ice Policy and Procedures

1. Purpose

To provide staff students and visitors with a clear statement of the measures that will be taken by SHTC in the event of snow and ice conditions occurring on the college grounds.

2. Introduction

The college is open for teaching and community use during the day and up to 9pm in the evenings, and weekends until 4.30pm, if we have heavy snow or ice at the weekends, all games will then be cancelled as a safety precaution, depending on the severity of the weather.

The site team is responsible for the car parks, roads and footpaths around the college, although the site team is responsible for all these external areas, it is unreasonable to expect the entire site to be kept free of snow and ice. There are practical limitations to the service that can be provided during extreme weather conditions but efforts will be made to ensure that key areas are gritted and made safe for pedestrians primarily and, if resources are available, then this will be extended initially to roadways and lastly to car parks across the college site.

Priority will always be given to pedestrian areas.

3. Decision-making

In very severe weather conditions, the Site Manager and Site Team will supply the Head Teacher/Business Manager with regular updates to allow timely decisions to be made concerning the limiting or closing of any services or facilities.

Overall control of day-to-day decisions on resources within the college will be by the Head Teacher. The Site Manager will be responsible for work prioritisation and staff organisation, making available suitable equipment and materials, stock check materials and order as necessary to ensure cover seven days a week if necessary.

The rest of the Managers within the college will provide available resources as necessary or when asked.

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4. Details of areas to be gritted in event of snow/ice

4.1. Priority 1

The following areas of the college will be gritted by 8.00am 5 days a week:-

- Pathways to reception will be our highest priority.
- From the front of school gates and from, coach and car parks to various entries/exits.
- To create safe walkways on the main playground in-between upper and lower school.
- Path behind house which is used by students walking to college.

4.2. Priority 2

- 3G pathways to and from college:- Estimated time of completion 09.00am
- All entrances will be gritted:- Estimated time of completion 09.00am

4.3.

The car parks are mainly left untreated as are the more remote footpaths around the site. Individuals have a responsibility for their own safety and should exercise care when negotiating these areas of the college in icy weather.

If there are prolonged periods of snowfall and the car parks are particularly treacherous, then the site team may be asked to grit the car parks using a road going gritting machine.

Failing this an external contractor may be asked to grit the car parks using a road going gritting vehicle.

4.4 Emergency Exits

In cases of severe weather all emergency exits will be cleared of snow and remain accessible.

4.5 Disabled Parking Bays

All of the Disabled Parking Bays in the vicinity of main reception will be cleared of snow and ice.

4.6 Snow and Ice Procedure

If bad weather is imminent, the Site Manager or Senior Site Supervisor will make a decision to grit the college. This may be done by asking staff to stay after their normal working day finishes or to come in early prior to their normal starting time.

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If unexpected bad weather arrives overnight, or at weekends, the member of site staff on duty shall phone the Site Manager or Senior Site Supervisor for further instructions, whether it is to provide more safe pathways or cancel all activities on site.

4.7. Environmental Conditions

The environmental conditions, either current or predicted, can be categorised as follows:-

Category 1 - Heavy snow, complete coverage of all surfaces, freezing conditions.

Category 2 - Heavy snow, complete coverage of all surfaces.

Category 3 - Snow, light coverage, freezing conditions.

Category 4 - Heavy frost, all surfaces frozen.

Category 5 - Light frost

In the case of Categories **1 – 2**, all site staff should be alerted by the Site Manager and will be expected to give assistance in the operation under the direction of the Site Manager or Senior Site Supervisor, this may involve coming back into work when you are off to resolve a problem regarding extreme weather.

In the case of Categories **3 to 5**, Site staff should be able to deal with the situation unless otherwise requested by the Site Manager.

In all cases, when the operation is underway the Site Manager will update the Head Teacher/Business Manager at regular intervals as to the situation and progress.

Assessments will be made by the Site Manager throughout the operation and teams will only be disbanded when it is deemed that the situation has been dealt with and that the college is in a safe condition. In the case of prolonged bad weather, the Site Manager and Head Teacher will meet to discuss plans for the following day(s) and teaching staff will be informed accordingly.

An assessment will be made as to the category of the situation at the beginning of each day by the Site Manager or Senior Site Supervisor.

4.8. Rock Salt

100 bags of rock salt will be kept in stock on site at any one time to deal with normal winter conditions. However, in cases of extreme weather, a supplier should be on standby for extra supplies at short notice if needed

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If extreme weather is forecast, the Site Manager may in advance hold extra materials on site if deemed sensible and necessary.

Procedures for clearing snow and salt distribution are outlined below.

4.9. Snow Clearance

Under normal weather conditions, a light covering of snow will be dispersed by spreading salt. However, if the snow is deep, then it will need to be cleared away before the salt procedure can begin. This should be done with snow shovels that will be located in the caretaker's compound. The routes to be cleared as priority are highlighted on the college plan held in the Site Managers Office, Senior Site Supervisors office and on the web, (See plan attached to this policy).

When clearing snow, it is impractical to clear the whole path or road. On the pathways, at least 1m wide should be cleared and, on roads, bends and junctions should be given priority. The moving traffic will do a good job in transferring the salt onto the rest of the surface. The stopping of traffic flow should be avoided unless deemed too dangerous to continue.

6. Methods for Salt Distribution

6.1. Method 1: Spreading by hand

This is done by filling a bucket with rock salt and spreading on pathways with a trowel or scoop.

To avoid an uneven spread, salt should be thrown from about waist height with an underarm bowling action. If it is spread by flicking it, it can end up in spots without clearing a good amount of the surface.

Spreading salt with bare hands should be avoided even if wearing gloves. Although rock salt is non toxic, it is very abrasive and will damage skin.

In extreme weather bags of salt should be dropped at various places around the college by tractor and trailer, all members of staff will be made aware of the nearest point in their designated area, site staff can be contacted by radio if the supply runs out, in not so extreme weather the bags of salt are held in the groundsman's shed.

Site Staff must be aware that bags of salt are heavy to handle, so safe lifting and handling procedures should be used. Salt bags will be opened with a knife by site staff only.

7. Method 2: Use of a Mechanical Spreader

This can be done by a pedestrian spreader or a tractor-mounted spreader.

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7.1. Pedestrian Spreader

To operate, fill hopper with rock salt; open the shutter and push if the salt stops running; close shutter and shake hopper; re-open shutter and continue repeat procedure until area is complete. This should only be used on small areas.

7.2. Tractor-mounted Spreader

This should only be used by a suitably trained person. The principle and procedure are the same as above but on a larger scale. This should only be used on roads and car parks. The Grounds staff will be trained in this operation.

8. Materials used

Standard rock salt is used on roads and pathways and works sufficiently well in this situation.

A non salt-based material is used on the wooden decking to avoid rotting the wood.

Also a point to remember - rock salt will quickly rot or make rusty all the tools and equipment used so it is important to clean tools properly before storing.

Materials and manual equipment can be located in the groundsman's shed. Plan held in the Site Managers Office. A key to open the shed in the absence of the Groundsman, will be held by all site staff.

Low salt stock should be reported to the Site Manager.

9. Protective clothing

Gloves and wet weather gear should be worn where possible, although if manually spreading salt, it is quite possible to get very hot. Please ensure you put clothing back on when you stop moving.

Protective safety footwear must be worn at all times i.e. (Safety Wellington Boots).

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Dear Parent / Carer

ADVERSE WEATHER ARRANGEMENTS – REMINDER

I am writing to remind all parents/carers of the procedure when we have adverse weather:

AFTER OVERNIGHT ADVERSE WEATHER:

- 1. Please listen to Radio Humberside from 7.00am. Any closure information will be broadcast by Radio Humberside shortly after 7.00am. We will also inform Radio Humberside of any bus problems.**
- 2. Check the Website:**
We will put a message on the website confirming arrangements for each day.
- 3. Please:**
Assume that the college is open as normal unless Radio Humberside announce otherwise.

ADVERSE WEATHER DURING THE DAY:

The only reason the college occasionally has to close early due to adverse weather is when the bus companies confirm that they will not be able to travel at the normal time.

If this happens, the college will:

- 1) Inform Radio Humberside (they will announce it asap).
- 2) Allow students to use mobile phones to phone/text parents/carers to let them know about the early closure.

In addition we will send an email and/or text via 'Schoolcomms'.

The most reliable systems for communication at short notice are:

- 1) Radio Humberside**
- 2) Website (www.shtc.org.uk)**
- 3) Your child phoning/texting you from their own mobile phone.**

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YOUR CHILD'S OPTIONS:

If there is any early closure, your child should either:

- Catch the bus they normally catch
- OR
- Walk home if they normally do so
- OR
- If for any reason they cannot get home (or cannot get in at home), report to the HALL for supervision and information until they can be collected.

PLEASE:

a) Make it clear to your child which of the three possibilities you expect them to choose;

b) Make it clear that they should **NOT** go off to a friend's house unless you have agreed this.

The college will **always** supervise any students who cannot get home for **any** reason at the muster point in the Hall. We will help with contacting home and will supervise students until parents/carers can collect them.

Any closure is always a last resort and it is our intention to stay open whenever possible.

If you have any queries, please do not hesitate to contact me.

Yours sincerely

Mrs E Croft
Headteacher

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