

## SEVERE WEATHER PLAN

Please use in conjunction with the E.A.S.E.E. Emergency Advice & Support for Education Establishments Document and Guidance on Closing the School document

<b>School:-</b>	COTEN END PRIMARY SCHOOL
<b>Head Teacher :-</b>	Sarah Sheepy
<b>Date plan produced:-</b>	October 2018
<b>What procedures are in place if the temperature falls below 16 degrees Celsius (minimum temperature in the workplace) due to heating system failure, power disruption etc?</b>	
<ul style="list-style-type: none"> <li>• Short term and temporary arrangements would include putting on additional clothing, additional breaks for the first two hours of school day to allow children to move around and warm up.</li> <li>• Heating system failure:             <ul style="list-style-type: none"> <li>▪ Inform Hotline</li> <li>▪ Short term children put on coats, if heating failure is at the start of the day consider if it is possible to continue for the rest of the day or to close early after lunch. If later in the day is it feasible to continue to the end of the school day and just cancel after school clubs. There are no other methods to heat the school.</li> <li>▪ If school sends children home due to lack of heating teaching, teaching support and office staff will be sent home with pay. Premises staff may be required to stay or come before other staff to ensure site safety.</li> </ul> </li> <li>• Power disruption             <ul style="list-style-type: none"> <li>▪ Continue with school day without IT or electric power</li> <li>▪ If longer term work with the utility company to gauge the potential length of power disruption and make a decision based on that.</li> </ul> </li> <li>• Arrangements for a prolonged period will be made on a case by case basis and will include how long the school will wait before making a decision to close school, sending staff home with pay, allowing staff to work from home etc.</li> </ul>	
<b>List what additional measures are in place for staff working outside in extreme winter conditions e.g. Site Manager, Caretaker, lunch time supervisors etc.</b>	
<ul style="list-style-type: none"> <li>• The footpaths and Year 3 playground are to be cleared and are required for access to the school and emergency evacuation. It is not possible to clear the entire site.</li> <li>• Wet and bad weather lunch time arrangements would be in place.</li> <li>• Caretakers are issued with bad weather clothing including thermal gloves, hats and wet weather gear.</li> <li>• Caretakers are supported by other premises staff and priority is given to site clearance.</li> </ul>	
<b>Who is responsible for monitoring weather conditions and making the decision to close the school early and release pupils/staff?</b>	
Head Teacher or in her absence Deputy Head or Assistant Head	

**What arrangements are in place to contact staff if school is to be closed and/or they are not expected to come to work?**

Staff will be texted or emailed by Head Teacher, Head Teacher's PA or their phase leader

**What are staff expected to do in bad weather conditions?**

- Unless directed by Head Teacher not to travel, staff are expected to make reasonable efforts to attend work without taking any personal risk.
- Staff should heed any travel warning issued by police.
- In bad weather staff should, wherever there is prior indication of bad weather, ensure they:-
  - Take with them any work that can reasonably be done at home.
  - Notify the Head Teacher, Head's PA or Business Manager as soon as possible if attendance at work is going to be difficult (include any arrangements for staff, who are parents, if local schools close and they have no alternative means of childcare.).
  - Make clear they are willing to work at some other convenient location (if applicable).
- Where staff have shown a proper degree of commitment they will be paid as normal where bad weather genuinely prevents attendance at work.
- Staff will be encouraged to wear sensible footwear with good tread for walking outside.

**Are there any additional arrangements in place due to bad weather conditions?**

- Parents will be contacted by text early enough to make alternative arrangements if the school is to be closed. Information will be put on the school app and website.
- All peripatetic staff and after school club services will be advised to follow the app and website for information on school closure.
- Warwickshire County Council provide a text service to alert people to school closures. People can sign up at <https://www.warwickshire.gov.uk/schoolclosures>
- In severe cold or snowy conditions access to outside play could be restricted. Some after school clubs will be cancelled if bad weather is anticipated and parents notified in good time.
- If the school opens in snowy weather the snow plan will be activated restricting the entrances used for dropping and collecting children. (See Appendix 1)
- Although the school is not in a flood zone the front drive could potentially be blocked by flooding in Coten End. The weather and flood warnings would be monitored. If school access is deemed to be at risk from flooding then the decision to delay opening or closing early would be taken.
- The Severe Weather Plan including winter gritting Risk Assessment will be found on OneDrive with other Health and Safety documents.

**What arrangements are in place if the school is without first aiders due to bad weather?**

- There are a significant number of trained first aid staff in school, several live locally and would expect to be in school if it is opened with reduced staff. The school is in the vicinity of Warwick Hospital.

**What procedures are in place to prevent additional slip, trip and fall hazards due to bad weather conditions?**

- The Premises staff are responsible for gritting and clearing areas. In conjunction with the Business Manager they ensure an adequate store of grit

Areas that require gritting, (See Appendix 1 for areas to be kept clear during heavy snow)

- Car park
  - Building entrance areas,
  - External walkways and steps
- These will be gritted for the start and end of each day. Regular checks are made through the day especially before breaks and lunchtime to ensure the areas are safe.
  - The lower school and upper school playground will not be cleared of heavy snow and will not be in use on those occasions. The Year 3 playground will be cleared to enable access to the school and for a muster point for emergency evacuations.
  - The Head Teacher or Deputy, after consultation with premises staff, are responsible for making the decision to allow pupils to go outdoors at break and lunchtimes. This will include assessing the use of outdoor play equipment. Staff on duty will ensure that this equipment will not be used if it is deemed unsafe.

**APPENDIX 1 – RESTRICTED ENTRANCES IN SNOWY WEATHER**

