

Broomhill Primary School

Snow Clearance and Gritting Policy and Plan

Date: October 2025

Review: October 2027

Rationale

This policy for snow and ice clearance is based on the simple priority of ensuring the school site remains open yet safe, at all times, for staff, children, parents and visitors throughout periods of inclement weather. The first priority is to ensure access to and from the school site for all school users. This must be done following the basic priority of safety for all users.

This policy is in place to allow a set procedure to be followed, which is initially triggered by the Headteacher making a decision on the safety of opening the school, following a risk assessment that will be carried out in consultation with the school's caretaker. Once triggered, the gritting procedure will be implemented if the school is to remain open to pupils, staff, parents/carers and visitors.

School Closure (including staff responsibilities)

In the event of an emergency school closure due to inclement weather, following a risk assessment by the Headteacher, parents and carers will be contacted by Class Dojo advising them of the operational decision to close the school and staff will be contacted by phone. The Headteacher will also inform Northumberland County Council, who will update the school closures webpage and inform local radio stations. The Headteacher will strive to make the decision as early as possible, taking into consideration local contextual information, such as the full day weather forecast and local road/pavement conditions, as well as wider difficulties, such as staff struggling to get into school for those travelling out of area. By making the decision as early as reasonably possible, the school will help to ensure that staff and parents can be informed prior to making a journey in what is likely to be difficult traffic conditions. On occasions, the decision-making process may be delayed/changed due to severe snow occurring shortly after the decision to open the school has been relayed to staff/parents. In extreme weather, this decision may be delayed if the Headteacher/Senior Teacher cannot travel to the school to assess local conditions.

In the event of an emergency school closure due to inclement weather, or if a member of staff cannot safely travel on a road deemed inaccessible or dangerous, affected staff will be required to work from home. Teaching staff will ensure a package of home learning is uploaded to Class Dojo each day that the school remains closed, with appropriately adapted tasks to ensure the needs of all pupils are met. Feedback on submitted work will only be provided if school is closed for 3 days or longer. Home-learning will be broadly representative of the subject areas and topics covered across a typical school day, ensuring that teaching staff have made their best endeavours to provide high-quality remote learning. Teaching staff will be available to communicate with parents and carers via Class Dojo from 8:30am – 12pm and 1pm to 3:30pm. All staff will be expected to carry out self-directed tasks and/or carry out tasks directed by the Headteacher, such as online professional development, wider reading, curriculum planning, subject leadership responsibilities etc., between 8:30am – 12pm and 1pm to 3:30pm (pro rata) for each day of closure. Staff are responsible for ensuring that they have adequate technology at home prior to the winter season. Throughout the year, teaching staff are required to

save teaching and learning resources and subject leadership resources on the shared drive. PPA time allows staff the time to upload planning and associated resources to the shared drive. This prevents the risk of resources being inaccessible off-site.

Responsibilities:

It is everyone's responsibility to ensure their own safety. This is particularly important when there is a chance that an area may be slippery. It may be possible for paths to have become unsafe during the day when there is no caretaker available to grit the paths. It is therefore very important that extreme care is taken when coming on to the school premises later in the day. The paths along Station Road are outside of the school's responsibility and gritting them puts the school at risk of litigation; if they are dangerous, the Office Manager will alert the Highways department to the situation and request their attention.

Head Teacher

1. Responsible for ensuring that the caretaker has prepared the school for snow and ice.
2. Responsible for arranging caretaker cover to ensure snow and ice clearance is undertaken at the earliest possible time in the event of absence due to illness.
3. Responsible for arranging caretaker duties to ensure snow and ice clearance is continued throughout the day if necessary.
4. Responsible for outlining in this policy (school gritting plan), the prioritisation of routes to be gritted and appropriate access routes to use during bad weather.
5. Responsible for ensuring that the gritting policy is made available to parents and carers via the school website and at the school gates.
6. Responsible for drafting and reviewing the school's' gritting plan every two years or immediately in the event of any changes to the school grounds.

Caretaker

1. Responsible for ensuring the school is fully equipped with appropriate snow clearing and protective equipment, and adequate stocks of rock salt and sand/grit.
2. Responsible for ensuring that equipment provided to clear snow and ice is adequate for the purpose and maintained in a satisfactory condition and supplies of rock salt and sand/grit mix are monitored throughout the winter period and replenished promptly.
3. Responsible for the immediate clearance of snow and ice in designated areas in line with the school gritting plan.
4. Responsible for temporary closing access areas around the school in line with the school gritting plan and displaying the appropriate signs and/or taping off these areas. Records of clearance and access route closures should be kept.
5. Responsible for informing the Headteacher, at the earliest possible time, of inability to journey to school due to road conditions or illness.

Governing Body

1. Responsible for providing sufficient resources to implement the plan.
2. Responsible for monitoring that the school makes its best endeavours to carry out the snow clearance and gritting plan.

Staff

1. Responsible for ensuring they can access Microsoft from home.
2. Responsible for ensuring they have access to resources off-site using the school cloud.
3. Responsible for reporting to the caretaker/Headteacher any situation where the recommended action contained within the gritting plan has not been carried out.
4. Responsible for safeguarding own and colleagues' health and safety in bad weather.
5. Responsible for safeguarding pupils' health and safety in mild snow and/or icy conditions should they risk assess outdoor learning to be appropriate at any point with the school day.
6. Staff should wear footwear/clothing appropriate to the conditions.

Parents

1. Responsible for adhering to the designated, gritted pathways in school.
2. Responsible for collecting their child during the day should conditions worsen.
3. Responsible for ensuring they use the school's communication system, Class Dojo, which is free to access.
4. Responsible for ensuring that the school has their up-to-date telephone numbers in order for telephone calls to be received.
5. Responsible for wearing suitable footwear for the conditions when bringing and collecting children from school.
6. Responsible for ensuring that their child is wearing sensible footwear, including socks or tights, and warm coats according to the conditions.
7. Responsible for supervising their child before and after school and ensuring that children do not play on any ungritted areas outside of the school day (before 8.40am and after 2:45pm (nursery)/3.15pm).

Broomhill Primary School Gritting Plan

Green: Safe Route - If school is open, snow will be cleared from these paths and they will be gritted.

Amber: These areas will be gritted if time allows. These areas will not be gritted in exceptional circumstances and/or extreme weather. Children, parents/carers, staff and visitors must use the green routes unless they are advised that amber routes are gritted and can be used.

Red: These areas will not be gritted by Broomhill Primary School.

NB. It is not practical to grit large areas of ground, therefore if it is thought that playground areas are unsafe due to underfoot condition, they will not be used during the day; these will be coned off. However, should the Headteacher decide that it is safe for the children, they will be permitted to play out during playtime and lunchtime.

At the beginning/end of the day adults collecting children must use the clearly gritted pathways. It may be possible for paths to have become unsafe during the day. It is therefore very important that extreme care is taken when coming on to the school premises later in the day.

The paths along Station Road are outside of the school's responsibility; if they are dangerous, the Office Manager will alert the Highways department to the situation and request their attention. We will urge members of the local community to also alert the Highways department.

