

# Michael Hall

a Steiner Waldorf School

## Snow Closure Policy

<b>Policy Owner</b>	<b>Bursar</b>
<b>Formally endorsed by</b>	<b>SLT</b>
<b>Endorsement Date</b>	<b>January 2019</b>
<b>Next Review Date</b>	<b>January 2020</b>

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## **POLICY STATEMENT**

Michael Hall School is committed to ensuring staff, students, volunteers and contractors enjoy a safe working environment.

### **Roles & responsibilities:**

The Council of Trustees carries responsibility for Health and Safety.

The school SLT oversees the day to day delivery of H&S practice on the school.

The Bursar, supported by the H&S committee, implements H&S practices on behalf of the school SLT.

The H&S advisor provides advice to the Bursar and the H&S committee as required.

The H&S officers facilitate effective planning, risk assessment and safe implementation of all activities involving pupils and all events organised by the school.

All staff are responsible for the detailed adoption and implementation of school Policy in their respective workplaces and ensuring in particular that they follow a safe approach to their working practices.

Workers have responsibilities to take reasonable care of themselves and other people affected by their work activities and to co-operate with their employers in meeting their legal obligations.

Staff have a responsibility for making themselves familiar with and following the school's safety procedures.

The aim of this policy is to:

Reduce unnecessary risks traveling to & from school.

Reduce the risk of accidents in school.

Reduce the risk of pupils & staff becoming stranded due to weather conditions.

It is our intention that the school will be open on all normal school days even when some poor road conditions exist. However, in the event of a heavy snowfall (especially overnight), we cannot guarantee that staff will be able to attend school and a decision to close or restrict school opening may have to be made.

School will be closed for snow only as a last resort when the conditions mean we are not able to provide services or where conditions mean the safety of pupils & other users of the site does not meet reasonable criteria.

The decision to close the site will not be a matter of personal opinion, but based on a fixed set of criteria, & recorded on a case by case basis.

Y/N

Can adequate numbers of teaching staff get to the school to provide lessons?	
Is there a risk pupils may become stranded later in the day?	
Can fire escape routes & assembly points be cleared & maintained in a safe to use condition?	
Are emergency vehicles able to reach & access the school if needed	
Can pedestrian access & egress routes to the site be maintained in a safe to use condition?	
Can vehicle access & egress routes to the site be maintained in a safe to use condition?	
Can classroom temperatures be maintained?	
Are essential deliveries able to get to the school i.e. food supplies?	
Are the school buses able to run - are the road conditions safe for the school busses to operate?	

In the event of snowfall an assessment will be made & the outcome communicated to parents via the school website, via an email and an answerphone message on the main telephone number of 01342 822275 no later than 6.30am.

If the school is to open following snowfall:

The school has a snow recovery plan to clear & maintain essential paths / roads so far as practicably possible.

Grounds & maintenance staff will be concentrated on the essential routes around the site. Only the main entrance to the site will be in service. Secondary routes will not be open.

We will relax our normal high expectations of punctuality and registers may close later than usual. There will be no extra-curricular after-school clubs or staff meetings. Parents who wish to collect their children early due to the road conditions may do so following the normal procedures, by reporting to reception upon arrival to sign out your child / children.

On such days, children's access to the playground & other areas of the site may be restricted. Parents are reminded to ensure their children have warm clothes and suitable footwear in case their journey is disrupted or they are stranded.

Children without appropriate clothing will not be allowed outside.

Parents are reminded that vehicles are brought onto the school premises entirely at the owner's risk. The school accepts no liability for loss or damage to vehicles or contents on the school premises.

Policy issue date: 29/01/19