

# HOLY TRINITY PRIMARY SCHOOL



## ADVERSE WEATHER POLICY

UPDATED October 2019

# **ADVERSE WEATHER POLICY**

## **Procedures used in the decision to close Holy Trinity Primary School in the event of adverse weather conditions.**

Our aim is to avoid, as far as possible, any uncertainty and confusion in the event of possible school closure. We believe that the best way to do this is to communicate as fully as possible with our parents. The school will make all practicable efforts to keep parents informed as to the situation with the school during adverse weather conditions, as we appreciate that such conditions and the uncertainty places very considerable difficulties upon parents.

There are rare occasions when our school will find it necessary to close. These are usually occasions when adverse weather means that the school site is unsafe and poses health and safety risks to the school community.

Our first consideration is always the safety of the children. In adverse weather conditions, the journey to school for some staff may be too hazardous for them to set out and, once here, equally hazardous for them to get home. Health and Safety risk assessments mean that we cannot open the school if there are insufficient staff to properly supervise the children.

A decision to close the school would never be taken lightly and would involve our School Leadership Team.

In the Principal's absence the Vice Principal on site will assume responsibility for making final decisions relating to the Adverse Weather Policy.

### **In the event of adverse weather:**

- A decision will be made, as far as possible, before 8.30am as to whether the school should be open or needs to be closed.
- Parents will be sent a text to one main mobile number. It is the parents responsibility to ensure that the office have your main contact mobile number.
- In the event of closure, the school will send a message to BBC N.I. using a prearranged security code to allow them to broadcast the information to the general public. This information will be on their text service.
- Information of the school closure will be posted on the school website and on the school Twitter Account.
- We advise our parents to listen out for school closure information from local media.
- In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will receive a text, information through SeeSaw and it will also be placed on the website and Twitter.
- In the event of the school grounds being deemed inaccessible, cars may be prevented from using the car parks and children may have to be dropped off at designated areas.
- In the event of snow, some pathways will be cleared and salted. Parents, children and visitors should be aware that pathways, even where cleared, do remain

dangerous. Before and after school class hours, parents are responsible for ensuring that their children do not slide on the school grounds.

- During significant adverse weather conditions parents should bring their children into the school building. Parents may be required to supervise their children in the hall or classroom until staff are available to formally take supervision of the children. They are asked to leave the school immediately as soon as the staff have taken over.
- Parents are asked to take special care when driving in the school grounds in icy conditions.
- If snow is forecast all after school clubs will be cancelled. You will receive information through SeeSaw/ text/Twitter.

### **Preventative action**

Activity	Hazard	Persons at risk	Procedures to be followed
Getting to school	Dangerous travel in extreme conditions	Principal, Staff Parents Pupils	Mrs Boyd will be aware of where all staff live in relation to school and monitor weather conditions in those areas. Mrs Boyd monitors weather conditions from the Met office. If advice gives extreme weather warning or advises only essential travel then the decision will be made to close the school. Staff who live in remote areas will be contacted and advised not to travel.
Travel via known areas of expected road closures or steep gradients	Dangerous travel in extreme conditions	Principal, Staff Parents Pupils	Prior planning by staff for alternate main routes to school. Walking may be reasonable for some staff who live close to the school. Mrs Boyd to decide on what is reasonable based on locality and staff residence.
Decision to close the school.	Danger of persons getting to school and risk of injury	Staff Parents Pupils	If the following staff are unavailable the Principal or Vice Principal will undertake their duties. Mrs Boyd will make the

	whilst in school		<p>decision as early as possible. Mrs Boyd to inform caretakers and text all staff and parents, where numbers are available. Mrs Boyd to attempt to contact EA transport section Mrs Boyd to attempt to contact governors, CCMS and DENI. Mrs Rooney to place information on website and on Exchange. Miss Donnelly to attempt to contact all SEN external staff. Mr Mc Crory to attempt to contact all coaching staff. Mr White to attempt to contact Nursery School and Edit in dinner hall. Mrs Devlin to contact students</p>
Getting the children safely into school	Danger of persons slipping and falling	Principal, Staff Parents Pupils	<p><b>If the following staff are unavailable other staff will be requested to undertake their duties</b></p> <p>Paddy- open school at 6.30 and will start gritting from the side gate to the sliding gate, the front gate up the path to the steps and main entrance. Paddy will grit the car parks in the KS1 area as well as all steps and the turning circle. He will create a path from one gate in the KS1 yard to the main building. He will create a path across the P1 yard and a path around every area in the KS1 area.</p> <p>Tom- Start at 7.00. Open the school building and back gate. He will create a path from the back gate across the yard. He</p>

		<p>will clear a pathway from the sliding gate to the KS2 building. He will grit the top staff car park and the two top car parks beside the main entrance. He will clear all steps in the KS2 area.</p> <p>At 8.30 - Miss Murphy will stand in the top yard and direct children to the KS2 hall. Mrs Boyd will stand at the main car park ensuring parents drive with care and ensuring safe pedestrian access across the KS1 yard. Mrs Rooney to stand in the KS1 yard and ensure children walk safely across the cleared path to the KS1 hall.</p> <p>Mrs Devlin to stand on main path at sliding gate ensuring all children walk up the path and walk across the P1 yard.</p> <p>At 9.00 Mrs Devlin will go to class and Miss Donnelly will take over this position.</p> <p>Mr White to stay at the turning circle ensuring traffic keeps moving.</p> <p>Miss Donnelly to assist in office- answering any queries, ensuring there is cover for classes, ensuring there is a member of staff covering each area of the hall.</p> <p>If the grounds are very dangerous it may be necessary to restrict traffic entering the school, close several of the car parks, place all children in one building until area has been gritted. Mrs Boyd and Mr</p>
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			<p>White to assist children from their cars directing them to the gritted path. Continue to maintain the flow of traffic.</p> <p>Once all children are in class, available SLT will meet at 9.30 and they will take designated areas and walk around checking all key areas have been gritted.</p> <p>Miss Murphy to ensure the entrances to KS2 areas have been mopped and are dry and signage put out</p> <p>Mrs Devlin to ensure the entrances to KS1 areas have been mopped and are dry and signage put out</p> <p>Miss Donnelly to ensure the entrances to LSC and SEN areas have been mopped and are dry.</p> <p>Caretaker to mop assembly halls.</p>
Heavy snowfall whilst children/staff are in school	Children and staff stranded and unable to get home.	Staff, pupils	<p><b>If the following staff are unavailable the Principal /Vice Principal /SEN staff will undertake their duties</b></p> <p>Every effort will be made to send a Text/SeeSaw message to all parents, whose numbers have been updated on SIMS (Mrs Boyd)</p> <p>Mrs Boyd to contact transport re LSC children.</p> <p>LSC assistants to attempt to contact taxi drivers.</p> <p>Message sent via Exchange/AllComms and Placed on website (Mrs Rooney)</p> <p>Message sent to local radio</p>

			<p>stations- Mr White</p> <p>All SLT and available staff to be available to phone parents and contacts and answer queries from staff.</p>
Getting appropriate numbers of staff to open the school	Inadequate supervision	Teachers and pupils	<p>Staff are aware that they must inform Mrs Boyd as soon as they are aware that they are going to be late/absent from school.</p> <p>It will be necessary to put classes together and they will be supervised by any available staff.</p> <p>EA will be contacted and asked not to collect LSC children for school.</p>
Movement within the school grounds	Slips, trips, falls	Staff, pupils, visitors, parents	<p>Every effort will be made to clear a pathway between buildings and ensure steps are clear.</p> <p>Movement will be restricted</p> <ul style="list-style-type: none"> <li>- There will be no break</li> <li>- Children will be asked to keep to the path ways.</li> <li>- It may be necessary to advise children not be sent to the office If this decision is made an assistant will call around the cases and collect the dinner boxes etc.</li> <li>- Classes may be advised not go to PE/ICT/Music etc. Movement outside should be kept to a minimum.</li> <li>- Ensure all children are advised to keep to the cleared pathway on their way to dinners.</li> </ul>

			<ul style="list-style-type: none"> <li>- Children will return to class/hall during the lunch period and will not go to the yards.</li> <li>- Staff in ground floor classrooms should make every attempt to ensure the floors at the entrance to the building are dry.</li> <li>- If areas are particularly bad access to these areas may be restricted.</li> </ul>
Heating and welfare	Cold below permitted work level 16 degrees- No sanitary or drinking water No school dinners	Pupils	Need for constant heat to prevent pipes freezing. Ensure they are maintained. If school has no heating, water or dinners- school will close
			School to be gritted the night before if adverse weather predicted. If weather conditions persist for a period of time, Mrs Boyd to contact the gardeners to access the snow plough

Signed: \_\_\_\_\_(Principal)      Date: \_\_\_\_\_

Signed: \_\_\_\_\_(Chairperson)      Date: \_\_\_\_\_