

<b>Local Procedure Title</b>	<b>Snow and Ice Clearance</b>
<b>Site</b>	<b>Progression House</b>
<b>ECS Policy number and title</b>	<b>H&amp;S 17, 26, 32, 33, 50, 67 Maintenance R.A. 29 Safety, Quality &amp; Compliance –advice on Snow clearance.</b>
<b>Local Procedure reference</b>	<b>36a</b>
<b>Local Procedure date</b>	<b>November 2018</b>
<b>Local Procedure review date</b>	<b>November 2019</b>
<b>Local Procedure Author(s)</b>	<b>H Loomes</b>
<b>Local Procedure Ratification</b>	<b>Checked and Approved by:</b>

### **General statement of policy**

The Priory group and the Principal of the Schools are committed to ensuring a safe and healthy environment including the provision of safe equipment and procedures for all staff, students, visitors, contractors and any other person visiting the site.

This Policy will be reviewed annually by the Health and safety committee / Senior Leadership Team (S.L.T.) and Maintenance

### **Arrangements**

Initial assessment of site accessibility / safety is made by the first member of the team to arrive on site (usually Premises Officer). Contact is then made to the Senior Leadership Team (SLT) to determine the safest way to proceed:-

1. School fully open
2. School open to staff only
3. School closed to all.

If any staff member will be accessing the site that day, snow and ice clearance procedures must be initiated.

Snow and ice clearance will always be undertaken by the Maintenance team BUT only when they are familiar with 'Maintenance Risk assessment 29' – Snow & Ice Clearance and associated policy references along with the Risk management teams guidance on Snow and Ice Clearance (Attached).

### **Process**

A pathway will be cleared from the car park to main school entrance.

The Fire assembly point will be cleared.

All Fire exits and evacuation routes will be cleared.

Conditions and cleared areas will be monitored throughout the day by Maintenance and SLT to ensure that all routes remain safe and clear.

If conditions deteriorate, procedures for Full or Partial closure will be initiated.

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**Specific Responsibilities**

Senior Leadership Team  
Premises Officer

Elizabeth Goss, Hannah Loomes  
Timothy Hughes