

**ST MARY'S BENTWORTH CE PRIMARY SCHOOL**  
**ADVERSE WEATHER CONDITIONS (Ice and Snow) POLICY**

Date of implementation: November 2025

Date of Review: **November 2027**



|   |                                     |
|---|-------------------------------------|
| Ownership: Resources Committee  | Linked to: Health and Safety Policy |
| Review Committee: Resources Committee, Headteacher, Caretaker                             |                                     |
| Communicated to: Staff, Parents, Extended out-of-hours School Providers, Visitors and FGB |                                     |
| Evaluation: (inc links to evidence)   |                                     |

**INTRODUCTION**

In the event of disruption caused by heavy snow or a covering of ice, the prime concern of the school must always be the safety of the pupils and staff.

If heavy snow falls overnight and continues into the following day, parents are asked to observe the following procedures. The decision as to whether or not to send a pupil to school, however, must be at the discretion of the parents, taking into account factors such as local road conditions and the availability of child-care.

Implementation of this Ice and Snow Policy is to be initiated upon notification or recognition of icy and/or snow conditions that may result in unsafe accessibility to the site, affecting any or all staff, children or visitors, whether pedestrians or when driving vehicles. This decision is effected and implemented by the Headteacher and Chair of Governors.

**ICE AND SNOW RISK (adverse weather) ASSESSMENT**

A risk assessment has been completed and the identified hazards have been considered and appropriate control measures put in place. All staff are familiar with the contents of the risk assessment and a copy is available in the Risk Assessment Folder kept in the School Office.

**SITE PLAN (FOR USE DURING ICE AND SNOW)**

A site plan of the school is attached as part of this policy. It identifies the following information:

- a) Gates and entrance/doors that will be used during unsafe ice/snow conditions
- b) Access routes that will be open and maintained for pedestrians
- c) Traffic routes that will be open and maintained for drivers
- d) Salt storage area (on site by hall)
- e) Higher risk areas which require additional maintenance eg steps, slopes and specific entrances

## **EQUIPMENT**

Equipment for salting and removing snow is held on site in the Caretaking Support area (old kitchen) and is readily accessible to staff. The following is held for use by staff:

- a) Salt spreader
- b) Shovels x 4
- c) Salt

## **PREPARATION PRIOR TO POLICY IMPLEMENTATION**

- a) All staff to be provided with details of the policy and risk assessment
- b) All staff to be provided with a Guide to Driving in Ice and Snow
- c) Salt levels to be checked by Caretaking Support/School Office and restocked as required
- d) A text to parents from the school when local snow warnings are received from the County Council
- e) Head Teacher to make decision re school closure by 7.30am. A text to all parents/staff will follow plus notification via our school website. The Emergency School closure website notified which activates reporting of school closures in the area via local radio stations.

## **IMPLEMENTING THE ICE AND SNOW POLICY**

Upon notification of unsafe conditions due to ice/snow the management team will meet to confirm requirements. This team will consist of the Head Teacher, Caretaking Support and Chair of Governors. The following actions will be undertaken by staff:

- a) Status of school will be relayed to Head Teacher then staff and parents/carers as early as possible via text in the first instance (Head Teacher/school staff if available)
- b) Entry to the school will be via the main entrance until snow and ice has been cleared
- c) Snow clearing of primary routes/paths to be undertaken by staff
- d) Clearing of snow and ice by the road entrance to make access to site easier
- e) Assess playground for safety to allow children access
- f) Gates to playground will remain closed until vehicular access is deemed safe and area is free from snow/ice
- g) Prior to pupils being allowed to play outside they will be warned by their teachers not to throw snowballs near windows, not to make slides on paths and to take extra care in the snow. Behaviour is monitored and adult supervision at all times.
- h) If weather deteriorates during the course of the school day and it is necessary for school closure, parents will be notified by Head Teacher/school staff to arrange collection of pupils as soon as possible. If a parent cannot get to school to collect a child due to adverse weather conditions then provision will be made:
  - or the child to be taken home by Head Teacher and/or governors
  - School liaison/agreement with parent/carer for a parent with 4x4 transport who is able to assist in effective transition to home
- i) In addition to the above, the Headteacher will request parents and volunteers via the School Noticeboard to sign up as Snow Patrollers to assist staff in clearing the site of snow and ice, if it is safe to travel to School and assist.
- j) Parents are reminded in winter weather to use the one-way system for drop off of children whilst conditions remain difficult, ie snowy/icy through School Newsletter and text/email as appropriate.

## **MONITORING OF THE ICE AND SNOW POLICY**

Following implementation, the policy is to be monitored by ensuring the following actions are undertaken by the Headteacher/staff:

- a) Early morning inspection to be carried out prior to staff/children arriving – allowing adequate time to implement further snow clearing and gritting
- b) Increased daily inspections (AM & PM) of safe routes/entrances to ensure continued safety
- c) Regular re-salting of path/entrances to ensure continuous safety
- d) Updating staff/parents/carers via text or school website with regards to continued safety, local roads and school opening/closure times

### **RECOVERING FROM THE ICE AND SNOW CONDITIONS (POLICY FOR)**

Following completion of adverse weather causing unsafe conditions, the school will revert to normal. Staff will be informed as appropriate. Other actions to be undertaken to include:

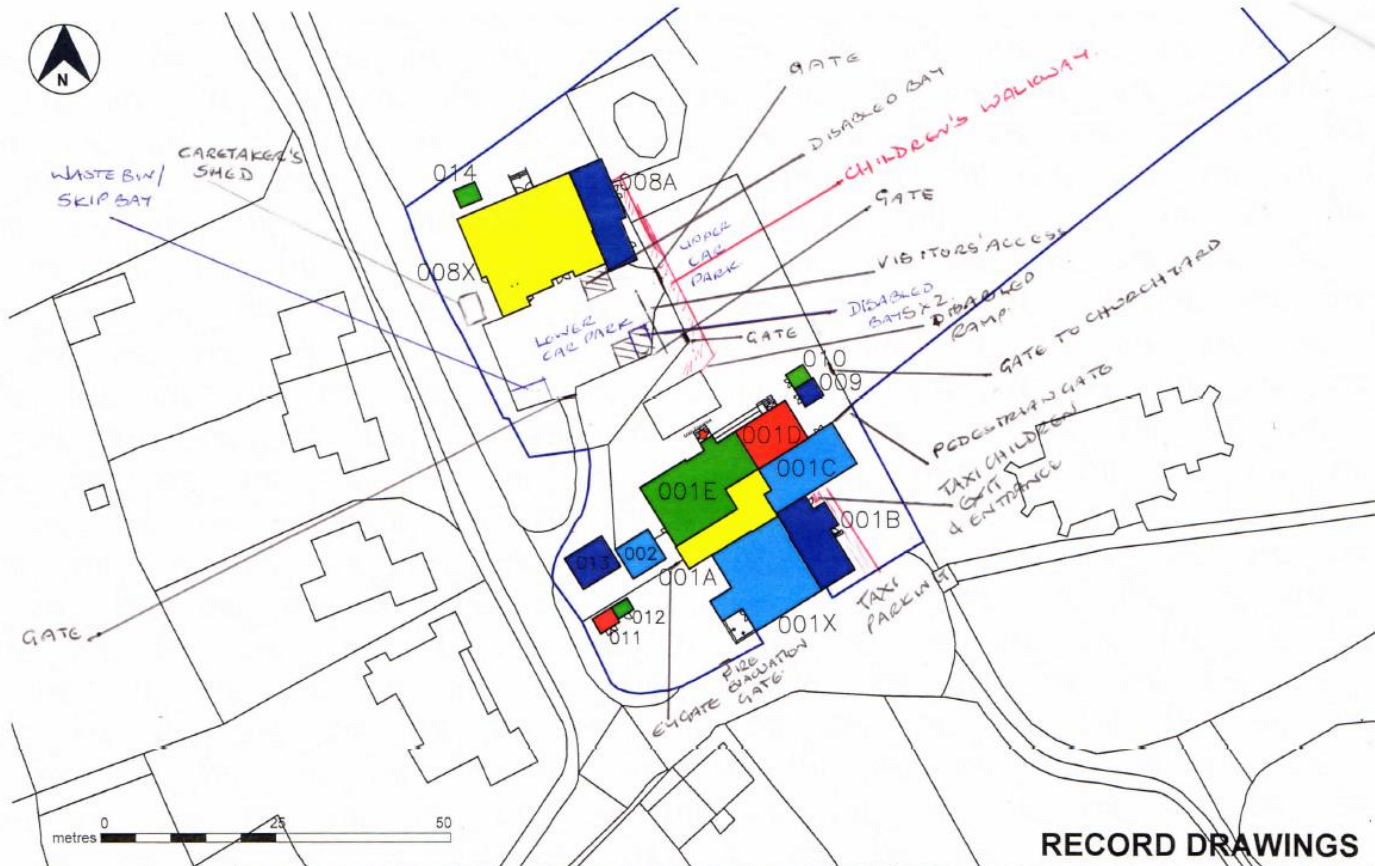
- a) Parents/carers informed of school status via text
- b) Evaluation of current Ice and Snow Policy to make improvements as identified
- c) Re-order salt

### **EMERGENCY CLOSURE OF SCHOOL PREMISES**

In the event of extreme ice and snow conditions that cannot be adequately controlled, considerations, decision making and notification of emergency closure will be undertaken in accordance with the Hampshire County Council Policy.

#### Attached Plans:

Map of site showing pedestrian walkway page 4  
Bad Weather Plan One Way System for vehicles Page 5



**RECORD DRAWINGS**

**Hampshire County Council**  
 HCC Property Services,  
 Three Millers House,  
 75 High Street, Winchester SO23 8UL,  
 tel: (01962) 847801

**Note**

- 1 This drawing is © copyright Hampshire County Council. All rights reserved.
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| REV | DESCRIPTION                        | DATE     | BY  |
|-----|------------------------------------|----------|-----|
| A   | Plan updated following site survey | 20/06/12 | HUP |
| B   | Line 008B extension added to plan. | 12/03/14 | HUP |
| C   | HSS amendments made                | 16/05/14 | LS  |
| D   | Amendments following site visit.   | 20/08/15 | LS  |
| E   | Excavation removed.                | 19/12/15 | CL  |

|   |                         |  |                    |  |                                  |
|---|-------------------------|--|--------------------|--|----------------------------------|
| <b>PROJECT</b><br>St Mary's CE (V) Bentworth Primary School, Alton, GU34 5RE.<br>3308-10008000815 |                         | <b>SHEET CONTENTS</b><br>Property Records Site Layout Sheet 1 of 3 |                    |  |                                  |
| <b>SCALE</b><br>1:250 @ A1<br>1:500 @ A3  | <b>DATE</b><br>Dec 2007 | <b>ORIGIN</b><br>CadCap  | <b>CHNG</b><br>--- |  | <b>DRAWING No.</b><br>01_Rec/001 |

# St Mary's Bentworth Bad Weather One Way System



The circular nature of the roads in the village means that no one has to turn around, so we would ask you use this to continue your onward journey.

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