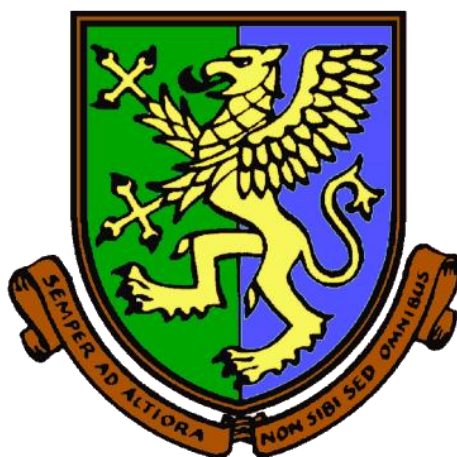


COWLEY INTERNATIONAL COLLEGE



SNOW AND ICE POLICY AND PROCEDURES

Status	NON STATUTORY
Responsible Governors' Committee	Delegated to Principal
Date first approved	Autumn 2012
Responsible Person	Business Manager
Reviewed dated	Autumn 2019
Date of next review	Autumn 2022

Cowley International College Snow and Ice Policy and Procedures

1.0 Policy Aims and Objectives

1.1 Cowley International College's policy aims to maintain safe access, egress and routes across the college site as far as reasonably practical within the resources available.

1.2 All reasonable efforts will be made to ensure the college remains open as normal and partial closure will always be considered before the decision is made to completely close the college.

2.0 Management Plan and Procedures

2.1 A management plan has been devised together with a risk assessment to describe how the procedures will be implemented and put into practice in order to meet the aims and objectives of the policy.

2.2 Due to the expanse of the site it is recognised that it is impossible to immediately clear snow and ice from the many pathways on all sites. The procedures do however, require those responsible to exercise careful judgement in prioritising key access, egress and routes throughout the site as well as outline the responsibilities of all users to exercise their own initiative in ensuring their own and others safety during times of snow and ice in the college grounds.

3.0 Responsibilities:

3.1 Governing Body –

- Responsibility for this policy has been delegated to the Principal. The effectiveness of these procedures in minimising the risks from snow and ice will be judged through and in conjunction with the Annual Accident Analysis.

3.2 Principal –

- Formally review the policy on a tri-annual basis.
- Ensure means of access, egress and routes across the college are safe for employees, students and visitors and that adequate arrangements are made to ensure that the risks from snow and ice are minimised. In circumstances when safe access, egress and safe routes cannot be achieved and with the agreement of the Chair of Governors, close or partially close the college and communicate the closure/partial closure to all relevant parties.
- Consider how snow and ice may affect the operation of the college, e.g. transport difficulties in getting to college and the availability of staff and other services.
- Advise parents and students of the risks during ice and snow and the importance of suitable footwear.

3.3 Business Manager –

- Formulate a policy and management plan for approval in the first instance by the Governors' Finance, Personnel and Premises Committee which will enable the Principal to fully discharge his responsibilities as described in paragraph 3.2.
- Monitor the effectiveness of the policy and management plan and report any concerns to the Governors' Finance, Personnel and Premises Committee.
- Include information regarding the effectiveness of this policy and management plan in the Annual Analysis of Accidents.
- Amend the procedures as required following proactive and reactive monitoring.
- Communicate the policy and procedures to all staff.

3.4 Facilities Manager –

- Develop procedures and maintain records to include:
 - Generic risk assessment for clearance of snow and ice from site and communicate procedures and methods of work to Premises staff.
 - Written and recorded 'day specific' risk assessment for clearance of snow and ice from site and communicate procedures and methods of work to Premises staff.
 - Site map detailing order of priority for clearing of snow and ice and communicate to Premises staff.
- Proactively monitor the weather forecast and initiate preventative measures to manage risks from snow and ice.
- Proactively monitor current conditions and react to changing priorities, e.g. communicating temporary closure of playgrounds/pathways, amending/ increasing working hours of Premises staff to deal with increased levels of snow and ice.
- Ensure sufficient supply of suitable equipment, Personal Protective Equipment and salt grit/other materials are available in order to meet demand.
- Communicate any specific issues to staff as required following reactive monitoring.

3.4 Premises Staff –

- Immediate clearance of snow and ice in designated areas, in accordance with the procedures and risk assessment and as shown on the site map.
- Ensuring equipment provided to clear snow and ice is maintained and in satisfactory condition.
- Temporary closure of designated areas until cleared. Such areas should be clearly marked, e.g. signage, tape etc.
- Maintain records of clearance and temporary closures on the daily caretaking sheets.

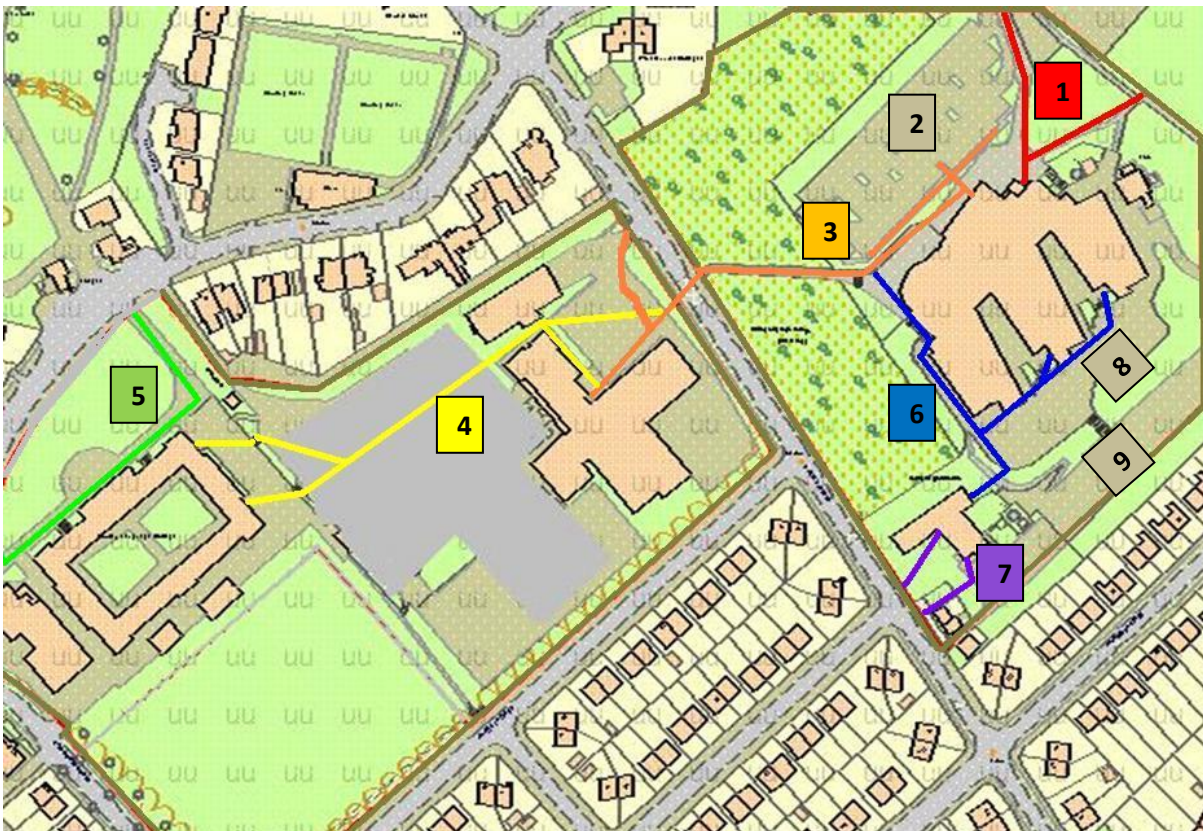
3.5 All staff –

- Be aware that when areas have had salt grit/other materials applied it is not a guarantee that the paths are completely safe or slip-proof; please walk/travel with caution when moving around site.
- Be aware of the risk assessment in place for snow and ice and take responsibility for following the designated routes when such conditions exist.
- Safeguard their own, colleagues' and students' health and safety.
- Ensure appropriate footwear is worn to reduce the risk of slips, trips and falls.
- Report any internal wet areas/external icy patches to the Main Office who will inform the Premises staff to enable them to position wet floor signs/mop up any excess water/re-apply salt grit/other materials.
- Communicate to students the need to wear appropriate footwear in snow and ice and to exercise caution when moving around site.

4.0 Clearance Procedures

- 4.1 During severe weather Premises staff will suspend their other duties and priority will be given to clearing snow and ice.
- 4.2 Premises staff will be provided with suitable equipment and Personal Protective Equipment.
- 4.3 In order of priority shown on the site map, treat paths with salt grit/other materials to maintain safe access, egress and routes across the site.
- 4.4 Identify any particularly dangerous areas which require extra care and should be checked/treated more frequently e.g. steps, slopes, gullies which may be hidden etc. The single gate at Gamble Ave leading to the sloped pathway should be locked in snowy or icy conditions; in these circumstances the gate by the minibus car park will be used.
- 4.5 Where snow has fallen, clear a path 1 metre wide in order of priority shown on the site map and treat cleared paths with salt grit/other materials to maintain a clear pathway especially where temperatures remain below freezing.
- 4.6 Routes will be regularly checked throughout the day to ensure freezing or further snow coverage has not occurred. Additional care should be taken when clearing sloping pathways and steps, it may be necessary for safety reasons to consider the temporary closure of some non-essential areas of the premises (e.g. steep pathways, playgrounds, etc.) to avoid risks to staff, students or visitors. An assessment of the situation will be made by the Facilities Manager.
- 4.6 To gain the most economical and environmental solution the minimum amount of salt grit should be used. As a guide a good handful is sufficient to treat 1m².
- 4.7 There is no advantage in applying grit salt/other materials to deep snow; this should be cleared from the path first.

- 4.8 When severe weather is forecast site staff will spread salt grit/other materials the night before as well as on arrival at 6am or earlier by arrangement.
- 4.9 In extreme conditions, the Facilities Manager will investigate the snow clearing services at the local authority.
- 4.10 The gritting of roads and pavements outside the site are dealt with separately by the St Helens Highways Department.
- 5.0 Site Map and Order of Priority for Application of Salt Grit/Other Materials
- 5.1 The site will be cleared/gritted in the following order of priority:



- 1. Both main pathways into reception.
- 2. Main car park.
- 3. Pathway from car park across Gamble Ave, from minibus car park to Sports Hall.
- 4. From Sports Hall to 6th Form side entrances.
- 5. Front driveway of 6th Form.
- 6. East side of building leading to rear exits and Sarah Cowley Building.
- 7. Sarah Cowley Building pathways and car park.
- 8. Upper playground.
- 9. Lower playground.

6.0 Risk Assessment

1. Hazard	2. People Affected
Snow and ice	Employees, Students and Visitors, Premises Staff
3. Risks and Controls	
Risks to Employees, Students and Visitors	
Risk	Control
Slips, trips and falls	Staff aware of the Snow and Ice Policy, risk assessment, procedures and routes to be followed and reinforce these to students and visitors.
	Staff to report any internal wet areas/external icy patches to the Main Office who will then inform the Premises staff.
	Barrier matting in place at all entrances.
	Sensible footwear to be worn by staff and the need communicated to students.
Risks to Premises Staff	
Risk	Control
Manual Handling	All staff training in manual handling techniques and use of snow and ice clearing equipment.
	Where possible, purpose built push or motorised equipment used, i.e. spreader and snow plough.
Exposure due to low external temperature	Protective, warm and waterproof clothing including hat and gloves worn.
	Take regular breaks.
Slips, trips and falls	Snow and ice over shoe protectors issued.
	Adopt route which minimizes the need to walk over uncleared areas, clearing heavily used paths first.
Injury caused by salt when spreading	Goggles and cut resistant insulated gloves worn.
Exhaustion	Take regular breaks.