

# TRANMERE PARK PRIMARY SCHOOL

RIDGE CLOSE  
TRANMERE PARK  
GUISELEY  
LEEDS  
WEST YORKSHIRE  
LS20 8JJ

TELEPHONE: 01943 875050

Email: [secretary@tranmerepark.leeds.sch.uk](mailto:secretary@tranmerepark.leeds.sch.uk)



## Winter Plan

**Adoption Date: September 2022**

**Review Date: September 2023**

*Tranmere Park Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment*

## **Communication Plan**

During winter weather, including snowfalls, Tranmere Park Primary School will remain open unless it is deemed unsafe for students and/or staff to attempt the journey to school. Any late opening or closure will be communicated to staff and parents via text message and featured on our website. It will be assumed that the school is open if a late opening or closure has not been announced by text or has not appeared on our website. Teachers will be responsible for contacting any visitor, work experience people, volunteers or student teachers who are due to work with them on that day.

The Facilities Assistant will check conditions and inform the Headteacher so that decisions can be made early and the Winter Plan put into action.

Signs will show where there have been any changes to access or egress routes.

During icy or snowy conditions, fire drills should be avoided. If time permits, areas outside fire doors can be cleaned and gritted (See priority 3).

## **If the School Remains Open During Severe Winter Weather**

(The Facilities Assistant will start making areas safe using snow shovels, grit salt and grit spreader. If necessary other staff will help as they arrive)

### **Clearing of Snow/Ice**

**Priority 1** - Clearance of snow from the main top and side gate and gritting the main pathways around school – down from the top gate and a pathway around the school building, and a pathway from the side gate.

**Priority 2** - Clearance and gritting of the top main entrance to ensure the drop off zone can remain operational.

**Priority 3** - Clear and grit areas outside fire exits.

**Priority 4** – Clearance and gritting of the path from the bottom snicket gate, up to the EYFS unit to meet with the path cleared in priority 1.

**Priority 5** – Clearance of snow from the car parks.

**Priority 6** – Clearance and gritting of the playgrounds.

**When it has not snowed but there is a risk of slipping due to ice and frost, gritting will take place in the same order as above.**

### **Pupil Safety**

Staff will work to ensure the safety of children comes first. In the event of snow and ice, staff will assess if any areas of the playground are safe for children to play on. This may lead to all or parts of the play areas having restricted or no access. Children are discouraged from throwing snow and ice or making areas for sliding on as it increases the likelihood of accidents. For any pupil with physical disabilities, arrangements should be made with their parents on safe access and egress. This may involve the children attending a late start to the day, when grit has had more time to take effect and access is clear of snow.

### **Daytime Disruption**

Parents are informed that if conditions are likely to deteriorate, they are allowed to collect their children early to ensure that the journey home is safe from unnecessary risk. If a decision is made to close the school, a text message will be sent to parents and any staff due to start work after the closure. As soon as is practicable, those members of staff who live the furthest away, or are most affected by deteriorating conditions, should leave first.

## **ICE AND SNOW RISK ASSESSMENT**

<b>Hazards</b>	<b>Control Measures</b>
Slips, trips and falls on snow and ice	<ul style="list-style-type: none"><li>• Winter Plan in place.</li><li>• SBM/ Facilities Assistant ensures gritting material are in place. In the event of a shortage of grit, the priority list for clearance is applied and notices displayed to inform parents and pupils of changes to access and egress.</li><li>• Gritting and clearing will follow the prioritised areas as shown in the Winter Plan.</li><li>• Attempts to grit will take place within the day if conditions allow.</li><li>• Staff made aware of Winter Plan and Risk Assessment.</li><li>• Winter Plan put on school website.</li><li>• Play areas are closed or access restricted if they are deemed unsafe.</li><li>• No Fire Drills during severe weather conditions.</li><li>• Fire Evacuation procedure will not normally be amended unless the procedure cannot be carried out.</li><li>• Use designated grit spreading equipment for large areas.</li><li>• Avoid manual handling of grit spreader wherever possible unless it is a small area and under controlled conditions.</li></ul>
Extreme conditions	<ul style="list-style-type: none"><li>• Appropriate clothing and footwear will be worn by those clearing snow and grit.</li></ul>
Lighting	<ul style="list-style-type: none"><li>• Only well-lit routes will be used.</li></ul>
Safe handling of grit (eyes)	<ul style="list-style-type: none"><li>• Grit spreading only takes place at low levels and does not pose risk to eyes.</li></ul>
Lone working	<ul style="list-style-type: none"><li>• Policy in place.</li></ul>

