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**Adverse Weather Policy**

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**Statement of intent**

It is the aim of LS-TEN to ensure the school remains open during adverse weather conditions, when practically possible, providing that this can be done in a safe manner.

The purpose of this policy is to:

* Make the appropriate procedures clear, in relation to operating the school during adverse weather conditions.
* Make clear the grounds for a school closure due to adverse weather conditions.
* Advise and inform staff and parents of the systems and procedures in place in the event of a school closure due to adverse weather conditions.

# Legal framework

This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

* Health and Safety at Work etc. Act 1974
* The Management of Health and Safety at Work Regulations 1999
* The Education (School Premises) Regulations 1999
* Department of Health and Social Care, NHS England and UK Health Security Agency (2022) ‘Looking after children and those in early years settings during heatwaves: for teachers and professionals’
* UK Health Security Agency and NHS England (2022) ‘Heatwave Plan for England’

This policy operates in conjunction with the following school policies:

* First Aid Policy
* Health and Safety Policy
* Safeguarding Policy
* Supporting Pupils with Medical Conditions Policy
* Positive Behaviour Policy

# Roles and responsibilities

The head of school is responsible for:

* Informing parents and staff of any closure.
* Deciding whether pupils should be kept indoors during break times and reporting this decision to staff at the earliest opportunity.
* Ensuring the school is fully stocked with snow clearing equipment.
* Ensuring the school has an adequate supply of rock salt.
* Reviewing this policy on an annual basis.
* Ensuring classroom temperatures are maintained at an appropriate level.
* Ensuring that staff model good practice in terms of sun safety.
* Ensuring that staff understand the precautions for pupils in terms of sun safety.

The site manager is responsible for:

* Completing a risk assessment that covers adverse weather and gritting.
* Ensuring gritting is carried out in line with the procedures outlined in this policy.
* Ensuring all equipment is maintained and stored properly, notifying the head of school of any damages.

Staff members are responsible for:

* Adhering to the requirements of this policy.
* Reporting any concerns relevant to this policy to the health and safety lead.
* The safety of pupils, colleagues and themselves.
* Wearing appropriate footwear and clothing during periods of adverse weather.
* Liaising with one another before the end of the day to discuss an exit plan for pupils, this includes escorting younger pupils to the entrance to be collected by their parents.
* Modelling good practice in terms of sun safety.
* Encouraging pupils to stay appropriate hydrated.

Parents are responsible for:

* Only using the designated and cleared areas whilst on the school premises.
* Collecting their children when the school needs to close.
* Keeping all their contact information up-to-date.
* Ensuring they and their children wear the appropriate footwear and clothing for adverse weather.

Pupils are responsible for:

* Following the instructions and guidance of staff during adverse weather.
* Attending school prepared for adverse weather conditions.
* Following the Behaviour Policy at all times.

# School closure

The decision to close the school will be made by the head of schooland the CEO. The chair of governors will also be consulted when making a decision about school closure. In the absence of the CEO, the COO will assume their responsibility in relation to the Adverse Weather Policy.

The school will be closed if one or more of the following conditions apply:

* Conditions on site are considered to be unsafe and are likely to present danger to users of the site
* Staff numbers are insufficient for the school to operate safely

In the event of school closure:

* The head of school will inform staff and parents via text message or telephone.
* The head of school will post an update on the school website.
* The site manager will display ‘closure’ signs on the school’s entrance gates.

In the event of the school having to close during the day, parents will be contacted via text message or telephone, using the numbers provided on the emergency contacts list, and asked to collect their child from the school as soon as possible.

A closure of the school during the day and an early release of staff will only be considered in extreme circumstances.

# Remaining open in adverse weather conditions

When deciding whether the school will remain open, risks will be assessed in line with the appropriate risk assessment.

If the school remains open when there has been snowfall or the site is icy, access to the site for pedestrians will be restricted to the pedestrian gates only and all pathways, wherever practical, will have been cleared and gritted before pupils arrive on the premises.

The site manager will place health and safety caution signs to warn users of the increased hazards on site, if there are any, and a notice will be erected to inform vehicles and pedestrians entering the school grounds that they do so at their own risk.

All persons entering the school buildings are asked to ensure they wipe their feet thoroughly, in order to reduce slip hazards.

# Procedures for gritting

The gritting will prioritise those areas which are most used by pupils and staff. This includes the main entrance of the school building and entrance to car park.

The site manager ensures that the correct areas have been gritted and are safe for pupils and staff. Any areas that have not been cleared or gritted are clearly marked or cordoned off.

The site manager ensures that the relevant equipment is used during gritting, any damaged equipment is reported to the CEO so that it can be replaced.

The supply of rock salt is monitored – if supplies are low, the CEO is notified.

A record is made of the areas that have been gritted, along with the frequency of gritting. This record is passed on to the CEO.

# Health and safety

The school has a duty of care to anyone accessing the site and surrounding grounds.

The school will be liable if it is found to have been negligent in its responsibilities and not taken all reasonable measures, given the circumstances, to ensure the health and safety of pupils, staff, visitors and parents entering the school site.

The CEO is responsible for ensuring safety on the school site, in accordance with the charity’s Health and Safety Policy.

Staff, visitors and parents have the personal responsibility to express caution and take responsibility for their own health and safety whilst on the school and wider charity grounds. Staff members must take responsibility for the health and safety of any pupils under their supervision.

If anyone believes that the site is unsafe after the appropriate risk assessment has been completed, it is advised that they do not enter the grounds and inform either the CEO or site manager so the site can be reassessed.

A risk assessment of the site will be conducted by the site manager in order to assess any potential hazards due to the weather conditions and the head of school will be informed of the outcome by 8.30am.

Closing the school is a reasonable decision if pupils or staff are at risk of serious injury due to the weather conditions.

The school is committed to ensuring the welfare and wellbeing of pupils. To minimise the risk of ill health during adverse temperatures, the school will:

* Encourage staff and pupils to keep as much of their skin as possible covered up during the Summer months and wearing appropriate clothing during the Winter months.
* Encourage staff and pupils to use sunscreen of sun protection factor (SPF) with UVA protection on any part of the body that they cannot cover up during the Summer months.
* Encourage staff and pupils to take their breaks in the shade, if possible, rather than staying out in the sun.
* Reschedule work/outdoor lessons according to the outdoor temperature.
* Situate water points and rest areas in the shade during hot temperatures.
* Encourage staff and pupils to carry an inhaler at all times if needed.
* Encourage staff and pupils to maintain good hand hygiene.
* Encourage staff and pupils to stay hydrated.

Relevant staff members will be made aware of how to recognise the signs that a pupil may be suffering from ill health due to adverse weather conditions.

# Attendance

Where the school is officially closed, all absence is registered as authorised.

When a pupil cannot attend the school due to adverse weather conditions, the pupil will be marked in the register as having an authorised absence and will, therefore, not affect the school’s attendance statistics.

If the head of school believes the pupil could have safely made it to school but did not attend, the pupil will be marked in the register as having an unauthorised absence.

Parents acting on the assumption that the school would be closed, without gaining confirmation, or failing to inform the school of the circumstances that prevent the child coming into school, risk their child’s absence being registered as an unauthorised absence.

During periods of adverse weather conditions, staff members are expected to make all reasonable efforts to attend work and are encouraged to liaise with the head of school to discuss difficulties attending work due to adverse weather.

The charity understands that, whilst staff members are expected to make all reasonable efforts to attend work, it is essential to minimise personal risk. It is therefore at the discretion of staff members as to whether they are able to attend work in adverse weather conditions.

The school will continue to strive to provide high-quality education in the given circumstances.

# Exam disruption

If the school has to close, or if a child misses an exam due to adverse weather conditions, the school will make alternative arrangements with the relevant awarding body and will inform parents of the changes.

# Emergency plan

In the case of an emergency relating to adverse weather, the school will follow their planned emergency procedure.

The emergency plan will contain:

* Information on where to find parent contact details.
* Staff contact details for out-of-hours emergencies.
* Details of which staff members have agreed to perform certain tasks during an emergency.

Each member of staff will have a copy of the emergency plan. All parents will be sent a letter informing them of their responsibilities, for instance, their duty to collect children.

# Monitoring and review

The effectiveness of this policy will be monitored by the head of school, and any necessary amendments will be made during review.

This policy will be reviewed annually by the head of school.