

Appendix 1.

Adverse Weather Plan

School Closure Statement:

The closure or partial closure of the School is an action of last resort and is usually made only on health and safety grounds. The reason for closure could be anything that affects the school's ability to provide a safe and secure environment for children to learn or staff to work. Most circumstances that lead to closing a school are known about before any children arrive. These could include: heavy snow or ice, no water/power/heating, flooding, fire damage, or other risk factors that cannot be satisfactorily managed.

The Head Teacher has the right to partially close the school or deem areas of the school out of bounds during adverse weather conditions.

Following severe weather overnight, the following action will come into force:

- a) 6am to 6.30am: Site Manager and Head Teacher to determine whether the site is suitable for pupils and make the decision to close the school or not by 6.45am**
- b) If the decision is made to close to school, the following procedure will be implemented.**

BY 7.00am

1. Senior Admin Officer (SAO) to text all staff
 - Local staff to make way in (unless otherwise notified) to support informing parents or keeping children who have arrived alone occupied until they can return to parent or career
2. SAO to send text to all families on system
3. SAO to change answer phone message with details of school closure
4. Bursar to put notification on School website
5. Head Teacher to inform governors and email the Local Authority via: schoolclosures@lbhf.gov.uk
6. Staff in school to be on phones to answer queries from parents
7. All staff sent copy of this plan for information
8. Site Manager to inform the cleaners and kitchen staff

Staff on the school premises during an adverse weather closure should:

- Follow the opening and closing procedure with care.
- Have mobiles with them at all times
- Have suitable footwear
- Inform the Site Manager of any premises concerns immediately
- Sign in and out as usual
- Put signs on gates for information
- Prepare activities for children who arrive.

Health and Safety Procedures at School during Adverse Weather Conditions

Light snow fall

SITE MANAGER TO ENSURE:

- Evening before – grit or salt to be put on all stairways, and on pathways into school
- Relevant H&S slip signs to be on all staircases/lino floors/toilets
- Check heating working
- Check thermometers in class
- Pathways cleared into building and salt put down

PARENTS/GUARDIANS TO ENSURE:

- Pupils are properly supervised arriving and leaving school

HEAD TEACHER TO ENSURE:

- Staff to be on all entrances in to school as children and parents arrive

BURSAR TO ENSURE:

- All phone calls/actions recorded on H&S sheet

Heavy snow fall if the decision has been made to keep the school open:

- Follow the above procedures for light snow fall as necessary
- Open school for staff to enter to ensure all stakeholders informed of decision to stay open
- Head Teacher to ensure adequate numbers of First Aiders are on site
- Site Manager, Head Teacher And Staff to be around in playground at all times when children at play and beginning and end of the day
- Outdoor playtimes can still take place as long as the Head Teacher, in consultation with the Site Manager, deems it safe to do so.
- The Head Teacher has the right to decide that school can be closed if the weather worsens during the day

Heat Waves:

Whilst relatively rare, heat waves can have an impact on children's health and the way they learn. During an official MET office warning the school will follow the guidance as set out by *Looking after Children and those in Early Years Settings during Heatwaves* (Public Health England – May 2015):

Indoor

- Open windows as early as possible in the morning before children arrive
- Almost close windows when the outdoor air becomes warmer than the air indoors - this should help keep the heat out while allowing adequate ventilation
- Close indoor blinds/curtains, but do not let them block window ventilation
- Keep the use of electric lighting to a minimum switch off all electrical equipment, including computers, monitors and printers when not in use - equipment should not be left in 'standby mode' as this generates heat
- If possible, use those classrooms or other spaces which are less likely to overheat, and adjust the layout of teaching spaces to avoid direct sunlight on children
- Encourage children to eat normally and drink plenty of cool water
- Children should not take part in vigorous physical activity on very hot days, such as when temperatures are in excess of 30°C

Outdoors

- Children should not take part in vigorous physical activity on very hot days, such as when temperatures are in excess of 30°C
- Encourage children playing outdoors to stay in the shade as much as possible
- Children should wear loose, light-coloured clothing to help keep cool and sunhats with wide brims to avoid sunburn
- Use sunscreen (at least factor 15 with UVA protection) to protect skin if children are playing or taking lessons outdoors for more than 20 minutes
- Provide children with plenty of water (such as water from a cold tap) and encourage them to drink more than usual when conditions are hot