

## **SNOW AND ICE MANAGEMENT PLAN**

### **PLAN OF ACTION**

#### **Closure and Call Parent Procedure**

- Principal to make decision if Academy should be closed after update re status of Academy /local roads (6.30pm)
- Leadership & Business Support Manager to liaise with facilities and catering staff
- Principal send Call Parent text to all parents and staff informing them of closure

#### **Log in details:**

- Website address - https:#####
- Organisation ID - ####
- Email – #####
- Password – #####

#### **Contact Details for Call Parent:**

- Contact – #####
- Telephone - #####
- Email – #####
- Principal to contact Assistant Vice Principal's
- LEA/SCC to be notified of Academy closure and kept updated on a regular basis
- Radio stations to be notified by Principal / Leadership & Business Support Manager (see below)
- Relevant agencies to be called to clear snow if at all possible.

Radio Station	Contact	Tele No	Other contact details & Info
<b><u>METRO</u></b>	Newsroom	0191 279 0228	Closure posted on website only (See below for details of how to register)  Announcements no longer made on radio  e-mail:  <a href="mailto:news@metroandmagic.com">news@metroandmagic.com</a>
<b><u>BBC Newcastle</u></b>  95.4FM 1458 AM & DAB	Radio Newsroom / inform name of school including area	0191 244 1450	Fax: 0191 232 5082  e-mail: <a href="mailto:radionewcastle.news@bbc.co.uk">radionewcastle.news@bbc.co.uk</a>  When we reach 50+ schools closed in our area, we will not read them out on air. Instead we will point people to the website – <a href="#">BBC News - Tyne &amp; Wear</a>  Closure announced every 30mins from 06:45am up to 08:45am
<b><u>SUN FM</u></b>	Stephanie	0191 548 1034	Fax: 0191 548 7171  Radio station would prefer a fax on school letterhead, if possible. Otherwise ring the contact name on the left.  e-mail: <a href="mailto:news@sun-fm.com">news@sun-fm.com</a>
<b><u>Capital FM</u></b>	Lee Sevenoaks/Newsroom	Email: <a href="mailto:northeastschools@thisisglobal.com">northeastschools@thisisglobal.com</a>	The radio station will require the name and location of the Academy Web address: <a href="http://www.capitalfm.com">www.capitalfm.com</a>

#### Early Total Dismissal Due to Adverse Weather

- Contact all local radio stations.(see above)
- Contact SCC/LEA as necessary to advise of early closure
- Send message via Call Parent text to all parents and staff i.e. cleaners etc.
- Display notice that Academy is closed
- Supervise any students in the main hall until parents can collect them or we are certain that they are not returning to an empty house
- Staff – after consultation and careful consideration of all the information gathered, any member of staff whose safety is deemed to be at risk if they stay at the Academy will be allowed to make their way home

## **The Facilities & Centre Manager / Facilities Assistant / Security Officers**

- Making sure snow and ice management is a priority
- Evaluate the weather forecast to pre-plan gritting schedules
- Regular updates will be sent directly to the security team
- In addition security should continue to check the perimeter for severe weather conditions
- Communication between facilities team and security team to ensure effective gritting and snow clearing
- Ensure PPE supplied to gritting and clearing personnel:
  - Hi visibility cold weather Jackets
  - Boots/Wellingtons
  - Gloves
  - Hats
  - Goggles, for use when gritting
- Ensuring that motor fuels, anti-icing and anti-skid supplies are available and confirm quantities
- Reviewing regularly this plan and ensuring it is understood by all snow/ice management team
- Regular inspection of equipment such as, walk-behind ploughs shovels and gritting equipment salt spreaders. Replacement if necessary
- Each team Member will have a copy of and understand the snow and ice management plan
- All team members will be responsible for the implementation of this plan
- Operation of noisy equipment will be kept to a minimum between 7:00am-7:00pm
- Complete report on any issues and improvements to be made to plan

## **Minimum gritting operations**

- 4ft path to all heavy use entrance/exits
- Gritting on main traffic ways and disabled walkways
- Clearing snow build up from emergency exits to prevent doors being stuck shut
- 3ft Pathway to bins, exits and facilities workshop in service yard

# SITE PLAN

Snow & Ice Clearing/Gritting Diagram

