



WINTER CLEARANCE AND GRITTING
POLICY AND PLAN

1. Business Manager's Responsibilities

Responsible for re-arranging the Site Manager's duties to ensure snow and ice clearance is a priority.

A formal snow clearance/gritting risk assessment will be carried out at the start of each Autumn term. The risk assessment includes reference to manual handling issues, personal protective equipment for staff and how the school will communicate appropriate access routes to use with staff, parents and visitors during bad weather.

2. Site Manager's Responsibilities

Responsible for ensuring that the school is fully equipped with appropriate snow clearing and protective equipment, and adequate stocks of rock salt and sand/grit, etc.

Responsible for the immediate clearance of snow and ice in designated areas, in line with the school's clearance and gritting plan.

Responsible for ensuring that equipment provided to clear snow and ice is adequate for the purpose and maintained in a satisfactory condition. Supplies of rock salt and sand/grit mix should be re-stocked during Autumn term 1, monitored throughout the winter period and replenished promptly.

Responsible for the temporary closure of access areas around the school in line with school's Policy/Gritting Plan. Such areas should be clearly marked (e.g. signage, tape, etc). Records of clearance and access route closures should be kept.

3. Governing Body/Senior Leadership Team's Responsibilities

Responsible for periodically reviewing the schools Winter Clearance Policy and Gritting Plan to ensure its adequacy and suitability.

Agree the exact routes and areas of the school to be cleared; this policy should be shared with all members of staff and parents well in advance of any bad weather via the school website.

PATHS

Should be made as clear as possible. A risk assessment has been undertaken to determine the paths that should be cleared immediately and the ones that may be left until later (Gritting Plan includes colour coded clearance routes). With this in mind, it may be necessary for some entrances/areas to be temporarily closed. This is achieved by taping/closing off areas that continue to be a slip hazard as long as the Site Manager, Business Manager and Headteacher have given consideration to emergency escape routes. This information should be communicated to staff and parents as soon as possible.

OTHER AREAS (in addition to pathways/agreed access areas)

In all cases access pathways should be cleared from the disabled parking spaces around to the school entrance.

4. All Staff Responsibilities

Responsible for reporting to the Site Manager any situation where the recommended action contained within the school's Clearance Policy/Gritting Plan has not been carried out.

Responsible for safeguarding their own and colleagues' health and safety in bad weather. Staff should also wear footwear/clothing appropriate to the conditions.

5. Method of Clearance

A pathway of at least one metre wide will be cleared; this will allow suitable access for pedestrians and pushchairs/ wheelchairs. Snow and ice will be completely removed using a snow scraper or shovel.

Snow and ice will NOT be brushed, or dissolved using hot water, as this will make surfaces more hazardous. Once the path has been cleared rock salt/river sand will be used to assist in providing extra grip. Paths will be regularly checked throughout the day by the Site Manager to respond to any re-freezing or further snow coverage.

Additional care is 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 school to avoid risks to staff, students or visitors. An assessment of the situation will be made by the Site Manager in conjunction with the Headteacher/Business Manager.

Generally attempts will not be made to clear car parking areas/spaces themselves, unless snow is so heavy that essential vehicles (e.g. emergency vehicles, delivery lorries etc) are unable to gain access to the site.

All persons clearing snow must wear suitable footwear and will be provided with suitable snow scrapers, shovels, rock salt/river sand, protective gloves, clothing (i.e. high visibility vests). Staff should take regular breaks from the task.

Reviewed November 2025