

Policy Adopted	November 2015
Policy Reviewed	February 2018
Approved by	Business Manager

## **ICE & SNOW PLAN**

To be read in conjunction with Severe Disruption Policy AND setting Ice & Snow Risk Assessment

The Trustees, staff and Leadership teams of Community Childcare Centres are committed to maintaining a regular service during any weather conditions. However, all of our settings are on Hampshire County Council grounds and should HCC decide that the site is hazardous, we would take this into account when making a decision on individual sites (with the exception of Havant Academy, where we are governed by Havant Academy School).

Please be assured that we will do ALL we can to keep our service open assuming that we can provide safe access to our building AND that our staff are able to get into work to provide a quality, safe service.

Implementation of this Ice & Snow Plan is to be initiated upon notification or recognition of icy and/or snowy conditions that may result in unsafe access from the site, affecting any or all staff, children or visitors, whether as pedestrians or when driving vehicles.

It is to be reviewed annually and/or following any change in procedures or premises that may affect its effectiveness.

All staff are to ensure that they are familiar with this plan. All shared site users to be provided with details of the plan and requirements by the setting Manager.

### **Risk Assessment**

The generic and on-site ICE & SNOW risk assessment must be available. The identified hazards have been considered and appropriate control measures have been introduced as detailed in this Ice & Snow Plan.

### **Access to site**

As we rent our premises from School / Community Centres, therefore we will only use gates or doors in accordance with the school /Children's Centre plans, to access the site / building. No routes will be open and maintained for drivers, until safe to do so.

Please be aware, in accordance with our company insurance, anyone parking either on-site or off-site does so at their own risk.

### **Grit and/or Salt**

HCC site caretaker involved in gritting and snow clearing tasks must have attended HCC moving, handling and clearing snow training (in date within the last three years).

A stock of 10 bags/sacks of salt/grit should be available onsite to assist with the management of the site (as part of Health & Safety procedures), with priority for: pathways, steps, emergency access routes. Equipment for gritting and personal protective clothing is held on site in a dedicated storage unit in each setting. Grit/salt levels and equipment checked as part of the company termly H&S Audit checks.

The following is held for use as required by caretaker:

- a. Grit/salt spreader (eg. bucket type)
- b. Snow Shovel
- c. Brooms and rakes
- d. Protective clothing (Gloves and Wellington boots)
- e. Snow and ice pack (containing gate closure signs, slippery surface signs, cordon tape, Ice and Snow Plan, Risk Assessments, cones, Growing Places contact information)
- f. Other site users contact numbers, for a coordinated response

### **PROCEDURE**

1. The CEO/Group Manager makes reference to Hampshire School's webpage notifying of school closures due to weather conditions.
2. The CEO/Group Manager will contact the Duty Manager by telephone and advise them, upon notification and/or recognition of unsafe conditions.
3. The Duty Manager will liaise with the shared site team (e.g. Head of school, Caretaker for site, Children's Centre Manager) and confirm any requirements/restrictions.
4. The Duty Manager will continue to liaise with CEO / Group Manager regarding communication in the following areas:
  - i) In the event of nursery / club closure, communication with our families includes:
    - a) The CEO / Group Manager will contact all parents / guardians using contact information from CONNECT system, to inform them of the site closure situation;
    - b) keeping both our website and parent Facebook page updated [www.growingplaces.org.uk](http://www.growingplaces.org.uk) AND <https://www.facebook.com/growing.places.media/>
    - c) maintaining email correspondence via standard Nursery / Club email
  - ii) In the event of nursery / club remaining open, communication with families includes:
    - a) keeping both our website and parent Facebook page updated [www.growingplaces.org.uk](http://www.growingplaces.org.uk) AND <https://www.facebook.com/growing.places.media/>
    - b) maintaining email correspondence via standard Nursery / Club email
    - c) if conditions worsen and it becomes necessary to close, all parents/guardians will be contacted via telephone by the Duty Manager
  - iii) Staff to be informed as to site opening and closing restrictions and permitted access:
    - a) All staff should attend their setting, with reference to SEVERE DISRUPTION POLICY
    - b) If travel to work is impossible or unsafe, a skeleton staff who are able to walk to the setting will be considered in terms of maintaining reduced service
5. If the site is open, the following actions, in accordance with the Risk Assessment, will be undertaken by caretaker/Growing Places team members under the direction of the Duty Manager:
  - a. Close and lock gates where access is considered unsafe and such that access will not be permitted;
  - b. Appropriate signage to be erected where routes/gates are closed for use;
  - c. Appropriate signage advising of safe routes to be erected;
  - d. If snow/ice is cleared then it must be followed by the use of salt / grit to remove any compounded snow or ice (as advised by Insurance Co.). Gritting/salting of icy routes and snow cleared areas in line with the **Ice & Snow Risk Assessment**;
  - e. Assess play areas / garden for safety and cordon off/restrict access as appropriate;

- f. External Fire Escape routes to be assessed to ensure viability or alternative routes/restrictions, as appropriate;
- g. Access to Fire Assembly Point to be assessed to ensure viability or alternative routes/restrictions, as appropriate;

### **Monitoring the Ice & Snow Plan**

Duty Manager continues to assess the viability of opening due to the changing weather conditions, to ensure safety of all, including regular re-gritting of areas/paths and monitoring of grit/salt supplies.

The CEO/Group Manager will continue to liaise with the Duty Manager to make decisions using all available information and conduct onsite inspection if required. All parents and staff members to be kept updated.

### **Review following the event(s)**

Following the event(s), all staff and parents would be informed that normal practice will be resumed. Other actions to be undertaken include:

- a. Evaluating current Ice & Snow Plan to make improvements as necessary (CEO/Business Mgr)
- b. Re-ordering of any depleted grit supplies (Leadership team of setting)