



# Holly Park School Health & Safety Policy

## I Introduction

- 1.1 This statement is issued in accordance with the Health and Safety at Work Act (1974). It supplements the statements of health and safety policy which have been written by the London Borough of Barnet. The general aims of these policy statements are accepted and the arrangements set out below are designed to implement the general aims of Holly Park Primary School.

Link with the UN Rights of the Child

### **Article 24**

Every child has the right to the best possible health. Governments must work to provide good quality health care, clean water, nutritious food and a clean environment so that children can stay healthy.

### **Article 32**

Governments must protect children from work that is dangerous or might harm their health or education.

## 2 General Guidelines

- 2.1 It is the policy of the Governing Body, so far as is reasonably practicable, to:
- establish and maintain a safe and healthy environment throughout the school;
  - establish and maintain safe working procedures among staff and pupils;
  - make arrangements for ensuring safety and absence of risks to health in connection with the use, handling, storage and transport of articles and substances;
  - ensure the provision of sufficient information, instruction and supervision to enable all employees and pupils to avoid hazards and contribute positively to their own health and safety and to ensure that they have access to health and safety training as appropriate or as and when provided;
  - maintain all areas under the control of the Governors and Headteacher in a condition that is safe and without risk to health and to provide and maintain means of access to and egress from that place of work that are safe and without risk;
  - formulate effective procedures for use in case of fire or other emergencies and for evacuating the school premises;
  - lay down procedures to be followed in case of accident;
  - teach safety as part of pupils' duties where appropriate;
  - provide and maintain adequate welfare facilities and to make recommendations to the Local Authority as appropriate.

## 3 Responsibility of the Governors and Headteacher

- 3.1 The Governors and Headteacher are responsible for implementing this policy within the school. In particular they will:
- monitor the effectiveness of the safety policy and the safe working practices described within it and shall revise and amend it, as necessary, on a regular basis;
  - ensure that adequate resources will be provided to ensure effective policy implementation;
  - prepare an emergency evacuation procedure and arrange for periodic practice evacuation drills (normally at least once a term) to take place and for the results of these to be recorded;
  - prepare a lockdown procedure and arrange for periodic practice lockdown drills (once a term) to take place and for the results of these to be recorded;
  - make arrangements to draw the attention of all staff employed at the school to the school and departmental safety policies and procedures and of any relevant safety guidelines and information issued by the Authority;
  - make arrangements for the implementation of the Authority's accident reporting procedure (which also covers the recommendations of the Health and Safety Executive) and draw this to the attention of all staff at the school as necessary;
  - make arrangements for informing staff and pupils, of relevant safety procedures. Other users of the school will be appropriately informed;
  - ensure that regular safety inspections are undertaken. (The Site Manager, HT and chair of premises will inspect all school premises and property half termly;
  - discuss any significant premises issues found by the Site Manager and the actions being taken to rectify them. Any serious issues to be taken to the Full Governing body meeting.
  - arrange for the withdrawal, repair or replacement of any item of furniture, fitting or equipment identified as being unsafe by the nominated competent person, Headteacher or Premises Committee;
  - report to the Premises Committee any major defect in the state of repair of the buildings or their surrounds which is identified as being unsafe and make such interim arrangements as are reasonable to limit the risk entailed.  
N.B. The Governing Body will deal with all aspects of maintenance which are under their control.
  - report to the Director of Children's Services, or an appropriate representative, any other situation identified as being unsafe or hazardous and which cannot be remedied within the financial resources available to them;
  - make arrangements for the setting and reviewing of any necessary Health & Safety objectives for the location and/or line managers;
  - monitor, within the limits of their expertise, the activities of contractors (in liaison with the staff of the London Borough of Barnet Health and Safety Department and Education Capital Team), hirers and other organisations present on site, as far as is reasonably practicable;
  - identify any member of staff having direct responsibility for particular safety matters and any member of staff who is specifically delegated to assist the Governors and Headteacher in the management of health and safety at the school. Such delegated responsibility must be defined as appropriate. (Site Manager)
  - Ensure the regular (at least termly) practice of fire and lockdown drills.

#### **4 Duties of the Person Delegated to Assist in the Management of Health and Safety**

- 4.1 The nominated competent person (NCP), who is by default the school's Site Manager, shall:

- assist the Headteacher in the implementation, monitoring and development of the safety policy within the school;
- monitor general advice on safety matters given by the Authority and other relevant bodies and advise on its application to the school;
- assist in co-ordinating arrangements for the design and implementation of safe working practices within the school;
- investigate any specific health and safety problem identified within the school and take or recommend (as appropriate) remedial action;
- order that a method of working ceases on health and safety grounds on a temporary basis subject to further consideration by the Governors and Headteacher, if it is found to be in contravention of Health and Safety regulations and requirements;
- assist in carrying out regular safety inspections of the school and its activities and make recommendations on methods of resolving any problems identified;
- monitor that staff with control of resources (both financial and other) give due regard to safety in co-ordination with the NCP, and report any concerns to the Headteacher;
- assist in the co-ordination of arrangements for the dissemination of information and for the instruction of employees, students, pupils and visitors on safety matters and to make recommendations on the extent to which staff are trained.
- advise the Premises Committee on the selection of contractors. As the local authority does not hold an 'Approved Contractors List', this will be through knowledge of contractors, recommendations of the Education Capital Team and the recommendations of other schools.
- co-ordinate an effective and regular maintenance of all plant and equipment including annual portable appliance testing, boiler and fan testing and the recommended five-yearly mains electrical tests.
- inform contractors of areas identified in the asbestos register if significant to their works; regularly monitor, within the limits of their expertise, any areas identified in the asbestos register for any change due to damage which may cause the release of asbestos dust particles, and report said damage to the Headteacher and to the Premises Committee
- to ensure safe systems of work are documented and implemented by any contractors on site as required. This may include checking method statements, risk assessments and conducting pre-works meetings
- to issue permits to work, e.g. hot works, as required. These permits will only be issued after a thorough investigation of the contractor and the works specification and after consultation with the Headteacher and Premises Committee

4.2 The above role must not be confused with that of the Health and Safety Representative which is a trade union appointment to enable the representation of staff interests in health and safety matters.

## **5 Responsibilities of Staff**

- 5.1 All staff are responsible for the health and safety arrangements in relation to staff, students, pupils and volunteer helpers under their supervision. In particular, they will monitor their own work activities and take all reasonable steps to:
- exercise effective supervision over all those for whom they are responsible, including pupils;
  - be aware of and implement safe working practices and to set a good example personally.
  - identify actual and potential hazards and introduce procedures to minimise the possibility of mishap;

- ensure that any equipment or tools used are appropriate to that use and meet accepted safety standards, and are used in the appropriate manner;
- provide written job instructions, warning notices and signs as appropriate;
- provide appropriate protective clothing and safety equipment as necessary and ensure that these are used as required;
- minimise the occasions when an individual is required to work in isolation, particularly in a hazardous situation or on a hazardous process;
- evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- provide the opportunity for discussion of health and safety arrangements;
- investigate any accident (or incident where personal injury could have arisen) and take appropriate corrective action, unless paragraph 5.2 applies;
- provide for adequate instruction, information and training in safe working methods and recommend suitable training;
- where private vehicles are used to transport children to and from school functions, staff should ensure that child restraints and seats appropriate to the age of the children concerned are used, and that all parties are covered by the appropriate insurance.

5.2 When any member of staff considers that corrective action is necessary but that action lies outside the scope of their authority, they should refer the problem to the Headteacher.

## **6 Responsibilities of all Employees**

6.1 All employees have a responsibility under the Act to:

- take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work;
- co-operate with the Director of Children's Services and others in meeting statutory requirements.
- not interfere with or misuse anything provided in the interests of health, safety and welfare;
- make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Headteacher or NCP;
- ensure that tools and equipment are in good condition and report any defects to the Headteacher or NCP;
- use protective clothing and safety equipment provided at all times, and ensure that these are kept in good condition;
- ensure that offices and general accommodation are kept tidy;
- ensure that any accidents, whether or not an injury occurs, potential hazards and near misses are reported to the Headteacher and the NCP.

6.2 Whenever an employee is aware of any possible deficiencies in health and safety arrangements she/he must draw these to the attention of the Headteacher and/or NCP.

6.3 Please note the following:-

- It must be realised that newly appointed employees could be particularly vulnerable to any risk and it must be ensured that all relevant health and safety matters are drawn to their attention at an early stage.
- Whilst it is a management responsibility to instruct all employees in safe working procedures in relation to their posts and work places, employees may from time to time find themselves in unfamiliar environments. In such cases, the employee concerned should be particularly alert for hazards, and whenever possible, ensure

they are accompanied by a person familiar with the environment or that they are advised of specific hazards.

- All volunteer helpers will be expected, as far as reasonably possible, to meet the same standards required of employees.

## **7 Responsibilities of Pupils**

7.1 All pupils are expected, within their expertise and ability, to:

- exercise personal responsibility for the safety of themselves and their fellow pupils;
- observe standards of dress consistent with safety and/or hygiene (this would include the suitability of footwear, the carrying of knives and other items considered dangerous, etc;
- observe all the safety rules of the school and in particular the instructions of the teaching staff in the event of an emergency;
- use and not wilfully misuse, neglect or interfere with items provided for safety purposes.

7.2 The Governors and Headteacher will make pupils (and where appropriate the parents) aware of these responsibilities through direct instruction, notices, the school handbook and website.

## **8 Visitors**

8.1 Regular visitors and other users of the premises (e.g. contractors and delivery men) are expected, as far as reasonably possible, to observe the safety rules of the school.

8.2 Guidelines for vehicle access to the school are appended to this policy. In order to protect the health and safety of pupils and staff, these must be followed.

8.3 It is the responsibility of all staff to ensure that access by members of the general public is limited to those with genuine reason to visit the school or the persons therein, by the use and maintenance of both the pedestrian and vehicle access systems. All staff must also ensure that all doors and gates that allow both access to and egress from areas with general public access and the school's interior are kept locked at all times, unless under emergency evacuation procedures

8.4 It is the responsibility of all members of staff, particularly the office team, to ensure that all visitors sign in to the visitors' file are made aware of the evacuation and lockdown procedures and display the appropriate badge. It is the responsibility of the Site Manager to advise all staff members in the use of, and the necessity for, the visitors' file.

8.5 All contractors and visitors to the school who are not DBS checked will be accompanied by a member of staff at all times. In the case of contractors, this will be the responsibility of the Site Manager during his directed hours, unless he is off-site or otherwise engaged.

## **9 Lettings**

9.1 The Governors and Headteacher must ensure that:

- the means of access and egress are safe for the use of hirers, and that all plant and equipment made available to and used by the hirers is safe. If the Headteacher knows of any hazard associated with the above, she/he should take action to make hirers aware of it;

- fire escape routes and exits are clearly marked for the benefit of unfamiliar users of the building, particularly during the hours of darkness;
- hirers of the building are briefed about the location and use of the telephone, fire escape routes, fire alarms, fire fighting equipment and emergency procedures. Notices regarding emergency procedures should be prominently displayed;
- hirers using any equipment or facility provided by the school are familiar with its safe use and, if necessary, briefed accordingly;
- arrangements are made for checking the security and condition of the premises and equipment used after vacation by the hirer or his staff.

9.2 Further details and guidance are held in the school's Policy for Lettings and the Use of School Premises.

## **10 Fire and Emergency Evacuation Procedures**

10.1 The school's procedures for fire and emergency evacuation are appended. They are also posted in the visitors' file in the school entrance hall. These procedures will be updated as appropriate.

10.2 Fire drills and lockdown drills are recorded in the Headteacher report to governors each term..

10.3 The school has completed its Fire Risk Assessment, and reviews this in the event of major structural changes, a change of use or a fire.

10.4 Any member of staff or pupil with a disability, medical condition or long term injury which may impair their ability to evacuate the school according to the usual procedures will have a personal evacuation plan drawn up by the Site Manager and Headteacher. The Site Manager and Headteacher will always involve the staff member/pupil in this process. Personal evacuation plans may also be required for any visitors, parent helpers or contractors with a disability, medical condition or long term injury who will be on site for an extended period of time.

## **11 Fire Prevention Equipment**

11.1 Arrangements are made to regularly monitor the condition of all fire prevention equipment. This would include the regular visual inspection of fire extinguishers by the NCP and annual testing by a competent engineer. The alarm system is checked by the Site Manager on a weekly basis and by the alarm maintenance contractors on a quarterly basis.

## **12 First Aid and Accident Reporting Procedures**

12.1 First Aid records are kept according to the London Borough of Barnet Local Code of Practice. In accordance with those guidelines, the following measures are in place:

- First aid is available in the Welfare Room and an additional first aid box is in the Junior building and another in the Nursery.
- The name of the lead first aider/appointed person is Mrs Andrea Needham.
- The person responsible for administering the accident reporting procedure, the notification of serious accidents causing death or major injury and dangerous occurrences is Mrs Andrea Needham. The accident book and report forms and the arrangements to be followed if the person injured is unable to complete an accident report form or who is not an employee of the Authority are to be found in the Welfare Room.

- The arrangements for first aid for sports, outdoor pursuits and field trips are the responsibility of the supervising staff.

- 12.2 Any employee rendering first aid to the best of their ability is indemnified by the London Borough of Barnet.
- 12.3 Responsibility and reporting lines for the management of Health and Safety are shown in the organisational chart and are appended to this policy. Copies can be found with The Health & Safety at Work Act 1974 posters situated in the staff room, nursery staff room, The Arboretum and main offices.
- 12.4 All staff are required to report any non-injury accidents, i.e. damage or near misses, to the Headteacher. The Headteacher will decide if any investigation into the non-injury accident is required and report any findings to the Governors.
- 12.5 All staff are required to report any material they consider, or suspect, to be asbestos.
- 12.6 The Headteacher will report a statistical analysis of all reported injuries, diseases and non-injury accidents in their Headteacher report to Governors each term.

### **13 Display Screen Equipment**

- 13.1 DSE includes office computers, laptops, tablets and hand held devices.
- 13.2 All staff who, as part of their usual employment, use any form of Display Screen Equipment (DSE) for a period of longer than 1 hour at a time will be identified by the Headteacher and required to complete a DSE workplace assessment every two years.  
Most teaching staff only use DSE in small amounts and for short periods of time during their normal working hours and so will be exempt from this assessment. During PPA time teachers will not be working exclusively at a laptop for a period of one solid hour, as they will be marking, discussing and organising classrooms and resources. The use of DSE does not apply to children.
- 13.3 All DSE workstations must be designed and equipped to meet minimum/essential safety requirements and be reviewed annually.  
The main areas of concern are Equipment, Environment and User
- Equipment**
- Chairs should be height adjustable, stable and have a 5 point base and be on castors
  - Chairs should have adjustable seats
  - Chairs should have an adjustable back rest
  - Chairs should be able to swivel
  - The users feet should be flat on the floor
  - The keyboard should be able to be angled
  - There should be enough space for wrists to rest when not typing
  - Keyboards should be separate from the screen
  - Keyboard keys should be clear to read and clean
  - When using a mouse the wrist should be kept straight
  - The mouse should be used close to the keyboard
  - Obstructions should be moved from desk work spaces
  - The desk should be wide enough to have space to rest hands
- Environment**
- There should be adequate working space
  - All distracting sources of noise should be relocated

- Rooms should not be too hot or cold
- DSEs are able to have a free eyesight test
- Users should take a break every 10 minutes during each hour of work

### **Users**

- Should regularly check their own equipment and report defects
- Maintain clean tidy work spaces
- Plan activities away from the screen every 10 minutes
- Adjust their own chairs and screens
- Adjust the brightness and contrast on their screen
- Ensure keyboards and screens are clean
- Set text size that is easy to see
- Check their own posture and don't sit in the same position for too long
- Avoid stretching to reach items – organise the workstation area

- 13.4 All Interactive White Boards (IWB's) have warning notices posted next to them explaining the dangers of the projector.

## **14. Trips and visits**

- 14.1 Children should be able to experience a wide range of activities. Health and safety measures should help them to do this safely, not stop them. It is important that children learn to understand and manage the risks that are a normal part of life. Common sense should be used in assessing and managing the risks of any activity. Health and safety procedures should always be proportionate to the risks of an activity.
- 14.2 Employers, school staff and others also have a duty under the common law to take care of pupils in the same way that a prudent parent would do so.
- 14.3 School employers should always take a common sense and proportionate approach remembering that in schools risk assessment and risk management are tools to enable children to undertake activities safely, and not prevent activities from taking place. Sensible risk management cannot remove risk altogether but it should avoid needless or unhelpful paperwork. Some activities, especially those happening away from school, can involve higher levels of risk.
- 14.4 The school must have an EVC. The EVC typically liaises with the local authority's outdoor education adviser and helps colleagues in schools to manage risks.
- 14.5 Parental permission must be gained for all trips except those in the local area. An Online Evolve form must be submitted which includes all the details of the trip and Also copies of letters to parents and risk assessments.
- 14.5 The school has a full Educational Visits policy which all staff should read and be aware of
- 14.6 The risk assessment for each visit will identify the relevant procedures during the visit. For visits extending beyond the school day this includes designating a home contact from the school who may be needed as a link between the party, the parents, the school and the Local Authority in the event of an emergency. Details of this are kept on Emergency Procedures card.

- 14.7 In the event of any incident resulting in harm to any attending participant, staff member or volunteer, then the school must be contacted as soon as possible (following contact with emergency services) to inform the Headteacher or designated Deputy so that they can decide a course of further action. It may also be appropriate to inform next of kin or parents of those affected of what has happened (e.g. that the party will be returning late or that an incident has befallen a party member) and the action that has been taken so far.
- 14.8 However, if the incident is very serious (e.g. involves a disabling or life threatening accident, or a fatality and/or could attract media attention) then the Headteacher, Deputy or the home contact will inform the Local Authority who will instigate its emergency procedures.
- 14.9 In the event of a party being overdue, the school, or the home contact, will investigate the reason and will if necessary and appropriate, need to involve the police, other emergency services or contact the appropriate person in the LA.

## 15 Monitoring

- 15.1 It is the responsibility of the Governing Body to monitor the effective deployment of this policy. This responsibility has been delegated to the Premises Committee.
- 15.2 This policy will be reviewed on an **annual basis**.

This policy should be read in conjunction with:

First Aid Policy

Food Policy

Fire Risk Assessment

Lockdown Policy

Evacuation Policy

Critical Incident Policy & Plan

Educational Visits Policy

Lettings Policy



## Document Control

### Revision History

Version	Revision Date	Revised By	Revision
1.0	Spring 2015	Premises Committee	Reviewed
1.1	Spring 2016	Premises Committee	Reviewed
1.2	Spring 2017	Premises Committee	Reviewed
1.3	Spring 2018	Premises Committee	Reviewed
1.4	Spring 2019	Premises Committee	Reviewed
1.5	Spring 2020	Premises Committee	Reviewed
1.6	Spring 2021	Premises Committee	Reviewed

I.7	Spring 2022	Premises Committee	Reviewed
I.8	Spring 2023	Premises Committee	Reviewed

### Signed by

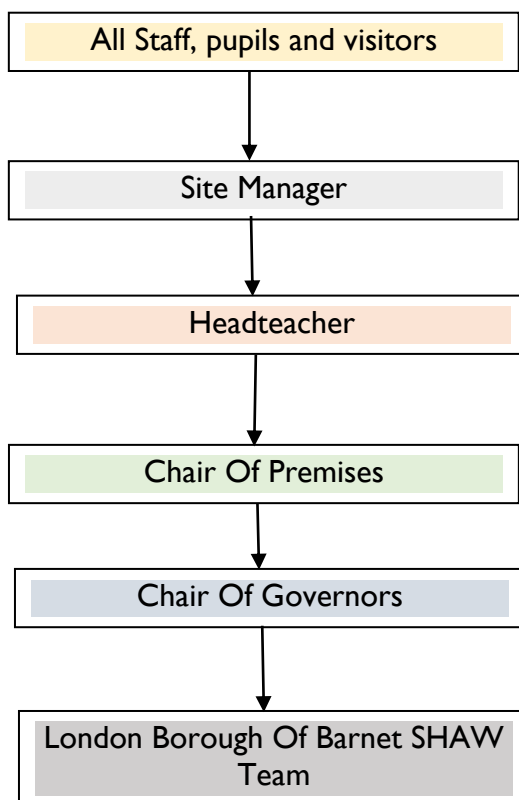
	Name	Signature	Date
Headteacher	Ann Pelham		February 2023
Chair of Governors	Clare Hegarty		February 2023

### Distribution

Shared with
<ul style="list-style-type: none"> <li>• Staff via school server</li> <li>• Parents via Website</li> <li>• Governors via committee meetings</li> </ul>

Date for next review
Spring 2024

# **Responsibility and Reporting Lines for the Management of Health & Safety at Holly Park School**



## **APPENDIX A**

# **HOLLY PARK PRIMARY SCHOOL**

## **POLICY GUIDELINES FOR EMERGENCY ROUTES AND EXITS**

(from The Regulatory Reform (Fire Safety) Order 2005)

(1) Where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times.

(2) The following requirements must be complied with in respect of premises where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons—

- emergency routes and exits must lead as directly as possible to a place of safety;
- in the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible;
- the number, distribution and dimensions of emergency routes and exits must be adequate having regard to the use, equipment and dimensions of the premises and the maximum number of persons who may be present there at any one time;
- emergency doors must open in the direction of escape;
- sliding or revolving doors must not be used for exits specifically intended as emergency exits;
- emergency doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency;
- emergency routes and exits must be indicated by signs;
- emergency routes and exits must be provided with emergency lighting of adequate intensity as close as possible to the exit in the case of failure of their normal lighting.

## **APPENDIX B**

# **HOLLY PARK PRIMARY SCHOOL**

## **POLICY GUIDELINES FOR VEHICLE ACCESS**

As pupils, parents and other children may be in the playground at different points during the day, vehicles should not be allowed access through the playground between the following times:-

- 7.45am till 9.40am (start of the school day)
- 10.30am till 11.00am (morning playtime)
- 11.15am till 11.45am (Nursery morning session end time)
- 12.00pm till 1.20pm (lunchtime)
- 2.15pm till 2.40pm (afternoon play)
- 3.15pm till 6.10pm (end of the school day and after school club session)

Please make sure that vehicles are only allowed to enter the playground between these times by express permission of the Headteacher, Deputy Head, Site Manager or Office Manager. If for any reason a vehicle is not allowed entry to the school, the driver should be invited to wait in the car park (if practical) or road until the next available time according to the list above. Alternatively, they could be invited to return at a later time in the day.

Deliveries should be made from Bellevue Road, and brought up the path to the school office area. Larger deliveries, which require access to the site, must be agreed with the Site Manager or Office staff and must adhere to the times listed above.

All vehicles entering the playground must be walked in and out by a member of staff. During his directed hours, this should be the Site Manager. At other times, or if he is absent from the school site, a member of the Leadership Team or of the office staff should do this.

## **APPENDIX C**

# **HOLLY PARK PRIMARY SCHOOL**

## **POLICY GUIDELINES FOR COLD WEATHER, SNOW AND ICE**

### **Rationale**

- The Health and Safety at Work Act 1974 and the Occupiers Liability Act place a responsibility upon the employer, so far as is reasonably practicable, that the means of access and egress from its premises are maintained in a condition that is safe and without risk to either its employees, or other persons.
- The approved code of practice which supports the Workplace (Health, Safety and Welfare) Regulations states that "arrangements should be made to minimise risks from snow and ice. This may involve gritting, snow clearing and closure of some routes."
- It is a popular misconception that an occupier cannot be held liable for failing to clear snow/ ice, but can be held liable once an attempt at clearance has been made and then someone is injured. The true position is that an occupier can be held liable for 'failing to act reasonably' in order to prevent accidents.
- Heads of establishments are responsible for ensuring that the means of access to their establishment is safe for both employees and visitors and that adequate arrangement is made to ensure that the risks from snow and ice are minimised. It is recognised that it is not possible to remove immediately every piece of snow or ice. It does however, require those responsible for premises to exercise careful judgments and prioritise de-icing and salting of key access routes.
- All reasonable efforts should be made to ensure that the establishment remains open as normal.

### **Guidelines**

In the event of ice/snow conditions affecting the safe access of persons onto and around the school site, the following procedures will be carried out by the Site Manager:

- Once any fresh snow has been removed then commence salting.
- The Site Manager is to judge whether conditions necessitate application of salt to main route ways. (If the temperature is reading below 1 c then salt is to be applied.)
- Initial salting proportionate to prevailing conditions around the site.
- Whilst it is not practical to remove snow or salt the whole site, safe routes have been identified. These routes are:
  - The Main footpath, i.e. Main Gate to main entrance.
  - Across front playground to join infants and junior buildings
  - Footpath to side of main hall up to nursery
  - Rear access to kitchens

Note: The playgrounds and whole car park areas will not to be gritted due to 'reasonably practicable' grounds of health & safety\*, time, and cost.

- When low temperatures persist all day, it may be necessary, on instruction from the SMT or at the Site Managers own discretion, to apply additional salt.

- Where practicable, removal of as much overnight snow as possible/realistic from walkways to prevent compaction to ice and reduce slip hazard.
- In exceptional circumstances, and with agreement of the SMT, for safety reasons it may be best to retain fresh snow on walkways to cover ice.

\*A playground say 50m x 50m with 150mm of snow would be 375 cubic meters of snow to pile up and would weigh around 37 tons! (At an accepted snow / water of 10:1 ratio).

## **Key Principles**

Head Teacher is responsible for ensuring that:

- The Site Manager has suitable clothing and footwear to undertake ice and snow clearance.
- The Site Manager is clear about his responsibilities with regard to ice and snow removal.
- Before morning break, lunch break and the afternoon break a member of the SMT or the Site Manager is to 'risk assess' the playground area to judge if it will be an indoor break or if it is safe for pupils to be allowed outside. If playgrounds are to remain in use supervision levels may need to be increased.
- All staff are aware of the risk assessment in place for snow and ice and take responsibility for following the designated paths and access routes when such conditions exist.

Site Manager is responsible for ensuring that:

- In icy and snowy conditions footpaths and walkways are treated to the best of his/her ability before and during the school day.
- School has sufficient supplies of salt plus all necessary equipment (salt spreader and snow shovels are in good order)
- Maintenance of safe external walkways is a key Health and Safety responsibility and must be prioritised as such.

Staff and Students should:

- Take responsibility for safe conduct in icy and snowy conditions and wear suitable footwear when on external walkways and car park areas.
- 
- Use cleared paths at all times unless otherwise instructed.