



## FARNWORTH CHURCH OF ENGLAND PRIMARY SCHOOL

### EXTREME WEATHER POLICY 2017 - 2018

Recommended by	J. Stillings (in accordance with HBC Health and Safety Guidance Bulletin No: 2014 18)
Approved by	Finance, Premises, Health, Safety and Welfare Committee
Original Approval Date	29.1.15
Version Number	1.4
Current Review Date	Spring 2019 (or sooner if required)

#### CHANGE RECORD FORM

Version	Date of change	Date of release	Changed by	Reason for change
1.2	23.11.15	23.11.15	J.S.	Updated to reflect personnel changes
1.3	11.1.17	11.1.17	J.S.	Updated to reflect personnel changes
1.4	8.2.18	9.2.18	J.S,	Updated to reflect personnel changes



## Aim

In the last couple of years there have been periods of extreme and hazardous cold weather conditions. The law recognises that it is impossible to completely eliminate risks; however, as a school we must take reasonable steps to mitigate the risks associated with severe weather conditions. This extreme weather policy exists to ensure the safety and well-being of all pupils and staff.

The aim of this policy is to set out procedures in the event of extreme weather such as excessive snow, flooding, etc. The school will take advice, where appropriate, from the relevant authorities. However, the responsibility for deciding to close a school due to severe weather, or restrict attendance, lies with the Head Teacher, taking into account local circumstances.

## Arrangements

As a school we will not close unless we are certain that no child will arrive. Consequently, arrangements are in place to ensure the safety and security of the children. Before deciding whether to close, we consider a range of factors such as:

- Can children get safely into school and remain inside?
- Is there safe access to, and exit from, the school site as well as movement around the school site?
- Can a reasonable temperature be maintained in the building?
- Are toilets and taps functioning?
- Will there be appropriate levels of supervision and, if required, including implementing emergency evacuation plans?
- Are there sufficient First Aiders?

If it is deemed necessary to close the school owing to extreme weather conditions, this will be publicised in the following ways:

- The school website: <http://farnworthprimary.eschools.co.uk/website> (press 'refresh' if you are accessing the website over a period of time as this will allow access to updated information)
- text message (for those who have signed up to receive texts from school)
- via twitter: follow us <https://twitter.com/FarnworthCEP>
- via the Halton Borough Council website [www.halton.gov.uk](http://www.halton.gov.uk)

There **may** also be an announcement on local radio stations including:

- ✚ Radio City (96.7 FM [www.radiocity.co.uk](http://www.radiocity.co.uk))
- ✚ Real Radio (105.4 FM [www.realradionorthwest.co.uk](http://www.realradionorthwest.co.uk)) and
- ✚ Smooth Radio (100.4 FM <http://www.smoothradio.com/northwest/>)

In the event of a closure, pupils who arrive in school will be directed to the relevant school hall.

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Should weather conditions deteriorate during the school day, the Headteacher and Chair of the Governing Body, will make a decision as to whether the school should close. If it is decided to close the school, then parents and carers will be informed via telephone and/or text. The closure of the school will also be announced on the website.

The school will remain open until all parents or carers have arrived to collect their child(ren).

To assist us in the implementation of this policy, please ensure that all contact details (home, work and mobile numbers) are up to date so that we can contact you if necessary.

### In-school arrangements

All staff should make every effort to get to school in the case of bad weather. However, it is recognised that travel distance and routes to school are important factors in influencing decisions to embark upon journeys which, in extreme weather conditions, may be hazardous.

As a result of a distance mapping exercise, the following staff have been designated as staff who can get into school by walking or by a short drive (>5 miles):

- D. Luter
- J. Stillings
- S. Beesley
- K. Critchley
- A. Fletcher
- L. Hanley
- S. Houghton
- S. Monteith
- S. Parr
- K. Smith
- H. Whitfield

Distance is not the only factor to be taken into account and disability, nervous/new drivers, pregnant staff and other things that may affect ease of journey will also be considered. Of course, staff will need to make their own risk assessment regarding travelling to and from school and should inform the headteacher immediately if a decision is made to stay at home, giving robust reasons.

### Roles and Responsibilities of key staff:

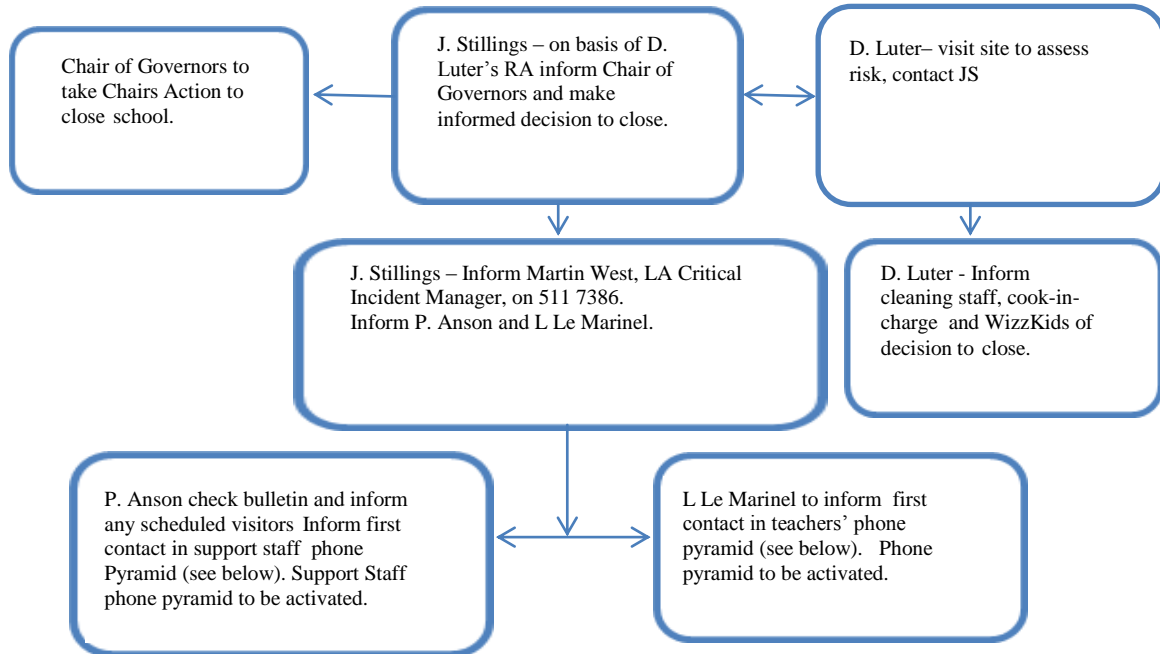
- D Luter to visit site and assess risk. Immediately contact J.Stillings with outcome of risk assessment
- J Stillings to inform R. Coombs of the outcome of the risk assessment and confirm decision to close school by 7.30 am if possible
- Unless the Authority is advised by a school that it is to close, it will be assumed that the school is remaining open. Contact must be made with the Critical Incident Manager, Martin West, on 0151 511 7386. He will liaise with Corporate Communications to organise public announcements via the media.
- J. Stillings to put the information onto the school website and Twitter.

Staff to follow flow chart of communication as follows:

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Staff communication flow chart in case of closure:



Pupils in school to be supervised as follows:

KS1 Hall: K. Smith, H Whitfield, S. Parr

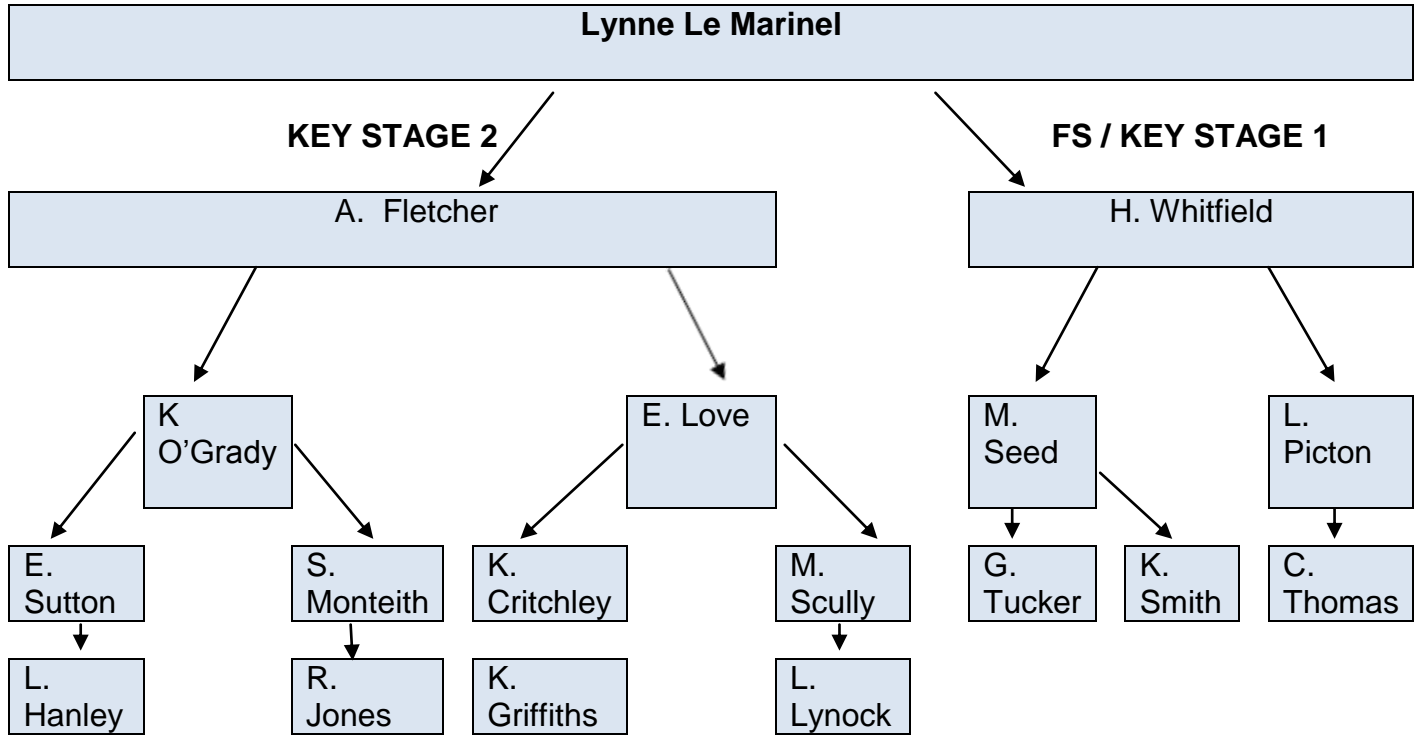
KS2 Hall: K. Critchley, A. Fletcher, L. Hanley, S. Monteith,

S. Beesley and S. Houghton to assist with manning school phones

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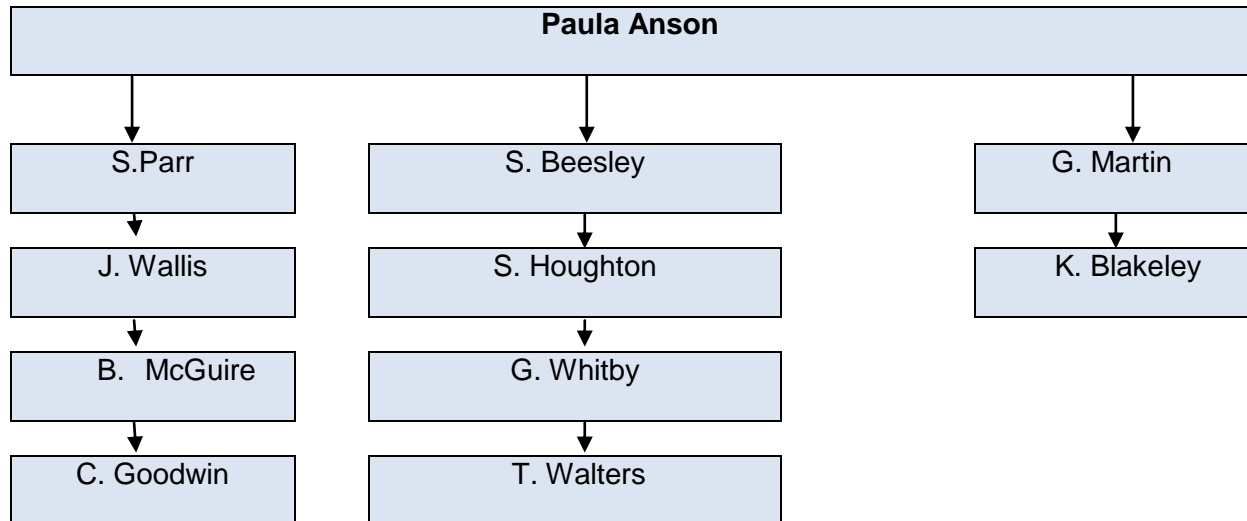


**Teaching Staff Phone Pyramid**



**Support Staff Phone Pyramid**

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