



# **Cold Weather Action Plan Guidance Document**

**See 101. Winter Gritting Information and Snow Clearing including Risk Assessment for each individual school**

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## 1. Cold Weather Action Plan

The Chief Executive Officer, in liaison with members of the Executive Leadership team and Heads of Schools will assess the risk to staff and pupils taking account of the following information:

- advance weather forecast.
- weather conditions on the day (members of staff living locally can support with assessment of the conditions directly early in the morning).
- whether public transport is running (check television, radio).
- whether local roads, and the main routes staff will travel to work, are clear.
- whether school transport is running (School admin team will liaise with the transport office at 6.30am).
- the condition of the school site (Heads of Schools will liaise with the Premises Officer).
- members of the executive leadership team will be updated and informed through each stage.
- On the basis of the assessment, the CEO, executive leadership team and Heads of Schools will decide on one of the following options for each school:
  - to open the school as normal
  - to open the school to some pupils
  - to close the school to pupils but open to staff
  - to close the school to staff and pupils.

## 2. If the decision is made to close all or part of a school

- inform parents and staff via the MIS system
- place information on the school website
- inform and liaise with transport providers
- inform the local authority
- inform local Radio stations

If the decision is made to close all or part a school, the Heads of Schools will co-ordinate with the relevant members of staff the following steps:

- Unless they hear to the contrary, staff should assume that they are expected to report for work.

- Staff are expected to make every reasonable effort to attend work, for example by leaving home earlier or by taking public transport or walking instead of using cars. Any member of staff who is unable to get to work or believes that it would be too risky to attempt the journey is expected to phone in to seek leave of absence from their line managers. Senior managers will deploy staff to provide safe cover and appropriate learning opportunities.

### **3. If the Academy is open to any staff or pupils**

If the Academy is open to any staff or pupils, the Heads of Schools will co-ordinate the following steps with their relevant members of the executive team and school leadership:

See document **101. Winter Gritting and Snow Cleaning Information and Risk Assessment** which can be found on the Google drives as follows:

IPAT Premises Officers\SCHOOL\01. Health, Safety & Premises Risk Assessments\01. Premises Risk Assessments

#### **Across the Trust**

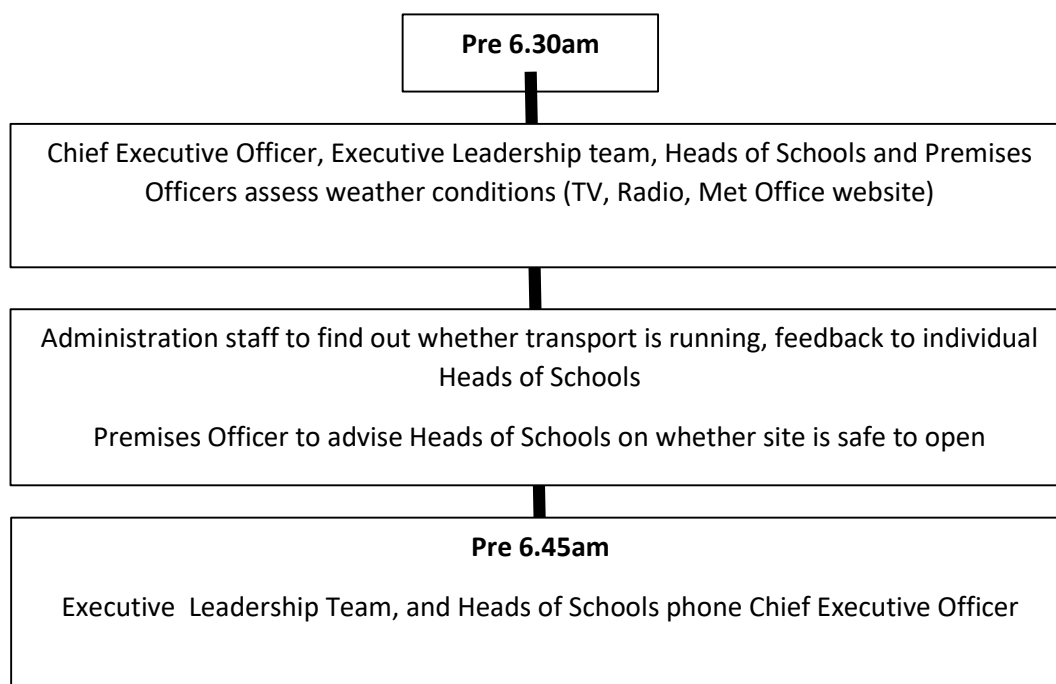
- ensure that there are sufficient staff on both Reception and any additional phone lines to answer calls from staff and parents (Headteachers, and Heads of Schools).
- deploy staff to provide safe cover and appropriate learning opportunities (Headteachers, and Heads of Schools)
- ensure that staff are in place to meet buses (if relevant) as they arrive so that pupils are taken into school in a timely fashion (Headteachers, and Heads of Schools).
- meet pupils from transport, bearing in mind the need for safe moving and handling and support for pupils with mobility needs or challenging behaviour (Headteachers, and Heads of Schools).
- liaise with Educaterers to ensure that arrangements are made for school meals (Headteachers, and Heads of Schools and Administrative team).
- assess the risk of timetabled activities and take appropriate action (teachers in liaison with their line managers).
- decide by 10am whether to run after-school clubs (where relevant) and inform parents/staff (Headteachers, and Heads of Schools and Administrative team).
- assess the need to close the school early or to allow pupils to leave school as and when transport arrives (Headteachers, and Head of Schools and Senior leadership).

- inform parents by email if pupils are going to leave school early (via Administrative team).
- assess the risk of activities (training/meetings etc) planned for after school and take appropriate action to cancel or curtail them as appropriate (Headteachers, and Heads of Schools and Senior leadership).

## **4. During any period of closure**

- liaise with the Premises Officer to ensure that heating is kept running and that every effort is made to clear the site in readiness for pupils' return.
- update information for parents on the school website
- liaise with the transport coordinator to establish when school transport will run
- keep the Local authority Informed
- send an Email alert to staff and parents once it is possible to reopen the school

## 5. Snow Closure – flow chart of activities



### Emergency School Closure: Who to inform

Who to contact	By When	How	By Whom
CEO (before decision taken to close)	6.45am	Phone	HT/HoS
Chair of Trustees	8am	Phone	CEO
Premises Officer	6.30am	Phone	HT/HoS
DFO	6.30am	Phone	HT/HoS
Parents and Carers	7am	Email	School Admin
Website : Message about closure	7am	Website	School Admin
Social Media : Message about closure	7am	Social Media	School Admin
All School Staff	7am	Email	School Admin
Local Authority	9am	Email	School Admin
Executive Team	8am	Email/Call	HT/HoS
Other Central Team Members	8am	Email	School Admin
Transport	6.30am	Email/Call	School Admin
Catering	8am	Email/Call	School Admin
Contract Cleaners	8am	Email/Call	School Admin
Visitors booked in for the day	8am	Phone	School Admin
Trips planned for the day	8am	Phone	School Admin

**If staff do not receive an email or hear via local radio/LCC Website/Social media they are expected to make every effort to attend work.**

**If staff are not required to come onto site, they will be required to work at home and be ready to receive further information**

**Potential of closure more than one day will be assessed on a daily basis.**