



Snow, Severe Weather and Emergency Situation Closure Policy

Policy Owner:	Estates Manager
Formally Endorsed By:	SLT
Endorsement Date:	November 2023
Next Review Date:	November 2026

Human *Connection* in all we do

POLICY STATEMENT

Michael Hall School is committed to ensuring staff, students, volunteers, and contractors enjoy a safe working environment.

Roles & responsibilities:

- The Board of Trustees carries responsibility for Health and Safety (H&S).
- The School Senior Leadership Team (SLT) oversee the day-to-day delivery of H&S practice on the School.
- The Head-of-Operations, supported by the Estates Manager, implements H&S practices on behalf of the SLT.
- The Estates Manager provides advice to the Head-of-Operations and the Trustee resources committee as required.
- The Estates Manager facilitates effective planning, risk assessment and safe implementation of all activities involving pupils and all events organised by the school.

All staff have a responsibility for making themselves familiar with and following the school's safety procedures and are responsible for the detailed adoption and implementation of School Policy in their respective workplaces and ensuring that they follow a safe approach to their working practices.

Staff members have a further responsibility to take reasonable care of themselves, and other people affected by their work activities and to co-operate with their employers in meeting their legal obligations.

The aim of this policy is to:

- Reduce unnecessary risks traveling to and from school.
- Reduce the risk of accidents in school.
- Reduce the risk of pupils and staff becoming stranded due to weather conditions.
- Reduce the risk of injury/damage to persons or property if areas of the school are found to be unsafe

It is our intention that the school will be open on all normal school days even when some poor road or weather conditions exist. However, in the event of a heavy snowfall (especially overnight), we cannot guarantee that the site will remain accessible and/or staff will be able to attend school and a decision to close, or restrict/delay school opening may have to be made.

The school will only be closed due to snow, severe weather conditions, or emergency situation as a last resort. This will be when the weather conditions or emergency situation mean we are not able to provide services or where conditions mean the safety of pupils and other users of the site does not meet reasonable criteria.

The decision to close the site will not be a matter of opinion but is based on a fixed set of criteria which may have to be revisited regularly as situations progress. Any school closure is to be recorded.

FOR CONSIDERATION	Y/N
Can enough teaching staff get to the school to provide the correct ratio of staff to students?	
Is there a risk that staff or students may become stranded later in the school day?	
Can fire escape routes & assembly points be cleared and maintained in safe, usable conditions?	
Are emergency vehicles able to reach and access the school if needed?	
Can pedestrian access & egress routes to the site be maintained in a safe to use condition?	
Can vehicle access & egress routes to the site be maintained in a safe to use condition?	
Can classroom temperatures be maintained to meet legal requirements?	
Are essential deliveries able to get to the school, i.e. food or fuel supplies?	
Are the school buses able to run, considering site & road conditions over Sussex, Surrey & Kent?	

In the event of snow, severe weather or other emergency situation an assessment will be made and the outcome communicated to parents via the School website and/or via email. Every time the situation is reassessed further communication from the school to the parent body should follow.

If the school is to open following snowfall/emergency situation:

The school will clear & maintain essential paths / roads so far as practicably possible.

Estate staff will be concentrating on keeping the essential routes around the site in usable safe condition. Only the main entrance to the site will be in service. Secondary routes will not be open. We will relax our normal high expectations of punctuality and registers may close later than usual.

There will be no extra-curricular after school clubs or staff meetings.

Parents who wish to collect their children early due to the road conditions may do so following the normal procedures to sign out your child / children.

On such days, children's access to the playground & other areas of the site will be restricted. Parents are reminded to ensure their children have warm clothes and suitable footwear in case their journey is disrupted, or they are stranded.

Children without appropriate clothing will not be allowed outside.

Parents are reminded that vehicles are brought onto the school premises entirely at the owner's risk. The school accepts no liability for loss or damage to vehicles or contents on the school premises.

If the school is to be closed or inaccessible for longer than a 24hr period, instigation of the Critical Incident Plan will be discussed by SLT & the Estates Manager, to decide a time frame for initiation.