



# Kirkbie Kendal School Academy Trust

Policy Title:	<b>Adverse Weather Policy</b>
Policy Reference:	A5
Version:	1.5
Member of Staff Responsible for review:	Headteacher
Governors' Committee/SLT Responsible:	SLT (Curric to note)
Status:	Adopted
Date first adopted/accepted by Governing Body:	Sept 2014
Review Cycle:	1 year
Date of last review:	Jan 21
Date for next scheduled review:	Jan 22

Change Record		
Version	Date	Description
1.1	SLT 7.4.17 Curric 16.5.17	Minor changes to factual information (3 days in 13 years).
1.2	SLT 29.3.18 Curric 22.5.18	Changes to radio station names to Smooth/Heart Radio and addition of contact information
1.3	SLT 1 Feb 19 Curric 12.2.19	Changes to radio contact information
1.4	SLT 20 Jan 20 Curric noted 11 Feb 20	Removal of Smooth Radio as communication method (not offered as at Jan 20)
1.5	SLT 04.04.21 Curric noted 18.05.21	Addition of RA as an appendix

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**“Kirkbie Kendal School promotes the safeguarding and welfare of children in its care; all policies and procedures support the Child Protection Policy.”**

# KIRKBIE KENDAL SCHOOL ACADEMY TRUST

## ADVERSE WEATHER POLICY

### Introduction

As a matter of principle, we will remain open whilst it is practical and safe to do so.

Please have emergency arrangements in place for your children in case the school has to close before the start of the normal school day or earlier than the normal school closing time. For example, please have arrangements with friends, relatives or neighbours for your children to stay with them or return to your home.

Please make sure that your child is aware of the emergency arrangements that you have made on their behalf.

In the event of adverse weather such as ice, snow, flooding etc, where we need to close we will communicate this to you through the following methods:

- Local radio,
  - BBC Radio Cumbria: between 7:00am- 9:00am 0800 111 4950; after 9:00 am 01228 592444.
  - Heart (formerly Bay Radio) 01524 895000 (station), 01524 895969 (studio) and;
- the school website [www.kirkbiekendal.cumbria.sch.uk](http://www.kirkbiekendal.cumbria.sch.uk)

The school will use the mobile phone text and email alert service. If you have not yet provided your mobile phone number or email address, please contact Mrs Blamire in the school office as a matter of urgency.

In the event that we have to close on subsequent days we will inform stakeholders as soon as possible.

**THIS DOCUMENT IS AVAILABLE IN THE FOLLOWING FORMATS: PAPER  
ENLARGED PRINT  
EMAIL  
WEBSITE**

## Appendix 1 – Kirkbie Kendal School Risk Assessment

<b>RA Reference</b>	Adverse Weather risk assessment
<b>Activity description</b>	Adverse weather conditions
<b>Assessment date</b>	January 2021
<b>Assessor name</b>	Mrs Eastwood, Business Manager
<b>Assessment team members</b>	Mrs Eastwood
<b>Review date</b>	Annually
<b>Location</b>	Kirkbie Kendal School
<b>Number of people exposed</b>	1016 students, 107 staff
<b>People exposed</b>	All employees Service users/pupils Visitors Members of the public Vulnerable children/adults Persons with pre-existing medical conditions First aiders New/expectant mothers Contractors
<b>Is this an acceptable risk?</b>	
<b>Date record created</b>	

Hazard description and how people are at risk	Potential risk	Current control measures	Additional control measures	Residual Risk	By whom and when
Damage to property and injury to people due to excessive rain/flooding	<b>Medium</b>	Weather conditions will be monitored to anticipate adverse weather  Suitable maintenance of building and site to ensure drains and rainwater goods are not blocked	Refer to the following:  Cumbria CC severe weather guidance Closure advice for schools – Schools' Portal Bad weather guidance - HR CCC intranet pages - Winter Ready	<b>Low</b>	
Disruption to school day for staff and pupils due to ice/snow	<b>Medium</b>	School emergency plans in place in respect of adverse weather	Estimate how many staff members need to get into school for it to operate safely, to deliver the normal curriculum	<b>Medium</b>	
		Cascade system in place for reporting emergency closures.  Monitor road closures via <a href="#">Highways England</a> Headteacher will check CCC website for <a href="#">Gritting maps</a>			

<p>Injury to staff, pupils, visitors caused by slips and trips on ice/snow</p>	<p><b>Medium</b></p>	<p>Weather conditions will be monitored to anticipate adverse weather.</p> <p>An adequate supply of rock salt/grit is purchased in advance of the winter months and maintained throughout the winter period.</p>	<p>Suitable PPE and equipment is provided to staff responsible for treating access areas. Staff undertaking the task have received manual handling training to make them aware of the safe ways to lift/work and follow the guidance issued by the Department for Education: <a href="#">Snow clearing from paths and cycle ways</a></p> <ul style="list-style-type: none"> <li>• A main entrance or entrances are identified which take priority for salting first thing in the morning.</li> <li>• Where possible areas that are not gritted will be closed off.</li> <li>• Parents/carers are notified in advance of the walkways which will be gritted first and which way they must use to safely access the school premises.</li> <li>• Any accidents or incidents will be investigated to identify improvements or issues with our procedures.</li> </ul>	<p><b>Medium</b></p>	
<p>Injury to persons/damage to property and vehicles due to falling trees or branches in high winds</p>	<p><b>Medium</b></p>	<p>Annual tree surveys will be carried out, remedial works identified will be undertaken by a competent person.</p> <p>Visual monitoring of the condition of trees will be carried out regularly, particularly after windy weather with any damage reported and rectified.</p>	<p>If a tree does appear to have suffered damage due to high winds then the area must be kept clear of all people and vehicles, allowing for the full span/height of the tree, and a suitable contractor contacted to inspect the tree as soon as possible.</p>	<p><b>Low</b></p>	

Injury to persons/damage to property due to unsafe scaffolding	<b>Medium</b>	<p>Any construction work will have an appropriate construction phase plan in place.</p> <p>Scaffolding will be erected by a competent contractor.</p> <p>Scaffolding will be inspected and used safely by a competent contractor.</p>	<ul style="list-style-type: none"> <li>Contractors will be responsible for ensuring access is prevented to unauthorised persons.</li> <li>Scaffolding will be routinely checked by the contractor at the beginning and end of each working day.</li> <li>School staff will report any concerns in relation to a contractor/worksite to the headteacher to enable effective action to be taken.</li> </ul>	<b>Medium</b>	
Injury to persons/damage to property due to flying objects and unsecured wheelie bins	<b>Medium</b>	<p>Wheelie bins and recycle bins are sited at least 8m from the building and are secured and locked shut.</p>	<p>Any item that is identified as freestanding (litter bins, benches etc.) will be fastened down or removed during high winds.</p>	<b>Low</b>	
Injury to persons/damage to property due to falling masonry	<b>Medium</b>	<p>The building will be maintained in a safe wind and watertight condition.</p> <p>Boundary walls/fences will be maintained in good condition.</p> <p>Temporary fencing will be adequately secured.</p> <p>Any unsafe areas will be cordoned off and access prevented until repairs can be undertaken.</p>	<p>Where the area is above a fire exit door, alternative fire escape routes must be allocated and details communicated to staff.</p>	<b>Low</b>	

Injuries and damage due to unsecured open doors.	<b>Medium</b>	Exterior doors that require holding open will be secured by suitable methods to prevent them blowing shut in high winds.	Doors will be inspected on a monthly basis and any faults reported and records kept.	<b>Medium</b>	
Injuries and ill health due to excessive temperatures, e.g. sun burn, heat exhaustion or dehydration	<b>Medium</b>	Weather conditions will be monitored to anticipate adverse weather.  Sun protection policy guidance will be followed.  Suitable clothing and headwear will be encouraged.  Provision of drinking water available.	<ul style="list-style-type: none"> <li>• Sun protection policy guidelines for nurseries and pre-schools – Cancer Research UK</li> <li>• Sun protection policy guidelines for Primary Schools – Cancer Research UK</li> <li>• Sun protection policy guidelines for Secondary Schools – Cancer Research UK</li> <li>• Looking after children and those in early years settings during heatwaves – Public Health England</li> </ul>	<b>Low</b>	
		Information and guidance promoted to staff, pupils and parents/carers.	<ul style="list-style-type: none"> <li>• How to cope in hot weather - NHS UK</li> <li>• Beat the Heat Poster - Public Health England</li> <li>• <a href="http://www.sunsmart.org.uk">www.sunsmart.org.uk</a> – Cancer Research UK</li> </ul>		
<b>Assessment Conclusion</b>	Providing the stated control measures are implemented and adhered to, the risk can reduce to a manageable level in normal circumstances. Compliance with this risk assessment should be monitored and reviewed to ensure control measures remain effective.				

<b>To be completed by the individual undertaking the risk assessment</b>	
<b>Name</b>	
<b>Job title</b>	
<b>Signature</b>	
<b>Date</b>	

<b>To be completed by the headteacher</b>	
I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities.	
<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	



	Severity					
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Most severe
Likelihood	5 Very Likely	5 Low Risk	10 Medium Risk	15 High Risk	20 High Risk	25 High Risk
	4 Likely	4 Low Risk	8 Medium Risk	12 Medium Risk	16 High Risk	20 High Risk
	3 Possible	3 Low Risk	6 Medium Risk	9 Medium Risk	12 Medium Risk	15 High Risk
	2 Unlikely	2 Low Risk	4 Low Risk	6 Medium Risk	8 Medium Risk	10 Medium Risk
	1 Very Unlikely	1 Low Risk	2 Low Risk	3 Low Risk	4 Low Risk	5 Low Risk