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Occupational Health & Safety



Adverse Weather Procedure

Edwalton primary school

[2026-27]

Overview

The school has a duty to ensure that all on site external areas where pedestrians walk are maintained in a safe condition at all times. These include footpaths/walkways, emergency doorways and routes, carparks and delivery & drop off points.

The school have completed a gritting risk assessment and the findings of this assessment are to be shared with those completing the task. Assessment controls to be implemented during completion of task.

Grit/salt is stored in boiler house(1974y)

When to Grit

Salt can stop ice forming and cause existing ice or snow to melt. It is most effective when it is ground down, but this will take far longer on pedestrian routes than on roads.

Gritting should be carried out when frost, ice or snow is forecast or when walkways are likely to be damp or wet and the floor temperatures are at, or below freezing. The best times are early in evening before the frost settles and/or early in the morning before employees arrive. Salt doesn't work instantly; it needs sufficient time to dissolve into the moisture on the floor.

The weather will be monitored by site manager. The weather will be observed visually through the day/night and monitored using local and UK based weather forecasts.

Gritting is to take place either:

- Early afternoon/evening before snow/frost settles
- Or early morning before employees arrive (salt will need time to dissolve). *This is guidance only and the daily weather reviews will identify best times for gritting.*

Due to the physical nature of the task, persons completing will be capable of lifting bags of salt/grit and using any relevant equipment. Staff are not to lift beyond their capabilities at any point and correct manual handling techniques will be adhered to at all times when handling bags of grit/salt or gritting equipment. Manual handling risk assessments are to be reviewed in lone with this procedure.

When gritting is not effective

High traffic areas or routes that cannot be gritted effectively (e.g., due to compacted snow or ice) will be clearly marked off with warning cones/tape and when possible, made safe. (All warning cones and tape is to be removed as soon as the area is made safe to avoid confusion.)

On completion of the gritting procedure, any areas not gritted for this reason are to be communicated to the Senior Leadership Team (Headteacher/School Business Manager/Site Manager) and the reason why. This will then be further communicated to school staff and shared with persons such as parents and visitors to site to advise them of safe pedestrian routes to use, or to avoid the site until conditions improve.

If you grit when it is raining heavily, the salt will be washed away, causing a problem if the rain then turns to snow. Compacted snow, which turns to ice, is difficult to treat

effectively with grit. Be aware that ‘dawn frost’ can occur on dry surfaces when early morning dews form and freezes on impact with the cold surface. It can be difficult to predict when or where this condition will occur.

Areas to be gritted

The below map shows the expected areas of site that will be gritted.

#Entrance and exits in and out of school/Astro turf area near the willow tree and in foundation/Playground area/ pathways around the internal perimeter of the school.

Lighting levels of areas to be gritted

During winter months the days are shorter and there is a lack of natural light. The lighting on communal areas both internally and externally should be of a sufficient level to allow safe access and egress from the building. As highlighted in the risk assessment, areas of concern are:

Bike shelter area/astro turf area near the big willow and in foundation.

Pedestrian/Vehicle Contact

Gritting is to take place in shared areas when there are low numbers of vehicle movements happening at approx. 06.00am and 17.00pm to limit pedestrian/vehicle contact. The person completing the gritting has been provided with a high visibility jacket and this is to be worn at all times when gritting areas where contact with vehicles is possible.

Controls required internally during inclement weather

Inclement weather can create additional hazards including additional water being brought into the building on footwear. Entrances have matting in place for persons entering to remove additional water off their footwear. Additional matting for entrances/common areas is available if required.

Lone working

Site manager/site assistant would be alone on site when gritting. Lone working procedure/ risk assessment is in place for both. Key points from the lone working procedure are:

- Who. Darren Uveges/Georgie Duffin
- Times alone on site 06.00/06.30
- Who do they contact. Darren Uveges/Dan Graney/Georgie Duffin

PPE provided

As per risk assessment, PPE to be worn when gritting:

- gloves
- waterproof jacket
- footwear

Other controls identified in risk assessment to be in place before gritting is to commence

As per risk assessment

- Danger ice and snow signs to be put out/ sufficient salt/grit on site with salt bins full.

- PPE to be worn at all times

Responsibilities Table	
Task	**Who**
Checking weather and deciding to grit	Danial Graney/Darren Uveges
Gritting walkways & traffic routes	Darren Uveges/Georgie Duffin
Monitoring grit levels and ordering more	Darren Uveges/Georgie Duffin
Completing Winter gritting/snow clearing record	Darren Uveges
Communicating issues with gritting	Danial Graney/Darren Uveges
Writing and review of risk assessment	Danial Graney/Darren Uveges
Review of this document	Danial Graney/Darren Uveges

Appendix 1 – Toolbox Talk

Winter slip & fall safety tips

It's near that time of season where slips and falls occur at an increasing number. Facilities planning and Management's Grounds Services Departments need to do a very good job of keeping the sidewalks and steps clear of snow and ice. However, there may be icy patches they may not have had a chance to get to before you've walked to your office, lab, etc. The links below provide some good advice on being aware of your surroundings during the winter months and ways to prevent slips and falls.

How to prevent it:

- Wear the proper foot gear.
- Take small steps to keep your centre of balance under you.
- Walk slowly and never run-on icy ground.
- Keep both hands free for balance, rather than in your pockets.
- Use handrails from start to finish.
- Avoid carrying loads on stairways; or carry loads that you can see over.
- Keep your eyes on where you are going.
- Test potentially slick areas by tapping your foot on them.
- Step - Don't jump from vehicles and equipment.
- Keep walkways clear of debris, water, ice, and slippery materials.

When these helpful hints don't work, and you know you are going to slip, try to reduce your potential injury when falling by:

- Roll with the fall. Try to twist and roll backwards, rather than falling forward.
- Relax as much as possible when you begin to fall.
- Toss the load you are carrying. Protect yourself instead of the objects being carried.

Appendix 2 - Winter gritting/snow clearing record

Edwalton Primary School

Winter gritting/snow clearing record

Date:	Person(s) undertaking the task:			
What time did gritting/snow clearing take place?				
Describe the weather conditions? What is the outside temperature (approx.) and time of measurement?				
Which routes/paths were gritted/cleared of snow?				
Any areas of plan unable to be cleared?				
Were warning ice/snow signs displayed at entrances to the gritted/snow cleared routes/paths?	Yes/No	Yes/No	Yes/No	Yes/No

Insert plan or draw the grounds of the premises and indicate the routes/paths gritted/snow cleared

Signed …….. Date…….

Appendix 3 – Warning Sign



WARNING ICE! This path has recently been gritted, but the path still may be slippy in some areas. Proceed with caution!