



## FOUNDRY COLLEGE

### Unexpected College Closure Procedure

#### Document Control Information

Version	DATE	DESCRIPTION
1	25/11/2015	Created by Mary Rome
2	11/01/2017	Updated in line with current guidance and contacts. Name of Headteacher amended.
3	20/10/2017	Update Appendix 2
4	15/11/2018	Updated in line with current guidance and contacts.
4	15/11/2018	Update Appendix 2

Reviewed	15/11/2018
Responsibility	Jay Blundell
Committee	SLT & Resources
Review Date	November 2020
Signed	Jay Blundell

## **Unexpected College Closure**

### **Decision Making**

The Headteacher is responsible for taking decisions to close the College due to heating failures, loss of water, extreme weather conditions, etc. Such decisions will be taken on welfare or safety grounds.

Risk assessments may take into account the proportion of staff that are local (likely to be available), commuting, or dependent on public transport, travel risks, risks on site, risks due to reduced adult supervision levels and welfare facilities.

The Headteacher will notify the Chair of the Management Committee as soon as the decision is taken.

Closure also refers to decisions to partially close or to amend the normal start / finish times of the College day.

In exceptional cases, the Local Authority may take a global decision to close schools / colleges or to issue a direction to individual or groups of schools / colleges.

### **Notification or Confirmation of Closure**

The Headteacher / Business and Finance Manager will notify the Local Authority by email of any agreed closure decision at [schools.alert@wokingham.gov.uk](mailto:schools.alert@wokingham.gov.uk)

The Headteacher / Business and Finance Manager will notify Local Radio by telephone.

### **BBC Berkshire**

Telephone : 0118 946 4200

Email : [berkshire.admin@bbc.co.uk](mailto:berkshire.admin@bbc.co.uk)

### **Heart FM**

Telephone : 0845 270 2456 / 0118 945 4400

Email : [thamesvalley.news@heart.co.uk](mailto:thamesvalley.news@heart.co.uk)

### **Reading 107**

Telephone : 0118 945 0808

The Headteacher's PA will send out a Schoolcomms message and will also place a notice in the News section of the College website.

### **Notifying Staff**

Staff will be notified of the College closure by Schoolcomms or telephone and via the News section of the College website. This will be carried out each morning, as early as possible, and updated as to the situation on site and in the surrounding area. In the event of extreme weather conditions, staff that live beyond reasonable walking distance will not be expected to make the journey to the College unless they feel confident that they can do so safely. The College will remain closed unless access to the site is safe.

### **Off-site Activities**

If there is an off-site activity scheduled to take place, where there is a risk of severe weather, a decision will be made by the Headteacher as to whether the activity can go ahead.

### **Notifying Parents**

Parents will be notified of College closure via Schoolcomms / telephone & information will be posted in the News section on the College website: <http://www.foundry.wokingham.sch.uk/>

Information about closure will also be posted under 'Borough Alert' on the Council's website. Borough Alert also provides public information about severe weather and flooding alerts.

Where there is some doubt about the situation for the next working day, parents will be advised to check the website and / or a Schoolcomms message will be sent out. Wherever possible, information about whether College meals will be available will also be included.

### **Extreme Weather Checklist**

#### **Ongoing**

1. The grit stock will be checked by the Business and Finance Manager and kept well stocked throughout the year.
2. The college has a supply of snow shovels which are kept in the shed.

#### **In Periods of Extreme Weather**

1. Throughout the period of extreme weather, the Business and Finance Manager, or another member of staff on site, will check the site for frozen / burst water pipes.
2. Immediate routine gritting and emergency clearance of snow / ice on- site is the responsibility of the Headteacher, but will be delegated to the Business and Finance Manager or another member of staff on site.
3. Any staff involved in snow clearance in the College car park will wear high visibility jackets.
4. Snow and ice will be removed using a snow scraper or shovel. It will not be brushed or dissolved using hot water.
5. As a general rule, a pathway of at least, one metre wide will be cleared to provide access to the main entrance.
6. All cleared paths will be treated with grit and checked regularly for refreezing throughout the day by the Headteacher or the Business and Finance Manager.
7. Where access to the site is restricted, hazardous areas will be put out of bounds. This will include places where ice has accumulated and/or, potentially unsafe structures due to snow accumulation or wind damage, trees and perimeter fences.

#### **Risk Assessment (See Appendix 1)**

When carrying out a risk assessment for snow clearance, the following issues will be considered

- manual handling
- suitability of equipment
- protective equipment / appropriate clothing,
- individual health and capability

**EMERGENCY CONTACT NUMBERS**

Children's Services reception: 0118 974 6105  
Property services: 0118 974 6789  
For Out of Hours Emergencies: 0800 212111

## **APPENDIX 1 – Information agreed with Wokingham Borough Council**

### **Clearing Snow and Ice from Pavements Yourself**

There's no law stopping you from clearing snow and ice on the pavement outside your home or from public spaces. It is unlikely you will be sued or held legally responsible for any injuries on the path if you have cleared it carefully. Follow the snow code when clearing snow and ice safely.

**The Snow Code** - tips on clearing snow and ice from pavements or public spaces

#### **Prevent Slips**

Pay extra attention to clear snow and ice from steps and steep pathways - you might need to use more grit on these areas. If you clear snow and ice yourself, be careful - don't make the pathways more dangerous by causing them to refreeze. But do not be put off clearing paths because you are afraid someone will get injured. Remember, people walking on snow and ice have the responsibility to be careful themselves. Follow the advice below to make sure you clear the pathway safely and effectively.

#### **Clear the Snow or Ice Early in the Day**

It is easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it. So if possible, start removing the snow and ice in the morning. If you remove the top layer of snow in the morning any sunshine during the day will help melt any ice beneath. You can then cover the path with grit before nightfall to stop it refreezing overnight.

#### **Use Salt or Sand - Not Water**

If you use water to melt the snow, it may refreeze and turn to black ice. Black ice increases the risk of injuries as it is invisible and very slippery. You can prevent black ice by spreading some salt on the area you have cleared. You can use ordinary table or dishwasher salt - a tablespoon for each square meter you clear should work. Do not use the salt found in salting bins - this will be needed to keep the roads clear. If you do not have enough salt, you can also use sand or ash. These will not stop the path icing over as well as salt, but will provide good grip under foot.

#### **Take Care Where You Are Moving Snow To**

When you are shovelling snow, take care where you put it so it does not block people's paths or drains. Make sure you make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides.

#### **Offer to Clear Your Neighbours' Paths**

If your neighbour will have difficulty getting in and out of their home, offer to clear snow and ice around their property as well. Check that any elderly or disabled neighbours are alright in the cold weather. If you are worried about them, contact your local council.