

# HOLY TRINITY PRIMARY SCHOOL



## ADVERSE WEATHER POLICY

UPDATED October 2024



Asbestos Policy  
2024.doc

Signed: \_\_\_\_\_ (Principal)      Date: \_\_\_\_\_

Signed: \_\_\_\_\_ (Chairperson)      Date: \_\_\_\_\_



# **ADVERSE WEATHER POLICY**

## **Procedures used in the decision to close Holy Trinity Primary School in the event of adverse weather conditions.**

Our aim is to avoid, as far as possible, any uncertainty and confusion in the event of possible school closure. We believe that the best way to do this is to communicate as fully as possible with our parents. The school will make all practicable efforts to keep parents informed as to the situation with the school during adverse weather conditions, as we appreciate that such conditions and the uncertainty places very considerable difficulties upon parents.

There are rare occasions when our school will find it necessary to close. These are usually occasions when adverse weather means that the school site is unsafe and poses health and safety risks to the school community.

Our first consideration is always the safety of the children. In adverse weather conditions, the journey to school for some staff may be too hazardous for them to set out and, once here, equally hazardous for them to get home. Health and Safety risk assessments mean that we cannot open the school if there are insufficient staff to properly supervise the children.

A decision to close the school would never be taken lightly and would involve our School Leadership Team.

In the Principal's absence the Vice Principal on site will assume responsibility for making final decisions relating to the Adverse Weather Policy.

### **In the event of adverse weather:**

- A decision will be made, as far as possible, before 8.00am as to whether the school should be open or needs to be closed.
- Parents will be sent a text/Seesaw message. It is the parent's responsibility to ensure that the office have their main contact mobile number.
- In the event of closure, the school will place the information on the C2K MY SCHOOL portal. This information will then be relayed to the BBC and NI Direct website. Parents can access this information on these websites.
- Information of the school closure will be posted on the school website and on the school X account.
- We advise our parents to listen out for school closure information from local media.
- In the event of the school having to close during the day due to unforeseen worsening weather or similar unforeseen circumstances, parents will receive a text or information through Seesaw and it will also be placed on the website and X.
- In the event of the school grounds being deemed inaccessible, cars may be prevented from using the car parks and children may have to be dropped off at designated areas.
- In the event of snow, some pathways will be cleared and salted. Parents, children and visitors should be aware that pathways, even where cleared, do remain

dangerous. Before and after school class hours, parents are responsible for ensuring that their children do not slide on the school grounds.

- Parents are asked to take special care when driving or walking in the school grounds in icy conditions.
- If snow is forecast all pre and after school supervision will be cancelled. Parents will receive information through Seesaw/ Text/X.
- Staff may be required to send home work remotely.

### **Preventative action**

| Activity  | Hazard  | Persons at risk                          | Procedures to be followed  |
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| Getting to school   | Dangerous travel in extreme conditions                                  | Principal,<br>Staff<br>Parents<br>Pupils | Mrs Boyd will be aware of where all staff live in relation to school and monitor weather conditions in those areas.<br>Mrs Boyd monitors weather conditions from the Met office. If advice gives extreme weather warning or advises only essential travel, then the decision will be made to close the school. Staff who live in remote areas will be contacted and advised not to travel. |
| Travel via known areas of expected road closures or steep gradients | Dangerous travel in extreme conditions                                  | Principal,<br>Staff<br>Parents<br>Pupils | Prior planning by staff for alternate main routes to school.<br>Walking may be reasonable for some staff who live close to the school.<br>Mrs Boyd to decide on what is reasonable based on locality and staff residence.  |
| Decision to close the school.                                       | Danger of persons getting to school and risk of injury whilst in school | Staff<br>Parents<br>Pupils               | If staff are unavailable to come to school, the Principal or Vice Principal will undertake their duties.<br>Mrs Boyd will make the decision as early as possible.<br>Mrs Boyd to inform caretakers and all staff and   |

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|   |  |  | <p>parents.<br/> Mrs Boyd to contact supervisors and cleaners.<br/> Mrs Boyd to contact counsellors.<br/> Mrs Boyd to email EA transport section<br/> Mrs Boyd to attempt to contact governors, CCMS, EA and DENI.<br/> Mrs Rooney to place information on website, X and on School Portal.<br/> Miss Donnelly to attempt to contact all SEN external providers..<br/> Mr Mc Crory to attempt to contact all coaching staff.<br/> Mr White to attempt to contact Caroline in dinner hall and any trainer providers.<br/> Mrs Devlin to contact students</p> |
| Getting the children safely into school | Danger of persons slipping and falling | Principal,<br>Staff<br>Parents<br>Pupils | <p><b>If the following staff are unavailable other staff will be requested to undertake their duties</b></p> <p>Tony- open school at 6.30 and will start gritting from the side gate to the sliding gate, the front gate up the path to the steps and main entrance. Tony will grit the car parks in the KS1 area as well as all steps and the turning circle. He will create a path from one gate in the KS1 yard to the main building. He will create a path across the P1 yard and a path around every area in the KS1 area.</p>                         |

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|  |  | <p>Tom- Start at 7.00. Open the school building and back gate. He will grit the path at the back gate. He will clear a pathway from the sliding gate to the KS2 building. He will grit the top staff car park and the two top car parks beside the main entrance. He will clear all steps in the KS2 area.</p> <p><b>From 8.35-</b><br/>All SEN staff and assistants to be available to be redeployed to assist if in school.</p> <p>Mrs Stitt will stand at the sliding gate and direct children to the KS2 hall. Mr White to supervise in the KS2 hall. Teacher/classroom assistant to collect children from the KS2 hall at 8.45.</p> <p>Mr White to keep the remaining children in the hall until a teacher/assistant arrives.</p> <p>Mrs Devlin to supervise children in P1 yard and escort them to class.</p> <p>Mrs Boyd and Miss Donnelly will escort children across the KS1 playground and send them to class at 8.40.</p> <p>Mrs Rooney to ensure that there is a member of staff (teacher or CA) on each floor and on each side of the KS1 building to meet the children</p> <p>Mr Armstrong to ensure that there is a member of staff (teacher or CA) on each floor and on each side of the KS2</p> |
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|  |  | <p>building to meet the children. Miss Murphy to supervise children coming in the back gate. She will send them to the KS2 hall.</p> <p>If the grounds are very dangerous it may be necessary to restrict traffic entering the school, close several of the car parks, place all children in one building until area has been gritted. Mrs Boyd and Miss Donnelly to assist children from their cars directing them to the gritted path. Continue to maintain the flow of traffic. Assistance from classroom assistants may be required. Aileen and Isobel to monitor calls from staff and parents.</p> <p>Once all children are in class, available SLT will meet at 9.30 and they will be assigned designated areas and walk around checking all key areas have been gritted. Miss Murphy to ensure the entrances to KS2 areas have been mopped and are dry and signage put out. Mrs Devlin to ensure the entrances to KS1 areas have been mopped and are dry and signage put out. Miss Donnelly to ensure the entrances to SPL and SEN areas have been mopped and are dry. Caretakers to mop assembly halls.</p> |
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| <p>Heavy snowfall whilst children/ staff are in school</p>     | <p>Children and staff stranded and unable to get home.</p> | <p>Staff, pupils</p>                    | <p><b>If the following staff are unavailable, the Principal /Vice Principal /SEN staff will undertake their duties.</b><br/> Every effort will be made to send a Text/Seesaw message to all parents, whose numbers have been updated on SIMS (Mrs Boyd)<br/> Mrs Boyd to contact transport re SPL children.<br/> SPL assistants to attempt to contact taxi drivers.<br/> Message placed on website (Mrs Rooney)<br/> Message sent to local radio stations- Mrs Rooney<br/> All SLT and available staff to be available to phone parents and contacts and answer queries from staff.</p> |
| <p>Getting appropriate numbers of staff to open the school</p> | <p>Inadequate supervision</p>                              | <p>Teachers and pupils</p>              | <p>Staff are aware that they must inform Mrs Boyd as soon as they are aware that they are going to be late/absent from school.<br/> It will be necessary to put classes together and they will be supervised by any available staff.<br/> EA will be contacted and asked not to collect SPL children for school.</p>  |
| <p>Movement within the school grounds</p>                      | <p>Slips, trips, falls</p>                                 | <p>Staff, pupils, visitors, parents</p> | <p>Every effort will be made to clear a pathway between buildings and ensure steps are clear.<br/> Movement will be restricted</p> <ul style="list-style-type: none"> <li>- Children will not play outside at breaktime</li> <li>- Children will be asked to</li> </ul>   |

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|                               |  |        | <p>keep to the path ways.</p> <ul style="list-style-type: none"> <li>- It may be necessary to advise children not be sent to the office. If this decision is made an assistant will call around the classes and collect the dinner boxes etc.</li> <li>- Classes may be advised not go to PE/ICT/Music etc. Movement outside should be kept to a minimum.</li> <li>- Ensure all children are advised to keep to the cleared pathway on their way to dinners.</li> <li>- Children will return to class/hall during the lunch period and will not go to the yards.</li> <li>- Staff in ground floor classrooms should make every attempt to ensure the floors at the entrance to the building are dry.</li> <li>- If areas are particularly bad access to these areas may be restricted.</li> </ul> |
| Heating and welfare           | <p>Cold below permitted work level 16 degrees-</p> <p>No sanitary or drinking water</p> <p>No school dinners</p> | Pupils | <p>Need for constant heat to prevent pipes freezing. Ensure they are maintained. If school has no heating, water or dinners- school will close</p>  |
| School grounds are impassable |  |        | <p>School to be gritted the night before if adverse weather predicted. If weather conditions persist for a period of time, Mrs</p>  |

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|                       |  |               | Boyd to contact the gardeners to access the snow plough  |
| Teaching and learning |  | Staff, pupils | Staff may be advised by Mrs Boyd to provide Remote learning in the event of the school being closed. |