

 Jeanne Fairbrother <small>ASSOCIATES</small>	Severe / Adverse Weather Risk Assessment V8	RISK ASSESSMENT RECORDING FORM
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Location or address Our Lady and St. Edward's Catholic Primary School	Date assessment undertaken 7 January 2024	Assessment undertaken by Will Randall and Therese Houlihan, under the guidance of Jeanne Fairbrother Associates
Activity or situation Severe winter weather/adverse weather	Review date 14 January 2025 and as required	Signature Will Randall and Therese Houlihan

Background information

School has 2 sites, the main building which houses years F2 to Year 6 and the annexe building which is F1 / Pre-School provision.
School has 2 site staff, the Site Manager and the Caretaker.
There are 2 staff car parks and adequate parking for staff around the school boundary.
We have 2 kitchens that operate to serve hot lunch and a deli bar (main school only) for all children.
There are 464 children on roll.
Prioritised routes - the entry and exit points will be a priority. This will ensure a safe evacuation should it be required.
*The Site Manager has prepared an addendum to the School Emergency Plan - indicating the site plan of prioritised routes to be cleared.

Legislation

Health and Safety at Work etc. Act 1974
Management of Health & Safety at Work Regulations 2019

Guidance

All risk supporting documents mentioned are on our website www.jeannefairbrotherassociates.com

- Snow & Ice on school premises
- School Emergency Management Plan Addendum
- RA 059 Adverse weather - high winds

1) Hazard	2) Who can be harmed and how?	3) What controls exist to reduce the risk? Have you followed the hierarchy of controls (eliminate, substitute etc)?	Risk score (consequence X likelihood) After controls implemented	4) Any further action; This should be included in the action plan on overleaf
<p>Tripping and slipping on icy surfaces</p>	<p>Staff, pupils, parents, visitors to school</p>	<ul style="list-style-type: none"> ● Identify priority areas to be gritted on the school's ground/floor plans and display in prominent places (in good time i.e., Autumn term) laminate and display at all entrances to school. Advise parents via School Website, SchoolSpider, social media platforms when adverse weather is likely ● The Headteacher will be responsible for tracking weather forecasts and weather warnings. ● If the Met Office releases a weather warning, the Headteacher will assess the severity of it and initiate this plan where necessary. ● The Headteacher will access weather warning information by using the Met Office's website. ● The Headteacher will be responsible for monitoring traffic reports and acting where relevant. ● Prioritised areas for clearing of snow and gritting of paths, steps and slopes (main access routes, paths from car parks to buildings etc to be dealt with ASAP) ● Ensure stocks of rock salt are maintained. ● Restrict access to cleared areas only (lock off gates and cordon off un-cleared areas) ● Patrol external areas at start/end of day to oversee pedestrian access. ● Other areas cleared as time permits. ● Direct access to the main entrance from the site access point is created (1200mm wide) ● Regular inspection of all areas and identification of those such as steps, slopes etc which may not be safe even when cleared. ● Treat cleared paths with salt and grit if freezing temperatures continue. ● Site staff are instructed in the safe and correct spread of grit, ● Check outdoor lighting prior to winter, ensure adequate lighting over the proposed route especially in the evenings. ● Restrict vehicular access to the car parks. 	<p>2 x 2 = 4</p>	<p>Rock salt stocks ARE sufficient</p>

		<ul style="list-style-type: none"> Review any personal risk assessments for staff who may be adversely affected by snow and ice conditions e.g. pregnant or with medical conditions. 		
Slips, trips and slipping on wet surfaces inside	Staff, pupils, parents, visitors to school	<ul style="list-style-type: none"> Identify priority areas to be monitored – entrances & corridors and where coats and wellie boots are stored. The Site Staff will be responsible for monitoring corridors and entrances to avoid build-up of melting snow 	2 x 2 = 4	
Heating failure	Staff, pupils, parents, visitors to school	<ul style="list-style-type: none"> Make sure heating is regularly tested and serviced annually. Emergency contact details for heating engineers to hand The indoor temperature of the school will be reasonable. “Reasonable” is any temperature between 18°C - 22 °C 	2 x 2 = 4	
Use of portable heaters in school	Staff, pupils, parents, visitors to school	<ul style="list-style-type: none"> Portable heaters and additional insulative measures, e.g., blinds and windows being closed, will be used to get the temperature back to a reasonable limit. The Site Manager (Caretaker in his absence) will carry out a risk assessment before using portable heaters. The following control measures will be implemented when using portable heaters: <ul style="list-style-type: none"> The heaters will not be left unattended whilst switched on. The heaters will be located near a plug so there is less risk of people tripping up over the wire. The heater will remain stationary when in use. The heater will not be used to dry things. Only staff can use the heaters 	2 x 2 = 4	
Falling debris, tree branches	Staff, pupils, parents, visitors to school	<ul style="list-style-type: none"> Daily visual inspections carried out by premises team Cordon off any areas considered dangerous. Regularly inspect buildings and trees to check condition Minimise the time staff and pupils have to spend outside in areas considered a risk. Tree survey in place and remedial works carried out. 	2 x 2 = 4	

Traffic accidents due to poor driving conditions	Staff, pupils, parents, visitors to school	<ul style="list-style-type: none"> ● Advise staff and parents not to travel by car in poor weather conditions. ● Close the school car parks if there is a build-up of snow/ice. ● Staff and parents are advised to monitor weather and follow national and local advice from e.g. Police, Met Office and not to travel when told not to travel by car except for emergencies. ● Staff are advised to keep up to date with weather reports and travel information before setting off and throughout their journey. ● If driving to work staff are advised to allow extra time, plan their journeys and drive to conditions. ● Can staff use alternate transport to get to school such as public transport, car-share etc. ● Staff to inform the headteacher if they are unable to travel to work. 	2 x 2 = 4	
Supervision levels reduced due to insufficient numbers of staff being able to get into school	Staff, pupils, parents, visitors to school	<ul style="list-style-type: none"> ● Be aware of the number of staff who need to travel long distances to reach the school and use this information to plan ahead as to who might not reach the school in the event of severe weather. 	2 x 2 = 4	
Loss of utilities- water, heating, lighting	Staff, pupils, parents, visitors to school	<ul style="list-style-type: none"> ● Communication with utilities /water companies regarding time frames for getting the supply back on. Staff who are responsible for gritting / clearing paths have adequate equipment and clothing to carry out the work. 	2 x 2 = 4	
Fire evacuation point and evacuation routes Unable to be used due to snow and ice Slips trips Falls	Staff Pupils Visitors Cuts bruises, broken bones and sprains.	<ul style="list-style-type: none"> ● Ensure all evacuation routes and muster points are accessible clear of snow and ice and are well gritted. ● Identify alternative evacuation routes in case primary routes are blocked or unsafe due to weather conditions. ● Identify different muster points in case the primary muster point is blocked or unsafe due to weather conditions. ● Review and adjust PEEPs to reflect weather conditions or alternative muster points or the need for additional staffing due to weather hazards. ● Communicate changes to all staff. 	1 x 2 = 2	

Use of outdoor areas during bad weather, high winds, snow and ice.	Staff, pupils/students,	<ul style="list-style-type: none"> ● The Head will decide on the day whether breaks/ lunch or outdoor play is suitable. ● If outdoor play goes ahead, additional supervision may be required. This will be assessed by the Head based on severity of weather. ● Headteacher to assess whether outdoor venues are safe to use, with the assistance of the P.E Lead. 	2 x 2 = 4	
Flood Water: bacteria, hidden hazards Heavy rain, snow melting, pipe bursts.	Staff, pupils/students,	<ul style="list-style-type: none"> ● Staff are never expected to enter flood waters. ● Staff should not drive through flood water. ● The Site Manager will ensure electricity is isolated. ● If floodwaters enter the school, access to that area of the school should be restricted. ● Any property or equipment contaminated with flood waters should be cleaned and disinfected prior to use. ● Open wounds should always be covered before handling items contaminated with flood water. ● Avoid contact with the eyes/mouth when handling anything contaminated with flood water. ● Provide Gloves & hand sanitiser.. 	2 X 3 = 6	
Caretaker and other staff clearing snow and gritting	Staff, pupils, parents, visitors to school	<ul style="list-style-type: none"> ● Appropriate personal protective equipment provided ● Weatherproof “hi visibility” outer clothing – coat, gloves, hat ● Suitable footwear ● Ensure staff clearing snow are physically capable ● Work at sensible pace and take frequent breaks ● Gritting cart available ● Training given in correct lifting techniques. ● Mechanical lifting aids available (trolleys, sack barrow wheelbarrow gritter etc.) ● Access to regular breaks & warm drinks 	2 x 1 = 2	



Likelihood		Consequence	
5	Very likely	5	Catastrophic
4	Likely	4	Major
3	Fairly likely	3	Moderate
2	Unlikely	2	Minor
1	Very unlikely	1	Insignificant

Risk Rating	Action Required
17 - 25	Unacceptable – stop activity and make immediate improvements
10 - 16	Urgent action – take immediate action and stop activity, if necessary, maintain existing controls vigorously
5 - 9	Action – Improve within specific timescales
3 - 4	Monitor – but look to improve at review or if there is a significant change
1 - 2	Acceptable – no further action but ensure controls are maintained & reviewed

- 1) List hazards **something with the potential to cause harm** here.
- 2) List **groups of people who are especially at risk** from the significant hazards which you have identified.
- 3) List **existing controls here** or note where the information may be found. Use this column to list the controls that you might take and develop all or some of that list into a workable action plan. Have regard for the level of risk, the cost of any action and the benefit you expect to gain.
- 4) Then try to quantify the level of risk **the likelihood of harm arising** that remains when the existing controls are in place based on the number of persons affected, how often they are exposed to the hazard and the severity of any consequence.
- 5) Agree the **action plan** with your team leader/manager and make a note of it on the last page. If it is agreed that no further action is to be taken this too should be noted.

(5) ACTION PLAN

	5. Action plan	Responsible	Completed
1	Ensure rock salt supplies are and remain sufficient	W. Randall	Ongoing
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3			
4			
5			
6			
7			
8			
9			
10			
	Action plan agreed by Will Randall - 8 January 2025		