

Inclement Weather Plan

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Document Control

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Owner	Ruth Shields
Circulation/Distribution	Circulation
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Version History

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1	NOV. 2010			Nov 2010
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4	NOV. 2012			Nov 2012
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12	JAN. 2021			04/02/2021
13	JAN 2022		Ruth Shields	Feb 2022
14	JULY 2022		Ruth Shields	Mar 2023

Weather Plan Officers

Almut Bever-Warren	Head Teacher	07906 610782
Mrs Laura Clegg	Interim Deputy Head Teacher	07545 444083
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Mrs Claire Brennan	Assistant Deputy Headteacher	
Mrs Ruth Shields	Business Support Manager	07541 826324

Purpose

1. Ensure the safety and wellbeing of all stakeholders of the school in the event of severe, inclement weather
2. Ensure all stakeholders are clear about their roles and responsibilities in the event of severe weather or school closures.

Definition

Inclement weather can be defined as snow, ice, and fog, or other weather making journey to school extremely hazardous.

Extremely hazardous are conditions in which the appropriate authorities advise people not to make unnecessary journeys or indeed travel at all.

School Closure

A decision to close the school is taken seriously and will be made by the Head Teacher. School closure will only take place where it is absolutely necessary and where the safety of any of the stakeholders is at risk.

The following information is stored on the school's shared drive and is available to Weather Plan Officers:

Remote voice mail changing instructions

Names, addresses and telephone numbers of all pupils

Names, addresses and telephone numbers of all staff

Telephone numbers of site staff/transport staff/LA Children's Services personnel

These form part of the Inclement Weather Plan and should always be read in conjunction with one another.

Who does what?

WHAT?	WHO?	Reserve
Contact ABW (PP in absence of ABW) by text/telephone to ascertain whether school is closed or open or if you are experiencing difficulty in getting to school You will then be informed by text or phone as soon as a decision has been made by the Head Teacher	All Staff	All Staff
Establish if there will be a total/partial school closure	ABW	SLT
ABW to contact SLT to inform of decision	ABW	SLT
Change voice mail message on school phone	RS	PP
Contact all pupils via Arbor	LC	PP
Contact all pupils who can't be reached by Arbor telephone call	LC	PP
Contact all staff by Arbor/text/telephone	ABW	RS
Contact Site & Salford City Council Transport (taxi) staff	ABW	RS
Inform Salford of decision and of future process to be undertaken	ABW	RS
Inform CEO and Estate Manager	ABW	RS
Check the city council school closure website. Website can be viewed by parents/carers by visiting: http://www.salford.gov.uk/schoolclosures.htm This is the site that the local radio stations will access in order to publish details of any closures: The School Organisation Team assist with school closures. For assistance if you need to close, see contact details below: Deborah Borg Tel: 0161 778 0131 / Mob: 07718696880	All stake-holders	All stake-holders
Keep school informed of any changes in mobile telephone numbers	Parents	Parents
Check mobile phone for messages, and relevant web sites	Parents Carers & Staff	Parents Carers & Staff
Keep the Local Authority and the Trust fully informed Keep Parents and Staff fully informed	Head/ SLT	Head/ SLT

	confirmed Jan 2022		
Ensure you have suitable equipment to allow caretaker/site officer to create clear entrance/exit paths which should be cleared/assessed for safety at least twice a day (just before arrival and home time)	PFI responsibility Mthly mtg checks	√	RS
Those schools with oil run boilers should ensure that supplies are not running low.	PFI responsibility Mthly mtg checks	N/A	RS
Arrange for your site officer/caretaker to undertake general maintenance checks on the heating system i.e. check water/temperature levels	PFI responsibility Mthly mtg checks	√	RS
Arrange for your site officer/caretaker to check that all forms of heating are in good working order throughout the school	PFI responsibility Mthly mtg checks	√	RS
Look at provisions in school Hot drinks/snacks etc.	July 2022	√	RS
Identify staff living closest to school premises and list closest 5 people excluding Weather Plan Officers 3. Jayne Dulson 4. Marie Houten 5. Lindsey Brearley 6. Lewis Houten 7. Wendy Trueman	July 2022	√	ABW
Ensure lists of pupils, staff and site staff details are up to date	July 2022	√	RS
Ensure list of Salford LA Children's Services relevant personnel up to date, i.e. Civic Centre, Asset Planning Officer, emergency contact numbers as directed by Salford City Council Paula Newall 0161 778 0447 Cath Eckersley 0161 778 0419 Jodie Gorton 0161 778 0451 Mike Goddard 0161 778 0450 Out of hours 0161 794 8888	July 2022	√	RS
Inform parents of possibility of putting weather plan into action in the event of severe/extreme weather conditions	July 2022	√	Office staff

On the day checks – undertaken by SLT

Nature of Check	Date	√	Initial	Resp
Communicate with parents/staff , i.e. text message via Arbor, updating school website. How will you keep schools' other users updated - such as private providers, Mellors/Chartwells catering/cleaning, pupil transport etc.				RS/KG
As part of the communication process to parents, ask them to ensure that children and young people are wearing suitable clothing and footwear to travel to				ABW
Identify the number of staff (teaching/admin) that live near school and therefore may find it easier to get into school - depending on numbers, this may allow school to open, if only to certain yr groups/reduced hours				ABW
Prioritise/identify those year groups that you will continue to teach if the school is				SLT
It may not be possible to allow pupils to leave the school premises during the school day due to weather conditions - therefore you need to ensure you have a plan/system in place which will assist in the management of this				SLT
Change telephone message (office staff)				RS

<p>Update information on http://www.salford.gov.uk/schoolclosures.htm</p> <p>The link and username/password details should be available to anyone that will need access to it. E.g. Deputy Head, Business Manager etc. <i>You can access this from any internet connection; you do not have to be logged on to the Salford network to access it.</i></p> <p>Closures will remain listed on the site indefinitely if no closure end date is set (because the closure is open-ended). When the location is open again, that entry should be removed as soon as possible from the tool so the closure page is accurate.</p> <p>It is not necessary for schools to contact local radio stations direct – they are able to view the city council website. It is therefore imperative to ensure your details are updated on the website as soon as you know whether you will be closing.</p> <p>The administration tool is located here: http://services.salford.gov.uk/disruption/</p> <p>There is <i>one</i> username and password which will give access to the tool (not your own login details):</p> <p>Username: closures</p> <p>Password: sn0wst0rm (zeroes, not letter O)</p>			RS
<p>Contact The Asset Development Team, Children’s Services, or Paula Newall – Emergency Services LA Children’s Services paula.newall@salford.gov.uk / 0161 778 0447</p>			RS

Check met office forecast www.metoffice.gov.uk/weather/uk/uk_forecast_warnings.html				SLT
Small snowfall – under one foot Inform staff to wear appropriate clothing Inform staff to leave home earlier than normal if possible Emergency procedure in place if local staff are the only ones in school at start of school, e.g. grouping forms together, grouping staffing together. Staff to complete paper register and pass to office staff (if present) when appropriate Relay earlier finish time to staff who will notify parents/taxis/Salford transport Decisions made by most senior member of staff in the event of SLT absence				SLT
Large amount of snow – over one foot Either contact a member of SLT yourself by text or phone to establish whether school will open and what the procedures will be, whether the school will remain open or closed. Alternatively, you will be contacted by a member of SLT by 8:30 am				ABW
Email Paula Newall of decisions made				RS

If the school is to closed for the day

Action	Date	√	Initial
All pupils to be communicated via, text, telephone call			
All staff to be contacted			
Site staff/transport to be contacted			
Establish if there will be a school presence at all or whether the school will			
Inform Salford of decision and of future process to be undertaken i.e. remain closed for X number of days or re- assess in 24 hours			
Remote voice mail change			

If the school is to remain closed for longer than a day

Action	Date	√	Initial
All pupils to be communicated via, text, telephone call			
All staff to be contacted			
Site staff/transport to be contacted			
Establish if there will be a school presence at all or whether the school will			
Inform Salford of decision and of future process to be undertaken i.e. remain closed for X number of days or re- assess in 24 hours			

Remote voice mail change			
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If the school is to remain open

Action	Date	√	Initial
Site staff/transport to be contacted			
Remote voice mail change			

Prior to re-opening the school

Action	Date	√	Initial
Undertake risk assessment/checks to ensure the following:			
Remote voice mail change			
Site staff availability			
Heating system working & pathways cleared			
Staffing levels – who lives closest to school			
Pupils – inform in case of partial school opening			
Transport (taxis) to be contacted			
Consider part-time opening			
Inform staff/pupils about appropriate clothing and supplies			

Winter driving tips: This country's variable weather conditions pose a wide range of problems for road users. In order to minimise accident risk, drivers need to fully adapt their driving to the different conditions. Extremes of temperature (even those experienced in the UK) will soon show up any deficiencies both in your vehicle and in your skill as a driver. Reduced visibility and slippery road surfaces make winter driving particularly hazardous. Good observation is essential so that you can interpret conditions accurately and adjust your speed accordingly. No matter what the other conditions, if you can't see the road clearly, you will need to reduce your speed so that you can stop within the distance you can see to be clear. This is a simple and fundamental principle of defensive driving.

Prepare your car for winter

Keep a de-icer and scraper in the car

Have your anti-freeze tested

BEFORE setting off on a journey during wintry conditions

Make sure you know and understand the hazards and risks of all types of weather conditions, especially ice, snow and fog - before you venture out

Short-term weather forecasts are now very accurate, so listen to local/national weather broadcasts and to travel information bulletins on the radio. If conditions are very bad, avoid making your journey unless it is absolutely necessary

Clear your windows and mirrors completely of snow and ice before you set off. (Make sure the heater is blowing warm air before setting off - it will keep your windscreen clear)

On the road in snow, ice, hail, heavy snow and rain all reduce visibility - use dipped headlights. Only travel at a speed which you will be able to stop within the distance you can see to be clear.

Driving in windy conditions is stressful and tiring. RoSPA recommends a stop every two hours, for fresh air and hot drinks - but no alcohol. This is just a general guide

- the important thing is that you stop before fatigue steps in, irrespective of how far you have travelled or how long you have been on the road.

Fog, the ability to see and to hear clearly is vital for drivers to take in information and to be able to make appropriate decisions. Fog is therefore the most potentially dangerous of all weather conditions. Freezing fog - when poor visibility is compounded by the road surface being slippery - is a driver's worst nightmare.

Remember to drive defensively and always to be able to stop in the distance you can see to be clear. If the fog closes in, then lose more speed. In any conditions of reduced visibility, an accident involving one vehicle can quickly involve many others, especially if they are driving too fast and too close to one another. Multiple vehicle pile-ups reported in the media demonstrate that many drivers do not adjust their driving sufficiently for the conditions.

ON NEW PARK SITE/REMOTE VOICE MAIL CHANGING

Below are instructions to change the message in school and remotely on the school's main voice mail account:

From the main reception handset

Press messages

Enter Password

Choose option 4 (set up options)

Choose option 1 (greetings)

Then record your greeting Remotely

1) Dial 0161 921 1000

On hearing greeting dial *

Enter ID – This is the extension number that you would normally pickup messages from

Enter Password

Choose option 4 (set up options)

Choose option 1 (greetings)

Then record your greeting



The administration tool is located here: <http://services.salford.gov.uk/disruption/>

There is one username and password which will give access to the tool: Username: closures

Password: sn0wst0rm (zeroes, not letter O)

This gives access to a standard add/update/delete facility for schools, pupil referral units and children's centres.

Any closures added using the tool will be published immediately on the school closures web page:

<http://www.salford.gov.uk/schoolclosures.htm>

thesovereigntrust.uk

The Sovereign Trust is a Multi Academy Trust registered in England No. 09666511.
Registered Office: Manor Academy Sale, Manor Avenue, Sale M33 5JX



You can access this site from any internet connection; you do not have to be logged on to the Salford network to access it.

Closures will remain listed on the site indefinitely if no end date is set (because the closure is open-ended). On re-opening the entry should be removed so the closures page is accurate. When setting a closure end date, always set this to the day prior to when the location will be open again. For example, if a school was to be closed on Monday and Tuesday but open on Wednesday, the end date should be Tuesday, not Wednesday.

SPIE FM Services Site Staff contacts

Below is a list of FM personnel staff to be contacted in the event of a school closure:

Liam Coyne	ian.cotton@spie.com
Facilities Manager	07385 389963
Dewald Greyling	dewald.greyling@spie.com
Facilities Manager	07979-240776
Stewart Morris	newpark.admin@spie.com
Site Officer	07979 240785
SPIE Help Desk	0161 749 6422

Salford City Council Personnel contacts

Below is a list of SCC personnel staff to be contacted in the event of a school closure (in the first instance by email)

Deborah Borg	0161 778 0131 / 07718 696880
Paula Newall	0161 778 0447
Cath Eckersley	0161 778 0419
Jodie Gorton	0161 778 0451
Mike Goddard	0161 778 0450
Mellors	
Joanne Pollard	
Chartwells	
Chris Melia	catering@manoracademysale.org
	0161 976 1553

Salford City Council - Transport Personnel contacts (taxis)

Rebecca Pendlebury 0161 778 0402 Rebecca.pendlebury@salford.gov.uk

NP taxis (Salford) – Pete Hardman, Manager - 0161 925 1351,1353, 1356, 1362 & 1363

SALTAX - Mike McCarthy – 07899 908110 (or 0161 737 2222)

1010 – 0161 737 1010 1010taxis@live.co.uk

Lynch – 0161 661 7777

Bullet Points

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