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# **Kingsbrook School**

## **LOCAL PROCEDURE FOR SEVERE WEATHER CONDITIONS**

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**Kingsbrook School**  
Southburgh  
Thetford  
Norfolk

**31<sup>st</sup> August 2025**  
**Review: 30<sup>th</sup> August 2026**

This procedure advises on the action and steps that should be taken by all staff in severe weather conditions including snow, icy conditions, storm and large amounts of rain with a potential of flooding.

### **Snow and Ice Conditions affecting Safety of Movement at Site**

In order to reduce the risk of accidents on site during snow and icy conditions, the following action must be taken;

The Maintenance Manager will organise the purchase of grit salt in October each year to ensure a stock is readily available for the first ice/snow of winter. At any time there must be at least enough grit salt to cover the necessary area twice a day for at least one week.

Areas to be cleared and gritted include the car park, and footpath immediately outside the main entrance, the playground, route to main entrance, path around the school and courtyard. These areas shall be gritted each morning that there are icy conditions. These areas are to be periodically checked by the Maintenance Manager throughout the day and re-gritted as necessary.

In the absence of the Maintenance Manager the senior leadership team shall arrange for an alternative person to carry out this role.

For vehicle and driving safety in adverse weather please see the Local Driving Procedure.

### **Severe Weather affecting the Opening of the School:**

The SMT will assess risks of current and forecast weather and make one of the following decisions in consultation with the Operations Director.

Consideration must also be given to;

- The potential or known drop in staff numbers due to the weather
- The potential or known late or non-delivery of supplies essential to the operation of the school that day
- The effect the weather conditions may have on the emergency services
- The effect the weather conditions will have on the journey to and from site including decisions made by external companies such as taxi firms and public transport

1. Open the school as normal and continue to monitor and risk assess weather warnings and existing weather throughout the day.
2. Postpone opening the school and continue to monitor and risk assess weather warnings and existing weather throughout the day.
3. Open the school only for students in the immediate local authority for which travelling is a low risk.
4. Finish the school day early
5. Close the school for the day

Decision	Actions to be taken
1	<p data-bbox="451 258 1092 289">Monitor weather forecasts throughout the day.</p> <p data-bbox="451 321 1271 384">Continually risk assess for any increase in weather severity and revisit decision if necessary.</p> <p data-bbox="451 426 1287 489">No unnecessary car journeys to take place during the school day.</p>
2	<p data-bbox="451 531 1295 678">Administration Team to provide a list of contact numbers of all pupil's parents and carers. These telephone numbers will be divided between any staff members present to reduce the length of time it will take to inform parents and carers that the school is to open late.</p> <p data-bbox="451 720 1287 783">Arrangements must be made for any pupil who may already have commenced the journey to school.</p> <p data-bbox="451 825 1287 1077">If it is deemed dangerous for staff to travel to work, those not already at site will be contacted and asked not to attend until the later time. A list of staff contacts can be obtained from HR. Consideration must be given to supervision levels for pupils who are already on route/arrived. If it is possible to safely supervise pupils with a smaller staff team, staff members who live further from site or in remote areas will be asked not to attend until the later time.</p> <p data-bbox="451 1119 1287 1182">Continual monitoring of the weather forecast will inform any changes to the opening time decision.</p> <p data-bbox="451 1224 1287 1287">No unnecessary car journeys to take place during the school day.</p>
3	<p data-bbox="451 1329 1287 1539">Administration Team to provide a list of contact numbers of parents and carers of those pupils residing beyond the distance deemed safe for travel or living in remote areas. These telephone numbers will be divided between any staff members present to reduce the length of time it will take to inform parents and carers that the school is closed for these pupils.</p> <p data-bbox="451 1581 1287 1770">Arrangements must be made for any pupil who may already have commenced the journey to school. If not able to contact them en route, risk should be assessed and a decision made whether to send home immediately on arrival or wait for improved weather conditions later in the day if forecast.</p> <p data-bbox="451 1812 1304 1896">Staffing levels can be assessed for the smaller pupil numbers and, if travel is also deemed dangerous for staff members living beyond a safe distance/in remote areas; those not</p>

	<p>already at site will be contacted and asked not to attend if staff members living locally can provide adequate supervision. A list of staff contacts can be obtained from HR. Consideration must be given to supervision levels for pupils who are already on route or have arrived from further away.</p> <p>Continual monitoring of the weather forecast will inform any changes to be made to the decision to stay open for local pupils.</p> <p>No unnecessary car journeys to take place during the school day.</p>
4	<p>Consideration must be given to allow pupils and staff to return home safely under pending severe weather. Drivers must be given time to return to site and home.</p> <p>Administration Team to contact all parents and carers of pupils to arrange early collection or to enquire whether a responsible person is at home for the pupil's return.</p> <p>Admin Team to arrange earlier taxis for pupils.</p> <p>Staff who live further away or in remote areas are to be given priority to leave site first providing there is enough supervision for remaining pupil numbers at all times.</p> <p>No unnecessary car journeys to take place during the school day.</p>
5	<p>Administration Team to provide a list of contact numbers of all pupil's parents and carers. These telephone numbers will be divided between any staff members present to reduce the length of time it will take to inform parents and carers that the school is closed.</p> <p>Arrangements must be made for any pupil who may already have commenced the journey to school.</p> <p>If it is deemed dangerous for staff to travel to work, those not already at site will be contacted and asked not to attend. A list of staff contacts can be obtained from HR. Consideration must be given to supervision levels for pupils who are already on route/arrived. If it is possible to safely supervise pupils with a smaller staff team, priority will be given to staff members who live further from site or in remote areas and they will be asked not to attend.</p>

## **Payment when unable to attend work due to severe weather**

It is expected that all staff will make every reasonable effort to get to work. Where normal travel arrangements have broken down, all possible alternatives should be explored, including, car, public transport or where distance and fitness permit, walking.

Notwithstanding the above, it is recognised that health and safety considerations are of paramount importance, and staff should not take unnecessary risks.

Where members of staff are unable to get to work, or are likely to be significantly delayed, they must inform their line manager, by telephone or by email, at the earliest opportunity, and, if appropriate, give an indication of expected arrival time.

Where members of staff arrive at work late due to severe weather conditions, they will not suffer any loss of pay but may be required, within reason, to make up the lost time. Staff may be required, where possible, to work from an alternative location, which may include their own home.

Where a member of staff is not even able to arrive at the workplace, there is no automatic entitlement to payment for the absence. Staff will need to demonstrate they have made a significant effort to get to work. Payment will be requested by a staff member's line manager and granted at the discretion of the Head of School.

If the short notice closure of others institutions as a result of severe weather conditions, results in staff being unable to attend work due to their responsibilities to care for dependents, the authorisation and payment for the leave will again be at the discretion of the Head of School.

When a decision is made to send staff home before the end of the normal working day, no deduction from pay will be made with effect from the time announced by the SLT.

Where a decision is made to close the school before the normal time, all staff are required to leave the building to facilitate this early closure.