



# HEALTH AND SAFETY RISK ASSESSMENT

Workplace Location(s):  
**TON-YR-YWEN PRIMARY SCHOOL**

Task/Activity: **Extreme Bad Weather, Snow and Ice**

Last reviewed: June 2023

Reviewed by: A James-Griffiths

Next review due by: June 2025

HAZARD	WHO MIGHT BE HARMED	RISK RATING	IS THE RISK ADEQUATELY CONTROLLED?	WHAT FURTHER ACTION IS NECESSARY TO CONTROL THE RISK?	RESIDUAL RISK
<p>Look only for hazards which you could reasonably expect to result in significant harm under the conditions in your workplace. Use the following examples as a guide:-</p> <ul style="list-style-type: none"> <li>• Slipping/tripping hazards</li> <li>• Noise</li> <li>• Electricity</li> <li>• Fume</li> <li>• Fire</li> <li>• Vehicles</li> <li>• Dust</li> <li>• Violence</li> <li>• Chemicals</li> <li>• Moving parts of machinery</li> <li>• Manual Handling</li> <li>• Work at height</li> <li>• Ejection of materials</li> <li>• Poor lighting</li> <li>• Pressure systems</li> <li>• Low temperature</li> </ul>	<p>There is no need to list individuals by name - just think about groups of people doing similar work or who might be affected e.g.:-</p> <ul style="list-style-type: none"> <li>• Office staff</li> <li>• Operators</li> <li>• Maintenance personnel</li> <li>• Cleaners</li> <li>• Contractors</li> <li>• Members of the public</li> <li>• People sharing your workplace</li> </ul> <p><b>Pay particular attention to:-</b></p> <ul style="list-style-type: none"> <li>• Disabled persons</li> <li>• Young persons</li> <li>• Inexperienced staff</li> <li>• Visitors</li> <li>• Lone Workers</li> <li>• Pregnant/Nursing women</li> </ul>	<p>Prioritise risk as high, medium or low</p>	<p>Have you already taken precautions against the risks from the hazards you listed, for example: have you provided:-</p> <ul style="list-style-type: none"> <li>• Adequate information, instruction or training?</li> <li>• Adequate safe systems or procedures?</li> </ul> <p>Do the Precautions:-</p> <ul style="list-style-type: none"> <li>• Meet the standards set by a legal requirement?</li> <li>• Comply with a recognised standard?</li> <li>• Represent a good practice?</li> <li>• Reduce risk as far as reasonably practicable?</li> </ul> <p>If so, then the risks are adequately controlled, but you need to indicate the precautions you have in place. You may refer to procedures, manuals, etc. giving this information.</p>	<p>What more could you reasonably do for those risks which you found were not adequately controlled?</p> <p>Priority should be given to those risks which affect large numbers of people and/or could result in serious harm. Apply the principles below when taking further action, if possible in the following order:-</p> <ul style="list-style-type: none"> <li>• Remove the risk completely</li> <li>• Try a less risky option</li> <li>• Prevent access to the hazard (eg by guarding)</li> <li>• Organise work to reduce exposure to the hazard</li> <li>• Issue personal protective equipment</li> </ul>	<p>Prioritise as High, medium or low</p>

List hazards here: <u>Each hazard, corresponding people at risk and control measures should occupy a new row in the table. Please "TAB" forward to generate a new row.</u>	List groups of people who are especially at risk from the significant hazards which you have identified:	Risk	List existing controls here – or note where the information may be found:	Describe the action needed to improve matters where it is reasonably practicable to do more to control risks. <u>Specify also the target date for action and the person to action.</u>	Residual risk
Travel in extreme weather conditions.	Headteacher, Teachers, Non-Teaching Staff, Administrative staff, Midday Supervisors, Estate staff, etc Pupils Parents	High	<p>Weather conditions and traffic updates should be monitored by a member of school staff by accessing websites, such as the following; <a href="#">Met Office</a>, <a href="#">BBC Weather</a>, <a href="#">Highways</a> and listening to local radio stations.</p> <p>The Council's Emergency Management Unit also provide weather warnings via the Cardiff email system.</p> <p>Members of staff should plan routes to sites to avoid any areas of expected road closures or steep gradients.</p>	<p>If the site is not receiving any weather warnings, contact should be made with the Emergency Management Unit (Tel: 2087 1838) to add the school to the circulation list.</p> <p>Prior consideration should be given to whether it is reasonable for members of staff to walk to site in the event of road closures.</p>	Medium
Main entrance into the site not passable.	Headteacher, Teachers, Non-Teaching Staff, Administrative staff, Midday Supervisors, Estate staff, etc Pupils Parents Visitors	High	Members of staff should park their cars outside the site and access the site on foot until the main entrance can be cleared.	Site manager to place 'No entry' signs on the main entrance and other entrances if they are impassable due to snow/ice.	Medium

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Icy conditions around main entrance to site.	Headteacher, Teachers, Non-Teaching Staff, Administrative staff, Midday Supervisors, Estate staff, etc Pupils Parents Visitors	High	<p>A plan should be developed identifying how to minimise the risks from snow and ice. Further details on developing the plan can be found in the Council's Code of Council on Snow and Ice which can be accessed at the following link:- <a href="#">1.CM.211</a></p> <p>Priority will be given to clearing a path 1 metre wide from the site entrance to the main entrance of the junior building and from the canteen to the main infant entrance. The path should be cleared by the first members of staff on the school site, for example, the Estate staff (this might require earlier starting hours to perform this function, and/or pre-gritting of priority areas the night before, where possible). Other staff should be advised to only use this path until other paths are cleared.</p> <p>Cleared paths should be treated with grit to maintain a clear pathway. A senior member of staff will be on duty to supervise entry into school.</p>	-	Low

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<p>Inadequate supervision.</p>	<p>Headteacher, Teachers, Non-Teaching Staff, Administrative staff, Midday Supervisors, Estate staff, etc Pupils.</p>	<p>High</p>	<p>Senior staff will contact all school staff via the school Gmail system or mobile phone numbers stored on the SIMs system. All systems are accessible on and off site.</p> <p>If paths cannot be cleared, or insufficient adults can make it into school the Headteacher will close the school and contact all staff who will be reminded that they must make every effort to attend school as long as they do not compromise their own safety. If the school is to be shut, the headteacher will follow Cardiff County Council's procedures and use the School Text Alert System to notify the Council and the Parent Mail system to notify parents. Messages will also be posted to the school website and Twitter page. The Site Manager will put a notice on the school gate to inform parents of the closure.</p>	<p>The Headteacher will establish what would constitute appropriate supervision on the day of the extreme bad weather approximately 1 adult to 30 children. The emphasis should be on how to operate safely, not whether a full and normal curriculum could be followed.</p> <p>Note: In advance of adverse weather occurring the Headteacher will seek to ascertain likely availability of staff based on a number of considerations such as ability to walk to school / 4 x 4 vehicle accessibility.</p>	<p>Low</p>

<p>Icy conditions causing slips and falls whilst buildings are accessed.</p>	<p>Headteacher, Teachers, Non-Teaching Staff, Administrative staff, Midday Supervisors, Estate staff, etc Pupils Visitors</p>	<p>High</p>	<p>Prior consideration should be given to the outdoor areas used by pedestrians which are most likely to be affected by snow and ice, for example, pedestrian walkways, building entrances, car parks, shortcuts, and areas constantly in the wet or shade. Prior consideration should be given to prioritising which walkways should be treated first.</p> <p>Senior staff monitor weather conditions by accessing websites such as the following:- <a href="#">Met Office</a>, <a href="#">BBC Weather</a> <a href="#">Highways</a></p> <p>The site manager should undertake gritting when freezing temperatures are forecast.</p> <p>Grit should be spread on priority routes and those which are most likely to be affected by snow and ice, i.e. pathways from pavement to entrance and pathways between buildings.<a href="#">/staffty</a></p>	<p>A reasonable quantity of grit should be stocked at the site prior to the occurrence of extreme weather. Supplies of grit can be purchased from Procurement and Supplies (tel: 2087 3705), by quoting BW032.</p> <p>If the grit stock is low then only the main walkways should be treated. Other routes should be signed or barriers installed to prevent use. The signs and barriers should be removed once the ice and snow has been cleared.</p> <p>Further information on clearing snow and ice and gritting can be found on the Health and Safety Executive and the Directgov websites which can be accessed at the following links:- <a href="#">HSE</a>, <a href="#">Directgov</a></p>	<p>Low</p>
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Slippery conditions causing slips and falls in entrance foyers	Headteacher, Teachers, Non-Teaching Staff (Administrative staff, Mid Day Supervisors, Classroom Assistants, Estate staff etc) Pupils Parents Visitors	High	Melted snow should be removed promptly from entrance foyers. Barrier matting has been installed in both infant and junior foyers	If necessary, yellow plastic 'slippery surface' or 'caution wet floor' signs should be put in entrance foyers.	Low
Icy conditions restricting the use of fire exits	Headteacher, Teachers, Non-Teaching Staff (Administrative staff, Mid Day Supervisors, Classroom Assistants, Estate staff etc) Pupils Parents Visitors	High	The fire exit doors will be checked to make sure they are not frozen or obstructed by snow or ice.	-	Low
Slips and falls at break times.	Pupils Teachers	High	The use of playgrounds will be prohibited or restricted by cordoning off certain areas where snow and ice can not be easily removed or reduced.	If there are playgrounds free, or generally free, of snow and ice, supervised play times can be undertaken.  Consideration will be given to providing an increased level of supervision during play times in icy conditions.	Low

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Manual Handling due to spreading grit.	Estate Staff.	Medium	<p>Three grit bins are located around the site to reduce the amount of manual handling needed in transporting grit.</p> <p>Suitable shovels and wheeled grit spreaders are provided to assist with spreading grit.</p> <p>Where there is a risk of a manual handling injury resulting from clearing snow and ice and from spreading grit, then a specific manual handling assessment will be undertaken.</p>	-	Low
Cold conditions for Estate Staff clearing snow and ice and gritting the premises.	Estate Staff	Medium	Estate staff should wear appropriate clothing, gloves and footwear for clearing snow and ice and for spreading grit.	High visibility clothing should be worn when Estate staff are working in areas where vehicles have access.	Low
Cold conditions for pupils and members of staff within buildings.	Headteacher, Teachers, Non-Teaching Staff (Administrative staff, Mid Day Supervisors, Classroom Assistants, Estate staff etc) Pupils	Medium	The boilers are serviced on an annual service contract.	<p>The heating system should be kept on a constant low setting during periods of extreme cold weather.</p> <p>If the school premises can not be heated adequately the school may have to close.</p>	Low

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No sanitary or drinking water due to frozen pipes.	Headteacher, Teachers, Non-Teaching Staff (Administrative staff, Mid Day Supervisors, Classroom Assistants, Estate staff etc) Pupils	Medium	Leaks and drips in the water system will be repaired promptly.  The Estate staff will check the heating and water systems regularly to ensure they are working well.	The heating system should be kept on a constant low setting during periods of extreme cold weather.  If the provision of water for sanitary use or drinking cannot be made, then the school may have to close.	Low
Snow and ice increasing the load on canopies and supported structures.	Headteacher, Teachers, Non-Teaching Staff (Administrative staff, Mid Day Supervisors, Classroom Assistants, Estate staff etc) Pupils Visitors	High	To avoid damage to these structures, where there is a significant accumulation and if it is safe to do so, accumulations of snow and ice should be removed.	Canopies and supported structures should be inspected by a competent person for any signs of damage after adverse weather. An inspection can be arranged via Development, Projects & Partnerships (Tel: 2078 8039).	Medium
Further snow or ice.	Headteacher, Teachers, Non Teaching Staff (Administrative staff, Mid Day Supervisors, Classroom Assistants, Estate staff etc) Pupils	Medium	Senior staff should monitor the weather conditions and traffic updates by accessing websites, such as the following:- <a href="#">Met Office</a> , <a href="#">BBC Weather Highways</a> , listening to local radio stations and gaining information from the Education Service Area (tel:- 2087 3714).	Apply further grit on walkways and other areas to reduce the potential for further snow and ice to settle.	Low



Further information can be found in the Welsh Assembly Government guidance for schools on Opening Schools in Extreme Bad Weather and in the Cardiff Council Snow and Ice Code of Guidance. The guidance documents can be accessed at the following links:- [101213](#) and [1.CM.211](#)

General information on school closures can be found in Education Service Circular for Headteachers and Governing Bodies on Closure to Pupils and Staff and on Emergency Procedures and Media Protocol. The circular can be obtained from the Education Service ([Tel:- 029 2087 3714](#)).