

CHILDREN'S SERVICES RISK ASSESSMENT TEMPLATE FORM RATF-030

Icy Conditions On Site Risk Assessment

BG005

To be completed in all instances wherever icy conditions are considered to expose staff and visitors, including children, to uncontrolled risks of slipping. All premises would be expected to complete this risk assessment to address typical (Wintery) icy or frosty condition hazards and produce an Ice & Snow Plan. The risk assessment is to be carried out in accordance with the Safety Guidance Procedure SGP 01/07 (Risk Assessment).

Location / Site	Insert location and site where icy/slippery conditions exist
Stockbridge Primary School & Pre-school	
Activity / Procedure	Insert name of activity being assessed in this assessment
Mobility on site during icy or snowy conditions	
Assessment date	Insert date when assessment is being carried out
03.11.19	
Assessment serial number	Insert local serial/identification number for future reference
BG005	

Identify people at risk	Highlight boxes where persons may be affected by hazards	
Employees	YES	NO
Visitors	YES	NO
Contractors	YES	NO
Vulnerable persons	YES	NO
Pupils	YES	NO

Level of risk BEFORE control measures		Consider current level of risk	
HIGH	MEDIUM	LOW	NEGLIGIBLE

Remaining level of risk		Consider level of risk following use of control measures	
HIGH	MEDIUM	LOW	NEGLIGIBLE

CHILDREN'S SERVICES HEALTH & SAFETY

Common hazards	Use the following list to identify hazards that are present – add site specific detail about type/location of each hazard	Common control measures	Use the following list to identify controls that are required – add site specific detail about type/location of each control
Uneven or sloping pathways			
Type of surface (eg. very smooth or naturally non-grip)		<p>General procedures in place for when snow, ice or frost present or due avoids these uneven paths. Access route during snow is ONLY from the White Hart entrance gates, on the flat path around the back of the school and up the playground. All other routes will NOT be cleared and staff should not use them either.</p> <p>Identification of areas most in need of gritting or safeguarding – <i>Identification of 2 routes in precludes site manager or others clearing any other path.</i> See Ice & Snow plan (attached to this risk assessment) with school site map.</p>	
Areas where water may collect or pool (eg. increasing icy build-up)		<p>Use of temporary warning signs & physical barriers to isolate icy areas</p> <p><i>Extra grit applied to part of playground after the pre-school where water runs off the ramp of pre-school and down to the corner of the field.</i></p> <p><i>Area also blocked off with one of the orange boards.</i></p>	
Areas of congestion (eg. where many persons may travel or congregate)		<p><i>Member of staff to stand on duty near pre-school to keep the flow of people moving.</i></p> <p><i>Member of staff to stand at front door to encourage quick ingress and egress.</i></p>	
Main or frequently used routes including steps or external stairs		<p>Safe system & practice for remedial arrangements</p> <p><i>Grit bucket left by bottom of steps to re-grit at various points during the day and especially before the end of the day when parents come to collect.</i></p>	
Poor lighting or restricted visibility – <i>only for caretaker or first on site when working on playground – safe route into</i>		<p>Headtorch provided with the 'at home' kit for site manager.</p> <p>Advance arrangements for supply and/or storage of suitable grit – <i>inside</i></p>	

CHILDREN'S SERVICES HEALTH & SAFETY

<p><i>school well lit by WMCC lights</i></p>	<p><i>boiler house and ordered well in advance</i></p> <p><i>Opening of school to be delayed in the case of snow so that staff and families can get in in the light.</i></p>
<p>Areas used to carry or receive local deliveries (eg. from couriers)</p> <p>Accessible parking & routes for disabled persons including sloping areas</p>	<p>Consideration and contingencies for use of alternative routes. Revised accessibility arrangements for affected or slippery routes – 2 routes in:</p> <ol style="list-style-type: none"> 1) <i>Down steps off Old London Road – notice up to request people to use the handrail.</i> 2) <i>Through gate from A30 White Hart entrance onto the same path, around the back of Sprat & Winkle and pre-school, up the playground, down by the boiler house and in through Horsebridge. Signs put up to signpost this. Disabled car parking space directly onto this path.</i>
<p>Unsuitable footwear</p>	<p>Maintained and non-slip surfaces (as appropriate)</p> <p><i>Horsebridge steps painted annually with non-slip paint in the late autumn term ready for any snow days.</i></p> <p>Local footwear code or guidance for icy/snowy/frosty conditions</p> <p><i>Parents reminded of use of wellies and hiking boots/winter boots in the email and text communication prior to children coming onto site. Staff reminded of this in any communication from leaders about start times and plans for the day.</i></p> <p>System in place to report specific slip hazards & affect suitable controls – AO and HT know the procedure for RIDDOR – all incidents to be reported to either member of staff.</p>
<p>Running or inappropriate behaviour</p>	<p>Handrails provided where necessary – <i>signs to indicate the need to use them in the snow. If children are allowed out at playtime then only to be on the field. Access down Horsebridge steps and out onto the safe path.</i></p>

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<p>Unfamiliar visitors (eg. who may not use normal routes or know area)</p>	<p><i>Signs up to indicate safe routes into school – caretaker to put up when clearing paths which is before others get into school.</i></p>
<p>Injuries to staff spreading grit or carrying heavy bags</p>	<p>Safe working procedures for moving & handling activities (eg. laying grit) <i>Sack truck available and stored in caretaker's cupboard – in cases where snow is forecast, remove and put with grit in the boiler room ready for use.</i> <i>Grit spreader available and should be used when covering large areas eg. path up playground.</i> <i>Buckets and shovel to be used by 2 people.</i></p>
	<p>Moving & handling training as necessary (eg. for when moving/laying grit)</p>
	<p>Reasonable arrangements for appropriate warnings <i>Parentmail system of communication as well as cascade tree for staff – see more detailed Emergency procedures internal document.</i></p>
	<p>Particular attention to accessible parking areas or provision of assistance</p>

CHILDREN'S SERVICES HEALTH & SAFETY

Assessor's comments	Insert comments relevant to findings as appropriate

Name of assessor	Signature of assessor	Date

Manager's comments	Insert comments relevant to assessment as appropriate

Name of manager	Signature of manager	Date
Emma Jefferies		03.11.19

Risk assessment reviews	Set future review dates & sign/comment upon completion
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Review date	Reviewed by	Reviewer signature	Remarks