



# Ulverston Victoria High School

## Adverse Weather

Author/Owner:	Approved	Chair of Governors Signature:
R De Fraine	Yes	<i>John Dorman</i>
Last updated: September 2023		

## ADVERSE WEATHER PROCEDURES

### PURPOSE

The purpose of this procedure is to ensure UVHS responds safely and swiftly to adverse weather conditions namely heavy snow and ice, and make arrangements, where relevant, for school closure.

All staff should assume that school will be open unless contacted to inform otherwise. Information will be made available via the UVHS website, local news and/or all staff text message. Staff should ensure contact details are up to date and available.

### KEY CONTACTS

Emergency Closure Manager (ECM)	Matt Hardwick	<a href="mailto:MHa@uvhs.uk">MHa@uvhs.uk</a>	07969 045795
Deputy ECM	Andy Nayler	<a href="mailto:ANa@uvhs.uk">ANa@uvhs.uk</a>	07917 032497 / 01229 861576
<b><i>A member of the Site team is in school from 6:30am each day (01229 483900 ext. 6267)</i></b>			
Site Team Supervisor	Billy Rowan	<a href="mailto:WRo@uvhs.uk">WRo@uvhs.uk</a>	01229 467425 / 07591 954652
Site Team	Stephen Miles	<a href="mailto:SMI@uvhs.uk">SMI@uvhs.uk</a>	07591 954739 / 07590 278817
Site Team	Jason Ainsley	<a href="mailto:JAi@uvhs.uk">JAi@uvhs.uk</a>	07593 817047 / 07775 061269 / 588195
Site Team	Dominic Ainsley	<a href="mailto:DAi@uvhs.uk">DAi@uvhs.uk</a>	07591 954370
Business Manager	Ros de Fraine	<a href="mailto:RDe@uvhs.uk">RDe@uvhs.uk</a>	07734 471241 / 01946 823193
Health & Safety Officer	Abigail Sharkey	<a href="mailto:ASh@uvhs.uk">ASh@uvhs.uk</a>	07498 399315
Catering Manager		<a href="mailto:kitchen@uvhs.uk">kitchen@uvhs.uk</a>	07949 726489
Assistant Headteacher	Richard Butler	<a href="mailto:RBu@uvhs.uk">RBu@uvhs.uk</a>	07789 385906

***South Lakes Tree Surgeons have got gate keys to the school site***

South Lakes Tree Surgeons	Peter Walker	<a href="mailto:peterwalkersll@btinternet.com">peterwalkersll@btinternet.com</a>	07968 960115 / 01229 480632 / 580741
South Lake Tree Surgery	Andy Jackson	<a href="mailto:slts@btinternet.com">slts@btinternet.com</a>	07968 960126 / 01229 889053
School's Portal	<a href="https://auth2.cumbria.gov.uk/logon/LogonPoint/tminindex.html">https://auth2.cumbria.gov.uk/logon/LogonPoint/tminindex.html</a>		
CCC Health and Safety	<a href="mailto:healthandsafety@cumbria.gov.uk">healthandsafety@cumbria.gov.uk</a>		
CCC School Transport	Tel: 01228 226425/01228 221742 Email: <a href="mailto:school.transport@cumbria.gov.uk">school.transport@cumbria.gov.uk</a> / <a href="mailto:procurement.transport@cumbria.gov.uk">procurement.transport@cumbria.gov.uk</a>		

### ROLES AND RESPONSIBILITIES

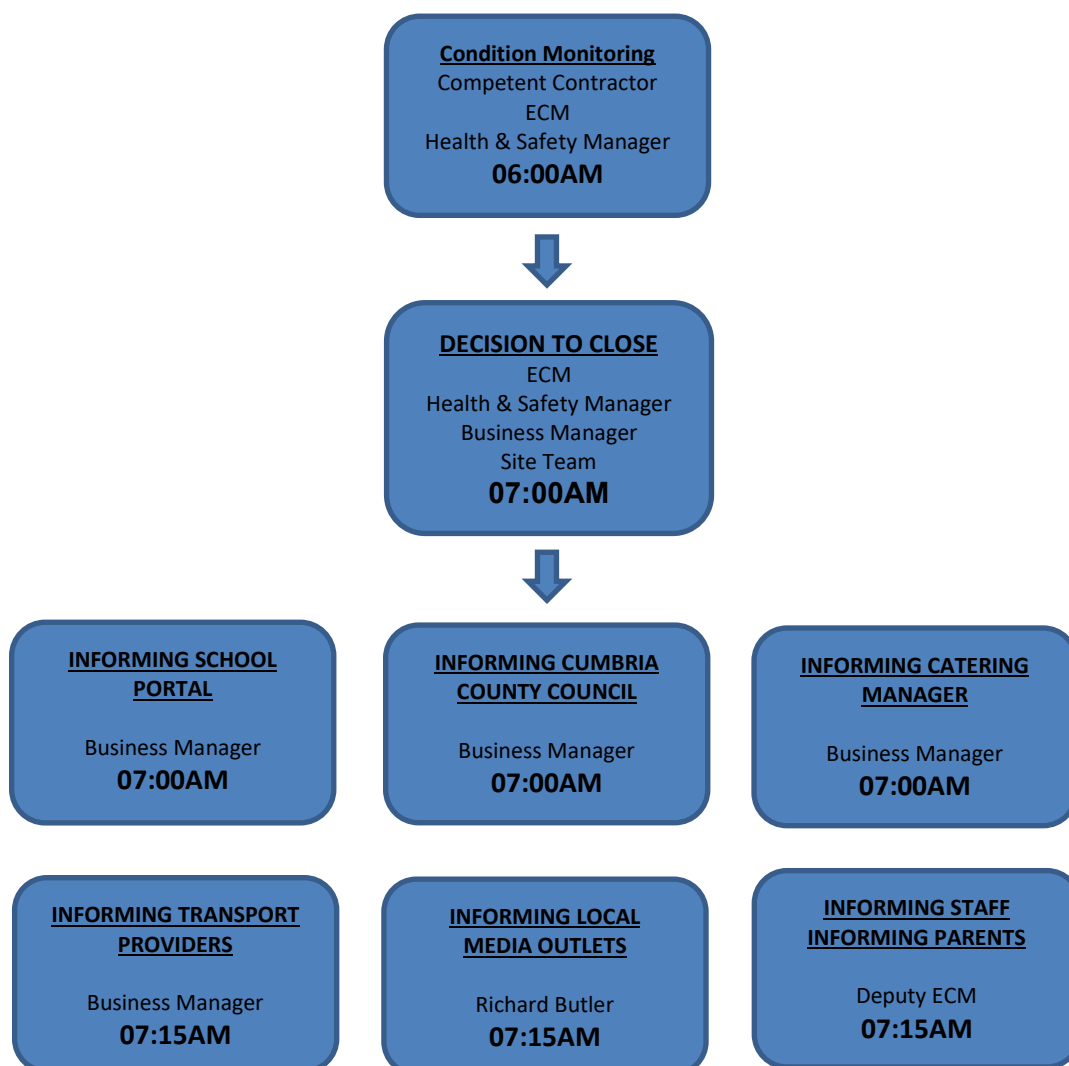
Weather Monitoring	Emergency Closure Manager (ECM), Deputy ECM, Health & Safety Manager, Site Team Supervisor
Liaison with Contractor (South Lakes Tree Surgery)	Health & Safety Manager, Site Team Supervisor, ECM
Evening Gritting/Salting	Site Team Supervisor, Site Team, Health & Safety Manager (Salt Spreaders are located in C Block Boiler Room)
Snow Clearance	<ul style="list-style-type: none"> <li>• South Lakes Tree Surgery to contact Site Team/ Site Safety Manager to advise clearance.</li> <li>• Site Team / Health &amp; Safety Manager to attend and inform Business Manager and ECM/Deputy</li> <li>• South Lakes Tree Surgery to clear area.</li> <li>• ECM / Deputy / Health &amp; Safety Manager to assess as safe to open/unsafe to open</li> </ul>
Informing School Portal	Business Manager to inform School Portal (CCC). Business Manager to inform CCC Health and Safety Dept.
School Transport (County Council)	Business Manager to contact School Transport at Cumbria County Council providers <ul style="list-style-type: none"> <li>• Tel: 01228 226425/01228 221712</li> <li>• Email: <a href="mailto:school.transport@cumbria.gov.uk">school.transport@cumbria.gov.uk</a> / <a href="mailto:procurement.transport@cumbria.gov.uk">procurement.transport@cumbria.gov.uk</a></li> </ul>
Informing Parents	Deputy ECM to inform parents via text messaging system (or liaise with Office during the school day) Deputy ECM to add urgent notice to website
Informing Staff	Deputy ECM to inform staff via text message and email Business Manager to inform Catering Manager
Informing local news outlets	Richard Butler to inform <ul style="list-style-type: none"> <li>• BBC Radio Cumbria Switchboard: 01228 592444 / 0800 111 4950 / <a href="mailto:radiocumbria@bbc.co.uk">radiocumbria@bbc.co.uk</a></li> <li>• The Mail: 01229 840150 / <a href="mailto:news.em@newsquest.co.uk">news.em@newsquest.co.uk</a></li> </ul>

## ADVERSE WEATHER PROCEDURES

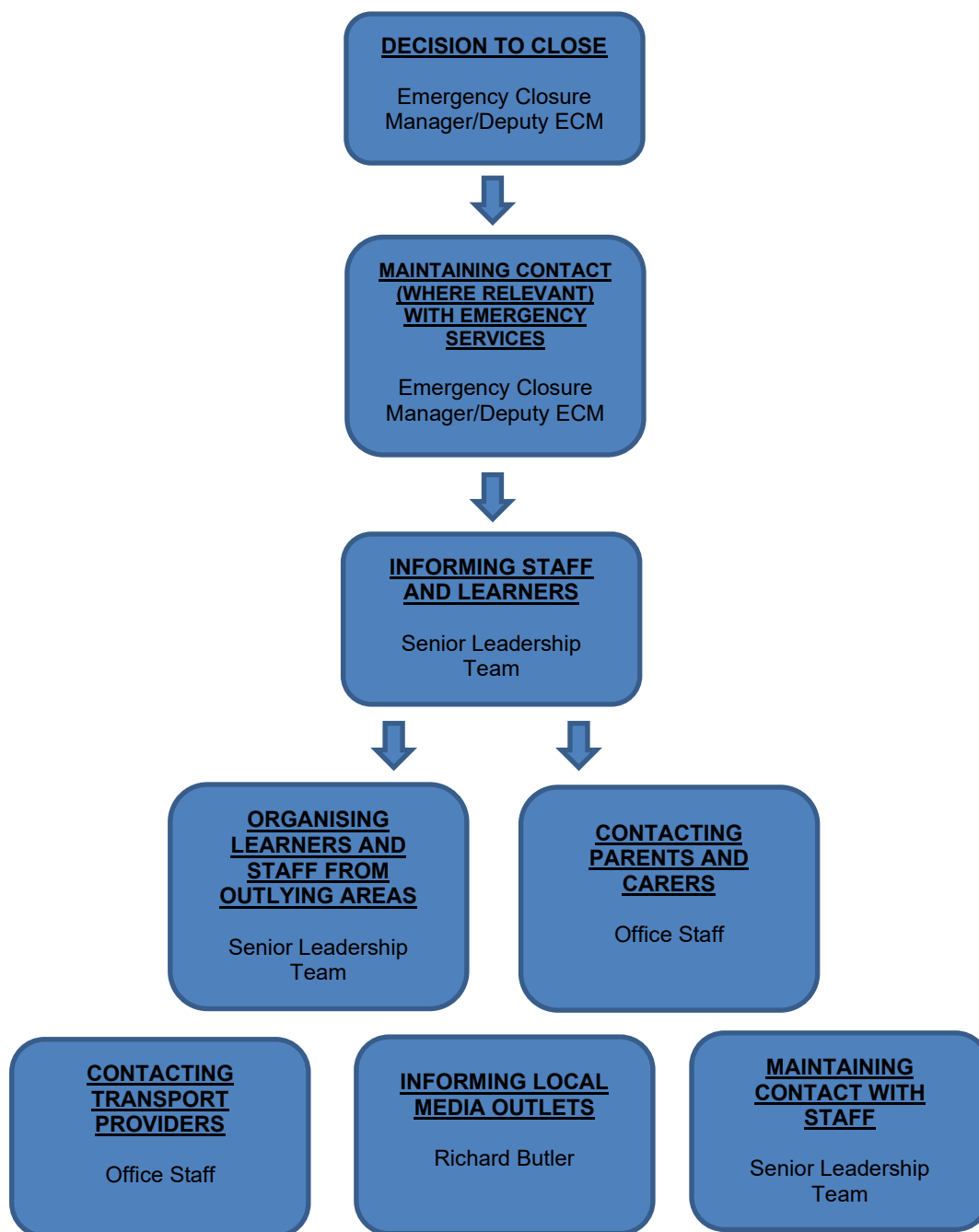
CLEARANCE AREAS (in order of priority)	
SNOW	ICE
Car Parks and Car Park access and egress (front of school/cage/overflow car park)	Car Parks and entrances (front of school/cage/ overflow car park)
Entrances to A Block	Entrances to A Block
Steps to Sports Hall x 2	Steps to Sports Hall x 2
Pathways to Sports Hall	Pathways to Sports Hall
Pathways to C, D and N Blocks	Pathways to C, D and N Blocks
Coach House steps	Coach House steps
Pathways to Bradyll Terrace/Victoria Road	Pathways to Bradyll Terrace/Victoria Road
Tiered steps/Bleachers	Tiered steps/Bleachers

If a safe environment cannot be achieved, then SLT will make the strategic decision to close.

## EMERGENCY SCHOOL CLOSURE BEFORE SCHOOL HOURS



## EMERGENCY SCHOOL CLOSURE DURING SCHOOL HOURS



**ALL STAFF:** Please be vigilant when providing information to learners. Confusing, unclear and partial information can lead to panic. It is important to wait for clear directive from Senior Leadership before discussing plans with learners.