Pembrokeshire County Council

Risk Assessment for Golden Grove School

How to use this template:
Run through the topics in the first column and delete any items which are not relevant to your school. Next, read each box, and check what controls you already have in place. If you do all the things identified in this box, just complete the risk rating in the next column. If you need to put in place additional controls to meet best practice, write what needs to be done in 'What More Needs To Be Done To Control The Risk' column. Work through the list of hazards, completing all columns, and who will carry out this action and by when. There is an optional page at the end of this assessment (Risk Control Measures - Action Plan) to list all the items in the last two columns. Identify who is to close out the action(s) and by when. If there are additional hazards at your school which are not covered in this risk assessment template, feel free to add them on to the end.
Review the risk assessments regularly, particularly if things change, and review at least annually.

Appendix A – Classroom Checklist: *Appendix A is a tool for school staff to raise awareness of areas of concern in a classroom. The checklist covers most common areas of concern/risk in ordinary classrooms, but is not exhaustive. It does not cover drama and sports facilities or specialist classrooms, including laboratories, art, IT, design and technology facilities or pupil referral rooms. It can be used as required, e.g. at the start of a term to provide reassurance to teaching staff that the most common areas of risk in the classroom are being adequately controlled. If an issue is not relevant to a classroom, simply mark it as 'N/A' (not applicable) and move to the next question. There is a space at the end to list any additional issues. The checklist at Appendix A is not mandatory but is intended as a helpful tool.*

Appendix B – General Risk Assessment: extreme bad weather – snow/ice: *The purpose of this generic risk assessment is to provide schools with a base of information for them to devise their own risk assessment. It can also help schools in undertaking dynamic risk assessments at the time of bad weather. The generic risk assessment only covers the broad activities and/or hazards which relate to extreme bad weather – snow/ice – therefore, there may be factors specific to an individual school which have not been considered.*

Continued overleaf

HEALTH AND SAFETY RISK ASSESSMENT:

Pembrokeshire County Council — Golden Grove School

Person responsible: Mr Andrew Williams	Place: Golden Grove School	Assessed By: AW Date: 1.9.26
Manager: Headteacher – Mr A Williams	Task, Activity or Situation:	Re-assessment date: 1.9.27

Risk = severity x likelihood	**Severity of harm**		
Likelihood of occurrence	**(1) Slight** (All other injuries and illnesses)	**(2) Serious** (Over 3 day injury or serious illness)	**(3) Major** (Death or major injury)
(1) Low (Harm will seldom occur)	**Low (1)**	**Low (2)**	**Medium (3)**
(2) Medium (Harm likely to occur)	**Low (2)**	**Medium (4)**	**High (6)**
(3) High (Harm certain to occur)	**Medium (3)**	**High (6)**	**High (9)**

HAZARD	WHO MIGHT BE HARMED AND HOW?	EXISTING CONTROL MEASURES	RISK (severity x likelihood)	WHAT MORE NEEDS TO BE DONE TO CONTROL THE RISK?	BY WHOM? BY WHEN?
Administration of Medication	Pupils	• Schools comply with LEA Policy and Guidance on administration of medication in schools • Schools comply with Welsh Assembly "Supporting Pupils with Medical Needs - A Good Practice Guide" document http://wales.gov.uk/topics/educationandskills/publications/circulars/Medical_Needs?lang=en • Schools have a site policy on the	L	School list/register of children on medication	*RB/ RA Sep 26*

Continued overleaf

		administration of medication • LEA monitor effective implementation of policy and guidance			
Asbestos	Employees Pupils Contractors	• Full asbestos survey carried out to identify the location and type of asbestos (register held by building maintenance) • Asbestos is managed in accordance with PCC Asbestos procedure (available on PCC Intranet)	L	Head received training on Asbestos management – Spring Term 13	AW
Building Premises defects including walls and fences	Employees Pupils Visitors	• Regular formal inspections of building, premises (including walls and fences) and written records of defects noted and subsequent remedial action • Ad hoc inspections by LEA/Safety Officers to monitor standards and maintenance and upkeep of premises • Managed IAW LEA Policy & Guidance Document No 2 – Premises Management	L	Caretaker to make regular inspections Annual inspections with sub-committee of the Governing Body.	AW
Contractors (i) small works (ii) larger works	Staff Pupils Visitors Contractors	• Managed IAW LEA Policy & Guidance Document No 2 – Premises Management • Under the Construction and Design Management (CDM) regulations (and in some cases non CDM works) such works will be under the control of Building Maintenance who will ensure that Risk Assessments and method statements etc. are carried out	L		AW
Defects giving rise to slips, trips & falls (including snow, ice, leaves etc.)	Employees Pupils Visitors	• Stairs, corridors, paths etc. are maintained in a condition which is safe • Regular inspections of the premises are carried out and defects identified • Work areas and corridors kept clean and tidy • Spills cleaned up immediately • Warning signs used during cleaning	L		Caretaker Cleaner Head All staff

		operations • Pupils instructed not to run along corridors • Adequate lighting for stairs and corridors • Adequate supervision to ensure safe passage of pupils in corridors/stairwells, etc.			
Electricity	Employees Pupils Visitors Contractors	• Procedures in place for testing and maintenance of portable appliances • Procedures for testing and maintenance of fixed installations every 5 years • Only approved appliances used • All repairs and maintenance to be carried out by a competent person • If the school permits the staff to bring in personal electrical items, then they must be inspected and tested as per local arrangements	L		AW
Emergency Situations e.g. Fire, gas leaks, unstable buildings	Employees Pupils Visitors Contractors	Detailed Business Continuity Plan must be readily available in each school and tailored for site specific incidents (inc. alternative accommodation etc)	L	Liaise with Foundry House/ Henry Tudor School Info on SIMS, Teams, HWB	AW
Fire	Employees Pupils Visitors Contractors	• Head ensures that a Fire Risk Assessment is carried, with shortfalls identified. • Building issues to be referred to Building Maintenance	L	Ensure e-learning package on Fire safety is completed regularly. Fire Report Completed Summer 2026 Franks Amies (PCC Fire Safety Adviser) liaised with the school on the recommendations. See Fire RA	AW
Furniture	Employees Pupils Visitors	• All new furniture meets British Standards • Regular checks on the condition of furniture are carried out by the school • Staff instructed to report defective equipment and where appropriate remove from service	L		AW

Gas equipment Gas - (Leaks)	Employees Pupils Visitors Contractors	• All gas appliances to be periodically tested by a Gas Safe engineer arranged by Building Maintenance • In the event of a gas leak refer to the school's Business Continuity Plan/Emergency Plan with respect to dealing with gas emergencies	L		AW
Glazing	Employees Pupils Visitors	• Identification and risk assessment of glazing (glazing survey has been undertaken by Building Maintenance) • Where a Head Teacher considers there may be a hazard arising from glazing in school, the matter should be referred to Building Maintenance asap who will advise accordingly. • Broken Glass should be replaced with Safety Glass or safety filmed applied (refer to Building Maintenance for advice)	L		AW
Grounds Maintenance	Pupils	• Schools not covered in SLA need to carry out in depth risk assessments in conjunction with their chosen contractor. • All work undertaken out of school hours.	L	Arcswood	AW
Hazardous Substances e.g. some cleaning materials	Employees Pupils	• Only approved cleaning materials to be used by PCC cleaners • COSHH Assessments of substances used must be carried out by PCC building services • Protective clothing worn as appropriate • Ensure information (safety data sheets) are available to relevant employees • Hazardous substances kept under locked storage away from pupils • Cleaners not covered in the SLA need to carry out their own COSHH Assessments	L		Cleaners

Hot Surfaces	Pupils	Where there are specific heaters, radiators and/or hot pipework where it is reasonably foreseeable that a pupil could make contact with the hot surface - some special Risk Assessment considerations would include: • Pupils with special educational needs • Hot surfaces in corridors etc. • Control measures to consider as appropriate to the circumstances may include: 1. Reduction in surface temperature of heater/radiator. 2. Heater / Radiator / Pipe guards. 3. Restricting access to heater/pipe work by a physical barrier e.g. items of furniture etc.	L		AW
Hot Water: Showers (total immersion) Washbasins	Employees Pupils	• Thermostatic controls to all shower heads • Thermostatic Controls of hot water temperature to wash basins • Maintenance contract in place for the periodic checking of thermostatic control devices	L	Caretaker to regularly check water output temperatures.	Caretaker On-going
First Aid Arrangements	Employees Pupils	• School to comply with detailed PCC guidance and Welsh Assembly guidelines "First Aid for Schools - A Good Practice Guide" (available at www.education.gov.uk) • Schools to maintain refresher training courses	L	Numerous staff members trained - 'First Aid at Work' All staff to receive basic first aid training.	AW
Heating / Ventilation	Employees Pupils	• Compliance with the school premises regulations • Compliance with Workplace (H&S & Welfare) Regulations 1992	L		AW

Infections Flu Pandemic etc	Employees Pupils	• Enhanced cleaning procedures • Refer to Flu Pandemic Risk Assessment on PCC Intranet • Nora Virus – Chlorine based disinfectant e.g. Premisan + or Tristel to be used	L	Contact Health Protection Team 01792 607387 for advice/guidance	AW
Competent on-site Health & Safety Assistance	Employees Pupils Visitors	• All schools to have a designated Health & Safety co-ordinator trained to the IOSH "Managing Safely" course (or equivalent level) - AW • LEA to monitor compliance with the above	L	AW has received appropriate training	AW
Legionella	Employees Pupils	• Building Maintenance will issue guidance to school on the dangers of Legionella and the necessary control measures to be in place (refer to task guidance sheets under PCC Intranet H&S Common Activities) • An annual service contract to be in place to ensure water systems are maintained in a clean and hygienic condition • Building Maintenance to monitor for compliance	L	Caretaker to undertake regular water checks and to follow procedures as advised by PCC	Caretaker Weekly/ monthly checks
Manual Handling - Inanimate objects	Employees	• All Staff to carry out e-learning module 'Handle for Health' • Risk Assessment to be undertaken where there is a risk arising from the lifting of inanimate objects – consideration should include: - Manual handling avoided where possible - Employees carrying out high risk MH activities to receive more in depth MH training - Use of lifting aids where possible • Specific advice available from PCC MH Coordinator	L	Staff to carry out e-learning module	AW

Manual Handling - pupils with physical difficulties	Employees	• Moving and positioning of children with SEN is a highly specialised task which must be carried out by trained and competent staff in line with the care plan / Individual action plan (N.B. this must be clearly documented and reviewed and updated as necessary) • All staff carrying out animate MH activities trained to passport standard • Specific advice available from PCC MH Coordinator	L	N/A at present	
Mobile Phones Mobile Phone Base Stations	Pupils Employees/Pupils	• Each school to formulate policy on the use of mobile phones on school sites • Advice leaflet "Mobile Phones and Base Stations' available at www.dh.gov.uk	L	360 E-safety Policy reviewed Summer 2025.	AW/SJ
New & Expectant Mothers		• School to undertake New & Expectant Mothers Risk Assessment (template and examples under PCC Intranet, H&S Common Activities)	M		AW
Out of School Visits	Employees Pupils	Full compliance with LEA policy on school visits.		Forms and RAs completed on Evolve in due time (details below). Staff to be reminded of this at the start of the Autumn term.	AW
Playground Equipment (falls, traps etc)	Pupils	• All equipment must be manufactured to the relevant British Standards and approved by the LEA in liaison with the Authority's PE Advisor. • Likewise, its siting and the surface on which it is placed will again be a subject of approval from the LEA and the PE Advisor. • Maintenance – the school must ensure that the equipment is placed on a maintenance schedule and periodic inspections are undertaken and the necessary repairs effected.	L		AW

		Supervision – School must ensure that pupils are adequately supervised when using the equipment			
Areas of Learning, inc. PE, D&T, Art…	Employees Pupils	• Lesson plans play a pivotal role in detailing health and safety precautions (through Risk Assessment process) that must be in place during specific activities etc… <u>Art/ D&T</u> • Only low hazard paints and inks used • Safety blades used where possible • Controlled storage and allocation of craft knives etc. • Electrical equipment is subject to regular safety inspection and test ('PAT testing') <u>PE</u> • Inspection of flooring • Prompt maintenance of defects • Risk assessment for glazing in doors, door panels and windows, considering the location, height of glazing and type of activities carried out nearby • Impact resistant toughened glass or glazing protection provided where risk assessment indicates that it is required • Equipment safely stacked • Regular inspection of area • Good housekeeping, area kept clean and tidy <u>Playing Fields/ playgrounds</u> • Inspection of area • Safe litter-picking/ clearing procedures involving use of personal protective clothing • Safe disposal of material/waste collected • Prevent dog walking on site during school events • Secure premises should restrict access • Consideration of safety when selecting plants with reference to position of planting and age of children on site etc. • Inspection of areas for unsuitable plants and weeds	L	Please see Risk Benefit Analysis Forms, and please refer to Dynamic Risk Benefit Assessment Procedures, particularly for outdoor learning.	AW/ Caretaker

		• Grounds maintenance procedures • Consideration of surface type with respect to age of children and use of play area • Suitable play surfaces installed around play equipment in accordance with British Standards • Regular inspection of area • Reporting procedure for any defects • Prompt remedial action • Well maintained, secure fencing (no holes or damage) • Adequate supervision when children are at play • Inspection of sports equipment • Maintenance of equipment • Security to prevent vandalism of equipment			
Smoking	Employees	• Compliance with PCC Policy on Smoking at Work	L		AW
Stress	Employees	• Compliance with PCC Workplace Stress Policy & Procedure • E-leaning package on Stress (available soon)	L		AW
Traffic on School Site	Employees Pupils Visitors	Schools must carry out a site-specific Risk Assessment on traffic management - matters for consideration: • Walkways, paths and roadways clearly defined • Clear signs showing speed restrictions etc. • Instructions regarding delivery times given to drivers • Supervision of pupils using school buses • Segregation of pedestrians and vehicles as far as possible	L	See Traffic RA	AW

Transporting Pupils	Pupils Employees	• Local policy and arrangements • School buses managed by PCC Transport Team • Schools must only engage competent, reputable bus/taxi operators and report any health and safety infringements to the PCC Transport Team • Licence checks, DBS • School in liaison with the Transport co-ordinator to investigate all incidences of misbehaviour on school transport (refer to school bus travel code) • LEA to monitor compliance of the above	L	All staff using the school minibus are Midas trained.	AW
Trapping points in doors and gates (hinge side)	Pupils	There will be specific locations of doors/gates and specific pupil considerations which will require risk control measures commensurate to the risk. Some special Risk Assessment considerations would include: • Pupils with special educational needs • Areas of the school where doors are affected by wind pressures *Control measures to consider as appropriate to the circumstances may include:* 1) Hinge side anti-trapping guards. 2) Review of existing hydraulic door closures or the possibility of fitting one where there is no door closure fitted.	L		AW
Food Safety	Employees Pupils	• Cooks in Charge hold intermediate Food Hygiene Certificates • All other staff involved in food preparation hold a basic food hygiene certificate • Refresher training in food hygiene matters in accordance with LEA requirements • Monitoring of standards in line with LEA guidance	L		School Cook
Vermin/Pests on site	Employees Pupils Visitors Contractors	• Where vermin / pests are suspected, schools contact the Pest Control Officer (Public Protection). • Under no circumstances should the school caretaker undertake pest control activities	L		AW Caretaker

Violence (verbal and physical) / security of school site	Employees Pupils	• Refer to PCC Intranet H&S - Arrangements for the Management of Workplace Violence and Aggression	L		AW
Window Cleaning	Employees Pupils Contractors	• School ensure that only competent window cleaners are engaged • Schools obtain a copy of the contractors Risk Assessment / Method statement • Schools monitor that the window cleaning duties are carried out safely • LEA to monitor compliance of the above	L		AW
Working at Height	Employees	• All ladders to comply to EN 131 standard or above. Ladders need to be checked each term and documented • Users to be aware of correct use of ladders (guidance can be obtained from the HSE website) • Where high level access is required, arrangements are made with Building Maintenance	L		AW
Young Persons on Work Experience placement (under 18)	Individual Others	• Each individual must be risk assessed using the Young Person's Risk Assessment Guidance (PCC Intranet H&S Common Activities)	L		AW

Breakfast/ After School Clubs	Pupils	• Appropriate supervision ratios • Additional helpers have DBS checked • Appropriate rooms/facilities • Adequate information on pupils attending the club, i.e. pupil medical, dietary, behavioural or other special needs, i.e. allergies? • Relevant food safety and hygiene arrangements & training • Adequate welfare facilities are available (e.g. hand washing)	L		AW EW (BC) SR (GGDC)
Sun protection (Summer time)	Pupils	• Outdoor activities and events are planned outside of 11am-3pm where possible • Pupils are encouraged to wear clothing to cover skin • Pupils are supervised applying their own sunscreen	L	Advice to be included in newsletters through ParentMail.	AW All staff
Trees	Pupils and employees Parents	• Grass area under the trees to be restricted in windy conditions due to the possibility of 'summer breakage' • Annual assessment of the condition of the trees by a professional arborist (Barry McKee)	L	A number of Ash trees have been felled due to Ash dieback, and this is an on-going situation that Barry McKee is monitoring.	AW
PE Cupboard	Pupils and employees	• Door to be clipped to the wall when being accessed using the available hook. • Shelving units that remain to be secured to the wall • Sports Kit to be put away after use with the floor area kept clear • Children to be supervised	L		AW
Breaktimes	Pupils	• All children to be on the school playgrounds/ school field (weather permitting) • No children to be left unsupervised within the school building • Member of staff to monitor • Ensure items are used only for their intended purpose e.g. for skipping, not to tie people up • Games to be played in appropriate location to prevent injury to those	L		AW

		involved and others e.g. where sufficient space and suitable surfacing • Maintained, unbreached fencing (no holes or gaps) • Gates closed • Adequate supervision of the school's perimeter – staff to be vigilant of children entering the woods or going onto the top field. • Quick roll call of the class after breaktimes to ensure that they have all returned to class. • Anti-bullying policy • Adult supervisors should be familiar with the policy • Training for supervisors in identification and prevention of bullying • Supervisors aware of school rules on appropriate behaviour • Supervisors trained in how to deal with this type of situation • Prohibit inappropriate games from the school • Points of access onto the site for visitors minimised with clearly signed routes to the reception • Avoid children playing in areas out of sight of supervisors • Areas of site identified as higher risk made 'out of bounds' • Supervision levels appropriate for the layout of the site and the play areas			
School Visits	Staff, pupils and volunteers	• RA below for school visits within the town of Pembroke. • RA to be completed for all other school visits.	L	Necessary documentation to be completed within the necessary time frameworks on Evolve.	AW School Staff

Timescales for submission are:

Type of Visit	**Submission Schedule**	**Final approval by**	In the case of routine visits that involve no more than everyday level of risk and take place wholly within normal school hours within Pembrokeshire (i.e. does not require use of transport) the Local Area Visit form on EVOLVE must be used instead. The senior member of staff acting as first point of contact must be provided with the following details: • The visit itinerary • List of all attendees and contact details • Emergency contact numbers for party leaders • Copies of mandatory risk assessments including safeguarding
Visits that start or finish outside of the school day	At least 48 hours in advance	Head and/ or LA	
Adventurous activities	At least 14 days in advance	LA	
Residential / overnight stays	At least 14 days in advance	Head and / or LA	
Overseas Visits *Includes any air or sea travel of any distance*	At least 2 months in advance	LA	
Visit that does not fall into any of the above visit types	At least 2 months in advance		

Risk Control Measures - Action Plan

Significant Hazards	Agreed Action	Target Date	Manager Responsible	Completion Date
Trees and the possibility of Ash dieback	Trees to be assessed by the PCC Tree Officer, Barry McKee. (Roscoe Tree Surgeon to fell trees.)	On-going	AW	On-going
Fire/Manual Handling	E-learning modules to be completed and kept up to date.	On-going	AW	On-going
Children leaving the school site/ persons entering the school site	Staff to be vigilant of children's movement during breaktimes, especially during drier periods when the children are on the field. Staff to complete a quick roll call after breaktimes to ensure all children have returned to class.	On-going	AW	On-going
Premises Committee to complete a H&S checklist of the school and the whole site, including a review of the Fire RA and this document.	Committee Meeting	Autumn 2026	AW	
Leaves – slip hazard.	PCC to come and clear leaves periodically from pathways.	Autumn 2026	AW/ Caretaker	
Blocked gutters/ overflowing rainfall	The clearing of gutters is part of the Building Maintenance SLA and we are awaiting PCC to organise clearing and reparatory work on our gutters.	Autumn 2026	AW	

Appendix A

Health and Safety Checklist for Classrooms

Questions you should ask:		Yes	Further action needed	N/A
Movement around the classroom (slips and trips)	Is the internal flooring in a good condition?			
	Are there any changes in floor level or type of flooring that need to be highlighted?			
	Are gangways between desks kept clear?			
	Are trailing electrical leads/cables prevented wherever possible?			
	Is lighting bright enough to allow safe access and exit?			
	Are procedures in place to deal with spillages, e.g. water, blood from cuts?			
	For stand-alone classrooms: ■ Are access steps or ramps properly maintained? ■ Are access stairs or ramps provided with handrails?			
Work at height (falls)	Do you have an 'elephant-foot' step-stool or stepladder available for use where necessary?			
	Is a window-opener provided for opening high-level windows?			
Furniture and fixtures	Are permanent fixtures in good condition and securely fastened, e.g. cupboards, display boards, shelving?			
	Is furniture in good repair and suitable for the size of the user, whether adult or child?			
	Is portable equipment stable, e.g. a TV set on a suitable trolley?			
	Where window restrictors are fitted to upper-floor windows, are they in good working order?			
	Are hot surfaces of radiators etc protected where necessary to prevent the risk of burns to vulnerable young people?			
Manual handling	Have trolleys been provided for moving heavy objects, e.g. computers?			
Computers and similar equipment	If you use computers as part of your job, has a workstation assessment been completed?			
	Have pupils been advised about good practice when using computers?			
Electrical equipment and services	Are fixed electrical switches and plug sockets in good repair?			
	Are all plugs and cables in good repair?			
	Has portable electrical equipment, e.g. laminators, been visually checked and, where necessary, tested at suitable intervals to ensure that it's safe to use? (There may be a sticker to show it has been tested.)			
	Has any damaged electrical equipment been taken out of service or replaced?			

Fire	If there are fire exit doors in the classroom, are they: ■ unobstructed; ■ kept unlocked; and ■ easy to open from the inside?			
	Is fire-fighting equipment in place in the classroom?			
	Are fire evacuation procedures clearly displayed?			
	Are you aware of the evacuation drill, including arrangements for any vulnerable adults or children?			
Workplace (ventilation and heating)	Does the room have natural ventilation?			
	Can a reasonable room temperature be maintained during use of the classroom?			
	Are measures in place, for example blinds, to protect from glare and heat from the sun?			

This is not an exhaustive list and you should identify any other hazards associated with the daily use of the classroom in the space overleaf, including any further actions needed. If necessary, discuss this with your head teacher or employer.

Additional issues		**Yes**	**Further action needed**	**N/A**

Further action needed

Hazards Noted:	**Action taken and when:**

Name (and position):	**Signature:**	**Date:**
Location/name of classroom:		

Appendix B

Generic Risk Assessment: Extreme bad weather – snow/ice

Activity	Hazard	Persons who may be at risk	Controls required	Further considerations
Getting to the school.	Dangerous travel in extreme bad weather conditions.	Headteacher, teachers, caretaking and/or maintenance staff, learners.	Headteacher monitors weather conditions/ warnings www.metoffice.gov.uk No travel should be considered if extreme bad weather warning and advice given for only essential journeys to be undertaken.	Rural location of school and/or majority of school personnel. National warnings may not be accurate at local level, so local media broadcasts may also help.
Travel via known areas of expected road closure or steep gradients.	Dangerous travel in extreme bad weather conditions.	Headteacher, teachers, caretaking and/or maintenance staff.	Prior planning by staff regarding alternative 'main road' routes, or rail, to school location.	Walking may be reasonably expected, when cars or other vehicles cannot make it all the way into the school. Headteacher to consider what is reasonable based on locality and staff.
Main entrance into school grounds.	Entrance not passable.	Headteacher, teachers, caretaking and/or maintenance staff.	Park car outside school until clearance can be made. If not passable by foot, assess other reasonable means into the school.	Signage on main entrance, or other entrances if prohibited from entry due to ice or other obstruction.
Main entrance into school grounds.	Entrance an immediate slip hazard.	Headteacher, teachers, caretaking and/or maintenance staff, learners, parents/carers and visitors.	Clearance of slip hazard, unless alternative route found. Other routes may be prioritised and cause closure of the main entrance. Salt/grit may be adequate, but manual work may also be	If entrance is used by both vehicles and pedestrians, salting/gritting may be a priority. Cars may be stopped from entry to give priority to pedestrians and avoid risk.

			required to clear snow/ice if this is the main and only entrance.	
Gaining appropriate members of staff to open school.	Inadequate supervision.	Teachers and learners.	A means of communicating with school staff in order to establish their attendance on the day of extreme bad weather. A means to communicate with school bus company, local authority and local bus service operators to establish learner means of getting to school. Headteacher to establish what would constitute appropriate supervision – through dynamic assessment on the day of extreme bad weather.	The emphasis should be on how to operate safely, not whether a full and normal curriculum could be followed. Primary school learners are likely to be local, with a greater expectancy of attendance. Schools in rural areas or secondary schools have learners from a wider area and may be more dependent on school buses or public transport, therefore numbers may be less – and supervision easier.
Access to school buildings.	Slip, trips or falls.	Headteacher, teachers, caretaking and/or maintenance staff, contractors, parents/carers and learners.	Salting/gritting could be undertaken when snow or ice is foreseeable. Salt/grit spreading on pedestrian walkways and snow clearance where reasonable. Whenever possible, slopes,	Extreme bad weather is generally forecast, although snow/ice can be worse or less than expected, depending on local geography. If a school's salt/grit stock is low then only main walkways could be treated. Other routes could be signed to prevent use. Treatment of inner areas such

			steps, ramps, etc. should not be used. However if appropriately treated, these pedestrian walkways should be no different from a treated path. The headteacher to determine which walkways should be used and treated first.	as courtyards, yards or some walkways between buildings may be less of a priority.
Heating and welfare facilities.	Cold – below permitted work level. No sanitary or drinking water.	Headteacher, teachers, caretaking and/or maintenance staff, contractors and learners.	Low constant heating throughout periods of known cold snaps to prevent frozen pipes. Maintenance of water systems, for example prompt repair of leaks and drips. Regular maintenance staff checks to ensure heating and water systems are working well.	If the school premises cannot be heated or provision of water for sanitary use or drinking cannot be made within school hours then the school may have to close.
Keeping the school open.	Slips, trips or falls of learners at break-time.	Learners.	No use of yards and other external areas, when snow/ice cannot be easily removed or reduced. If there are external areas free or generally free of snow/ice, supervised play/break can be undertaken. The supervision level should be higher and running prohibited. Any	Certain areas could be cordoned off and managed through salting/gritting prior to releasing for use. Melted snow/ice can refreeze so continued attention may be needed. If yard space is restricted then staggered breaks could be undertaken. However, could

			areas of snow/ice remaining should be avoided and managed. Learners should be informed of the restrictions.	this system be appropriately supervised?
Keeping the school open.	Further snow or ice, or icing of previous fall.	Headteacher, teachers, caretaking and/or maintenance staff, and learners.	Headteacher to monitor the weather conditions through the Met Office and local media. Information may also be gained from the local authority. Further salt/grit could be used on walkways and other areas to minimise for the next day. Surface water could be brushed to drains to avoid icing up over night.	Further stock of salt/grit could be organised and/or maintenance undertaken on water or heating systems to ensure they continue to work effectively.