



ULVERSTON VICTORIA HIGH SCHOOL

ADVERSE WEATHER PROCEDURES

PURPOSE

The purpose of this procedure is to ensure UVHS responds safety 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)	Mr Hardwick		
Deputy ECM	Mrs Muldoon		
Deputy ECM	Mr Nayler		
Site Team Supervisor	Mr Ainsley		
Site Team	Mr Miles		
Site Team	Mr Ainsley		
Business Manager	Ms de Fraine		
Health & Safety Officer	Mrs Sharkey		
Catering Manager	Ms Shuttleworth		
Assistant Headteacher	Mr Butler		
<i>have got gate keys to the school site</i>			
School's Portal			
W&F Health and Safety			
W&F School Transport	Tel: Email:		

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 (Spare salt is kept in storage boxes on site)
Snow Clearance	<ul style="list-style-type: none"> to contact Site Team/ Site Safety Manager to advise clearance. Site Team / Health & Safety Manager to attend and inform Business Manager and ECM/Deputy to clear area. ECM / Deputy / Health & Safety Manager to assess as safe to open/unsafe to open
Informing School Portal	Business Manager to inform School Portal (W&F). Business Manager to inform W&F Health and Safety Dept.
School Transport (Westmorland & Furness)	Business Manager to contact School Transport at Cumbria County Council providers
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



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Informing local news outlets	Mr Butler to inform <ul style="list-style-type: none"> • BBC Radio Cumbria Switchboard: [REDACTED] • The Mail: [REDACTED]
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ADVERSE WEATHER PROCEDURES

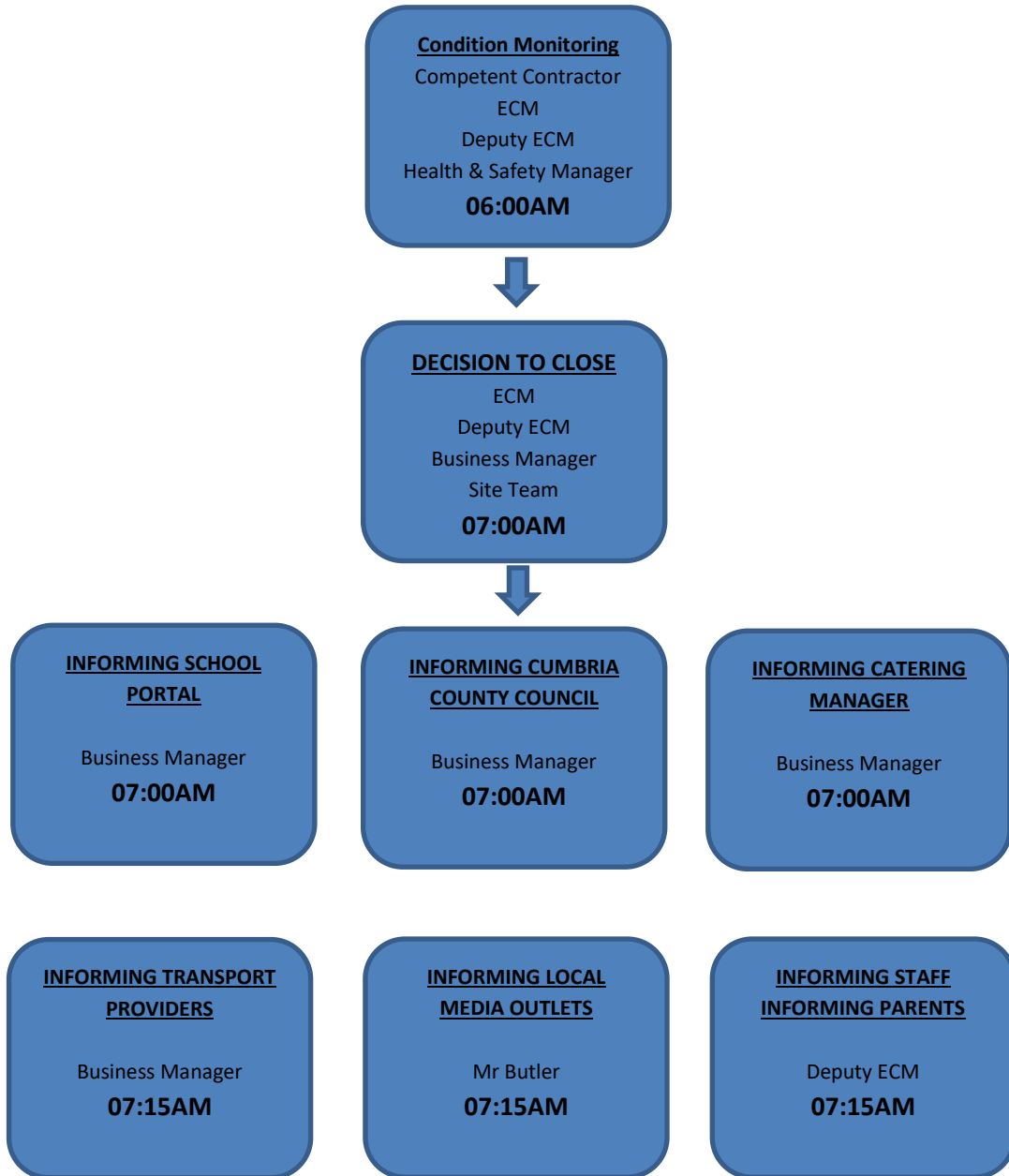
CLEARANCE AREAS (in order of priority)	
SNOW	ICE
Car Parks and Car Park access and egress (front of school/cage/overflow car park)	Car Parks and entrances (front of school/cage/ overflow car park)
Entrances to A Block	Entrances to A Block
Steps to Sports Hall x 2	Steps to Sports Hall x 2
Pathways to 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.



ULVERSTON VICTORIA HIGH SCHOOL

EMERGENCY SCHOOL CLOSURE BEFORE SCHOOL HOURS





ULVERSTON VICTORIA HIGH SCHOOL

EMERGENCY SCHOOL CLOSURE DURING SCHOOL HOURS

DECISION TO CLOSE

Emergency Closure
Manager/Deputy ECM

**MAINTAINING CONTACT
(WHERE RELEVANT) WITH
EMERGENCY SERVICES**

Emergency Closure
Manager/Deputy ECM

**INFORMING STAFF AND
LEARNERS**

Senior Leadership Team

**ORGANISING LEARNERS
AND STAFF FROM
OUTLYING AREAS**

Senior Leadership Team

**CONTACTING PARENTS
AND CARERS**

Office Staff

**CONTACTING
TRANSPORT PROVIDERS**

Office Staff

**INFORMING LOCAL
MEDIA OUTLETS**

Mr Butler

**MAINTAINING CONTACT
WITH STAFF**

Senior Leadership Team

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.