

Annex B: Generic risk assessment

Introduction to the generic risk assessment: Extreme bad weather including snow and ice

The purpose of the generic risk assessment is to provide headteachers and managers with a base of information for them to devise their own risk assessment. It can also help in undertaking dynamic risk assessments at the time of extreme bad weather.

The generic risk assessment only covers the broad activities and/or hazards which relate to extreme bad weather, including snow, ice and wind, and therefore there may be factors specific to an individual school or setting that have not been considered.

It should be noted that because of its generality, there is no inclusion of the 'controls in place' as these would differ from school to school or setting to setting. However, 'Controls required' have been provided which would fit the general activity and hazard in the generic assessment. In addition to 'Controls required', 'Further considerations' have been provided for advice, but they are limited and only relevant to the activities and hazards in this generic risk assessment. Headteachers or managers can also get advice from the local authority or Health and Safety Executive.

Because of its generality there are no evaluation values in the generic risk assessment of the levels of severity of injury that could arise or the likelihood of an accident occurring.

This generic risk assessment and the information given in the main guidance document should provide the headteacher or manager with an awareness of the risks involved, and some scope in establishing to what extent they can be managed. This level of awareness should also contribute to the headteacher or manager creating their own written general risk assessment based on the specifics of a school or setting's location, size, and the manageability of the issue.

Generic risk assessment – Extreme bad weather including snow and ice

Activity	Hazard	Who may be at risk	Controls required	Further considerations
Getting to the school or setting	Dangerous travel in extreme bad weather.	Headteachers, managers, teachers, practitioners, caretaking and/or maintenance staff, contractors, children and young people.	Headteacher or manager to monitor weather conditions www.metoffice.gov	Rural location of school or setting and/or majority of school or setting personnel.
Getting to the school or setting	Dangerous travel in extreme bad weather.	Headteachers, managers, teachers, practitioners, caretaking and/or maintenance staff, contractors, children and young people.	No travel should be considered if extreme bad weather warning and advice given for only essential journeys to be undertaken.	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.	Headteachers, managers, teachers, practitioners, caretaking and/or maintenance staff, contractors, children and young people.	Prior planning by staff regarding alternative 'main road' routes, or rail routes, to and from a school or setting.	Walking may be a reasonable alternative when cars or other vehicles cannot make it all the way into the school or setting. Headteacher or managers to consider what is reasonable based on locality and staff.

Activity	Hazard	Who may be at risk	Controls required	Further considerations
Main entrance to a school or setting grounds.	Entrance not passable.	Headteachers, managers, teachers, practitioners, caretaking and/or maintenance staff, contractors, children and young people.	Park car outside school or setting until clearance can be made. If not passable by foot, assess other reasonable means into the school or setting.	Signage on main entrance, or other entrances if prohibited from entry due to ice or other obstruction.
Main entrance to a school or setting's grounds.	Entrance an immediate slip hazard.	Headteachers, managers, teachers, practitioners, caretaking and/or maintenance staff, contractors, children and young people.	Clearance of slip hazard, unless alternative route found. Other routes may be prioritised and cause closure of the main entrance. Salt or grit may be adequate, but manual work may also be required to clear snow and/or ice if this is the main and only entrance.	If entrance is used by both vehicles and pedestrians, Salting or gritting may be a priority. Cars may be stopped from entry to give priority to pedestrians and avoid risk.
Gaining appropriate members of staff to open a school or setting.	Inadequate supervision.	Staff, children and young people.	Communicating with staff in order to establish their attendance on the day of extreme bad weather.	The emphasis should be on how to operate safely. Schools should prioritise this over whether a full and normal curriculum can be followed.

Activity	Hazard	Who may be at risk	Controls required	Further considerations
			<p>Communicating with school or setting bus company, local authority and local bus service operators to establish learner means of getting to and from a school or setting.</p> <p>Headteacher or setting manager to establish what would constitute appropriate supervision through dynamic assessment on the day of extreme bad weather.</p>	<p>Children attending childcare and primary school learners are likely to be local, with a greater expectancy of attendance.</p> <p>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.</p>
Access to school or setting buildings.	Slips, trips or falls.	Headteacher, manager, teachers, practitioners, caretaking and/or maintenance staff, contractors, parents, carers, children and young people.	<p>Salting or gritting could be undertaken when snow or ice is foreseeable.</p> <p>Salt or grit spreading on pedestrian walkways and snow clearance where reasonable.</p> <p>Whenever possible, slopes, steps, ramps, etc. should not be used. However if</p>	<p>Extreme bad weather is generally forecast, although snow and ice can be worse or less than expected, depending on local geography.</p> <p>If a school or setting's salt or grit stock is low then only main walkways could be treated. Other routes could be signed to prevent use.</p> <p>Treatment of inner areas such</p>

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			<p>appropriately treated, these pedestrian walkways should be no different from a treated path. The headteacher or setting manager to determine which walkways should be used and treated first.</p>	<p>as courtyards, yards or some walkways between buildings may be less of a priority.</p>
<p>Heating and welfare facilities.</p>	<p>Cold (below permitted work level). No sanitary or drinking water.</p>	<p>Headteacher, manager, teachers, practitioners, caretaking and/or maintenance staff, contractors, parents, carers, children and young people.</p>	<p>Low constant heating throughout periods of known cold snaps to prevent frozen pipes.</p> <p>Maintenance of water systems, for example prompt repair of leaks and drips.</p> <p>Regular checks by maintenance staff to ensure heating and water systems are working well.</p>	<p>If the premises cannot be heated or provision of water for sanitary use or drinking cannot be made within school or setting hours then the school or setting may have to close.</p>

Activity	Hazard	Who may be at risk	Controls required	Further considerations
<p>Keeping the school or setting open.</p>	<p>Learners slipping, tripping or falling at break-time.</p>	<p>Children and young people.</p>	<p>No use of yards and other external areas when snow or ice cannot be easily removed or reduced.</p> <p>If there are external areas free or generally free of snow or ice, supervised play or break-times can be undertaken. The supervision level should be higher and running prohibited. Any areas of snow or ice remaining should be avoided and managed.</p> <p>Children and young people should be informed of the restrictions.</p>	<p>Certain areas could be cordoned off and managed through salting or gritting prior to allowing use.</p> <p>Melted snow or ice can refreeze so continued attention may be needed.</p> <p>If yard space is restricted then staggered breaks could be undertaken. However, this system will need appropriate supervision.</p>

Activity	Hazard	Who may be at risk	Controls required	Further considerations
Keeping the school or setting open.	Further snow or ice or icing of previous snowfall.	Headteachers, managers, teachers, practitioners, caretaking and/or maintenance staff, children and young people.	<p>Headteacher or manager to monitor the weather conditions through the met office and local media.</p> <p>Information may also be gained from the local authority.</p>	<p>Further stock of salt or grit could be organised</p> <p>If yard space is restricted then staggered breaks could be undertaken. However, this system will need appropriate supervision.</p> <p>Melted snow or ice can refreeze so continued attention may be needed.</p> <p>Regular checks by maintenance staff will be required to ensure heating and water systems are working well.</p>

Activity	Hazard	Who may be at risk	Controls required	Further considerations
<p>Keeping entrances, paths, car parks and outdoor areas safe during snow or ice</p>	<p>Further snow or icing of previous snowfall</p>	<p>Headteachers, managers, teachers, practitioners, caretaking and or maintenance staff, children and young people</p>	<p>Further salt or /grit could be used on walkways and other areas to minimise risk for the next day.</p> <p>Surface water could be brushed to drains to avoid them icing up overnight.</p>	<p>Further stock of salt or /grit could be organised and/or maintenance undertaken on water or heating systems to ensure they continue to work effectively.</p>

Generic risk assessment – extreme hot weather

Risk	Considerations	Mitigations	Communication activity
Children in a school or setting or those taking part in organised activities might not be adequately prepared for, and protected against, the extreme hot weather.	Consideration will need to be given to sports days and enrichment activities planned for the days affected that may involve being outdoors.	<ul style="list-style-type: none"> • Relaxation of school uniform policy in schools. • Children and young people requested to attend the setting wearing sunscreen and hats. • Water-bottles should be regularly refilled. • Time exposed to the sun should be restricted. 	Welsh Government will reinforce advice to the public on staying safe in schools or settings during extreme hot weather, via relevant communication channels such as the Dysg newsletter, Hwb, ADEW, and CIW.
Rooms and areas within schools or settings will become over heated.	Consideration will need to be given to the ventilation available in rooms and areas within the school or setting.	Windows and other ventilation will be opened early in the morning to allow cooler air to circulate.	Welsh Government will reinforce advice to the public on staying safe in schools or settings during extreme hot weather, via relevant communication channels such as the Dysg newsletter, Hwb, ADEW, and CIW.
Rooms and areas will become overheated due to lighting and additional electrical equipment being left on around the school or setting.	Consideration will need to be given to the use of lighting and electrical equipment around the school or setting.	Lighting and electrical items such as computers will be turned off and not left on standby mode when not in use to stop any additional heat being generated.	Welsh Government will reinforce advice to the public on staying safe in schools or settings during extreme hot weather, via relevant communication channels such as the Dysg newsletter, Hwb, ADEW, and CIW.