**Bonner Primary School**

*Confidence, respect and a love of learning*

# Cold Weather Action Plan

***Confidence, respect and a love of learning***

**Our vision and aims support Articles 3, 28, 29, 30 and 31 of the United Nations Convention on the Rights of a Pupil.**

Article 3: The best interests of a child must be a top priority in all things that affect pupils.

Article 28: Every child has the right to an education.

Article 29: Education must develop every child's personality, talents and abilities to the full. It must encourage the child's respect for human rights, as well as respect for their parents, their own and other cultures, and the environment.

Article 30: Every child has the right to learn and use the language, customs and religion of their family.

Article 31: Every child has the right to relax, play and take part in a wide range of cultural and artistic activities.

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| **Approved by:** | Finance Committee | **Date:** | 26th January 2026 |
| **Next review due by:** | Spring Term 2027 | | |

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# 1. Cold Weather Action Plan

The Headteacher, in liaison with members of the Senior Leadership Team (SLT) including the Site Manager, will assess the risk to staff and pupils taking account of the following information:

- advance weather forecast.
- weather conditions on the day (members of staff living locally can support with assessment of the conditions directly early in the morning).
- whether public transport is running (check television, radio and TfL website).
- whether local roads, and the main routes staff will travel to work, are clear.
- the condition of the school site, in particular whether it is possible for pupils using wheelchairs to move safely between buildings (Head will liaise with the of Site Manager and members of the SLT.

On the basis of the assessment, the Headteacher will decide on one of the following options for each school:

- to open the school as normal.
- to open the school to some pupils.
- to close the school to pupils but open to staff.
- to close the school to staff and pupils.

**If the decision is made to close all or part of a school**

If the decision is made to close all or part a school, the Headteacher will coordinate with the relevant members of staff the following steps:

- inform parents and staff via email/ Arbor
- place information on the school website

- inform the local authority

Unless they hear to the contrary, staff should assume that they are expected to report for work.

Staff are then expected to make every reasonable effort to attend work, for example by leaving home earlier or by taking public transport or walking instead of using cars. Any member of staff who is unable to get to work or believes that it would be too risky to attempt the journey is expected to phone in to seek leave of absence from their line managers. Senior leaders will deploy staff to provide safe cover and appropriate learning opportunities.

**If the School is open to any staff or pupils**

If the School is open to any staff or pupils, the Headteacher will co-ordinate the following steps with the relevant members of the SLT.

**Clear areas of the sites identified as priorities and lay grit (Premises Manager):**

- pathways and the playground
- all other pathways, steps and ramps leading to all access areas.

**Headteacher and SLT**

- ensure that there are sufficient staff on both Receptions to answer calls from staff and parents
- ensure that there are sufficient staff on both Receptions to answer calls from staff and parents
- deploy staff to provide safe cover and appropriate learning opportunities Senior
- ensure that staff are in place to meet pupils as they arrive so that pupils are taken into school in a timely fashion
- liaise with School Meals Service to ensure that arrangements are made for school meals
- assess the risk of timetabled activities and take appropriate action (teachers in liaison with their line managers).
- decide by 10am whether to run after-school clubs and inform parents/staff
- assess the need to close the school early or to allow pupils to leave school early
- inform parents via Arbor if pupils are going to leave school early
- assess the risk of activities (training/meetings etc) planned for after school and take appropriate action to cancel or curtail them as appropriate

## 2.Heating and Ventilation

The School Premises (England) Regulations 2012 are the legal requirements that schools must follow. These regulations don't specify an exact minimum temperature for schools. However, the Workplace (Health, Safety and Welfare) Regulations 1922 apply to all workplaces in the UK, including schools, and there are minimum temperature requirements listed within these regulations. The Workplace Regulations say that all temperatures need to be 'reasonable', which they say is usually at least 16°C" (60°F). This applies to all spaces within the school building, including non-teaching spaces.

During periods of significantly cold weather, after closure, the heating system will be switched on a day before the school opens to allow time for the school building heating to stabilise.

If the temperature fails to meet 16°C additional heaters are available for the classrooms. The Headteacher and SLT will consider the need for closure if the temperature fails to meet 16°C despite additional measures introduced. If this is the case the school will;

- inform parents and carers via Arbor
- place information on the school website
- inform the local authority

## 3. Monitoring

All classrooms have a temperature monitor to ensure the minimum temperature is maintained.

All classrooms have access to a stand-alone heater if required.

## 4. Be Risk Aware

RoSPA encourages children to get outside and to enjoy the wintry weather, wrapping up well to keep warm and dry. Therefore, if conditions are not too dangerous, there is nothing to stop children from playing outside, so long as there is plenty of supervision Reminding children and carers that additional care is required in the cold weather is always useful. This is because it is important for schools to help pupils become more 'risk aware' as opposed to 'risk averse' and equip them with the skills and knowledge they need to keep themselves and others safe.

The school treats risk assessment and risk management as an important tool to enable children to undertake activities safely but 'health and safety' should not be used as an excuse to cancel activities that can be conducted perfectly safely with a bit of pre-planning.

The school has a statutory duty to take all reasonably practicable steps to ensure the safety of pupils and staff on school premises. However, it is also vital to share with pupils the skills of recognising hazards, assessing risks and taking steps to control risks. Otherwise we all run the risk of promoting a culture where fear of litigation and criticism restricts learning, growth and enjoyment.

## 4. During any period of closure

During any period of closure, the Headteacher will coordinate the following steps with the support of the with the relevant members of the SLT;

- liaise with the site manager to ensure that heating is kept running and that every effort is made to clear the site in readiness for pupils' return.
- update information for parents on the school website
- keep the local authority informed
- send an Arbor alert/email to staff and parents/carers once it is possible to reopen the school

| School closure- decision making activities |
|---|
| **Pre 6:30am**<br>Premises Manager/Headteacher/SLT assess weather conditions (TV, radio, TfL, met office website) |
| **6:30am**<br>Headteacher/SLT liaises with:<br>● Site Manager- to assess if school site is accessible by 8:50am |

## 6. Emergency school closure: who to inform

| Who to contact | By when | How | By whom |
|---|---|---|---|
| SLT (before decision taken to close) | 6:45am | Phone/Whatsapp | Headteacher |
| Chair of Governors | 8:00am | Phone | Headteacher/SLT |
| Site Manager | 6:30am | Phone | Headteacher/SLT |
| Parents and carers | Before 8:00am | Arbor/email | School leaders/SLT |
| Website: message about closure on website | 8:00am | Remote | School |

| | | | |
|---|---|---|---|
| All school staff | 7:30am | Text and email | Headteacher/SLT |
| Local Authority | 9:00am | Email | Headteacher/SLT |
| Catering | 8:00am | Phone | School admin |
| Cleaning company | 6:45am | Phone | Site Manager |
| Visitors booked in for that day | 8:00am | Phone | School admin |
| Nurses, speech and language therapists etc | 8:00am | Text and email | School leaders |
| Trips planned for that day – contact venue | 8:30am | Phone | School admin |

**If staff do not receive a text, they are expected to make every effort to attend work. If staff are not required to come to site, they will be required to work at home and be ready to receive further instructions/guidance**

**POTENTIAL CLOSURE OF SCHOOL ASSESSED ON A DAILY BASIS**