



Winter Gritting and Snow Clearing Guidance

Document date: November 2025



Together, pursuing life in all its fullness

Version	Date	Author	Changes
v1.0	Jan 2015	Scott Boyles	Initial Issue
v2.0	April 2018	Louise Beale	New template & addition of first paragraph in section 2.1
V3.0	July 2019	Louise Beale	Forms linked in appendices
V3.1	July 2022	Louise Beale	Remove first sentence of 1.3 relating to establishing systems (which are now established). Add first bullet point of 2.1.

Review frequency	3 years
Review date	November 2028
Ratified by	Trust Leadership Team
Date of ratification	4 th July 2022
Lead/owner	Head of Operation and Compliance
Target audience	Academy leadership and site teams
Document reference	POL-HS08

The electronic version is the definitive version of this document.

1. Introduction

- 1.1. The Workplace (Health, Safety and Welfare) Regulations 1992 requires that floors and traffic routes are to be kept in a safe condition for employees. The Approved Code of Practice (ACOP) to these regulations makes specific reference to minimising the risk from snow and ice and there is a recommendation regarding snow clearing and gritting.
- 1.2. The Occupiers' Liability Act 1957 extends a 'common duty of care' to all visitors that they will be reasonably safe in using the premises for which they are invited or permitted by the occupier to be on the premises.
- 1.3. The guidance below demonstrates reasonable lengths in managing the hazards of snow and ice within the grounds of a site. Establishments should not avoid clearing paths for fear of an injury. Staff, pupils and public walking on snow and ice have a responsibility to be careful themselves.
- 1.4. This guidance document sets out the arrangements in place within the academy to prevent slips, trips, and falls due to adverse weather conditions. This guidance document also aims to give clear information to staff on suitable control measures and other factors which must be taken into consideration.

2. Guidance on snow clearing and winter gritting

2.1. When routes/paths are affected by snow or ice the following actions are recommended:-

- Gritting refers to treatment with rock salt or similar.
- Monitor the temperature and take action whenever freezing temperatures are forecast. Where possible prevent an icy surface forming and/or keep pedestrians off the slippery surface. Gritting should be carried out when frost, ice or snow is forecast or when walkways are likely to be damp or wet and the floor temperatures are at, or below freezing. Grit doesn't work instantly, it needs sufficient time to dissolve into the moisture on the floor. The best times are early in the evening before the frost settles and/or early in the morning before staff, pupils and public arrive.
- Clear snow and ice early in the day. It's easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it. By removing the top layer of snow in the morning, any sunshine during the day will help melt any ice beneath.
- Snow should be removed by using suitable equipment. Hot water should not be used to melt snow, as this may refreeze and turn into black ice. A snow shovel can be used to remove snow, or grit may be used to melt snow and provide grip under foot.
- Inform staff, pupils and public (where possible) prior to snow/ice of which routes will be gritted/cleared of snow and instruct them they must keep to these routes. In the academy this information could be communicated to parents through a 'winter newsletter', which has a plan of the school grounds and shows the routes that will be gritted. Staff can be informed through emails and staff meetings etc.
- Restrict access on to the site to a minimum number of designated routes appropriate to the size of the site and concentrate gritting or snow clearing to these areas, paying particular attention to steps, disabled ramps, fire exits and evacuation routes.
- Warning signs should be erected at the entrances to these designated routes/paths (See appendix 1)

- A written record should be made of which paths are gritted/snow cleared and at what time this took place (see appendix 2). In freezing conditions/snow fall routes/paths will need to be gritted/cleared at regular intervals to ensure ice does not reform.
- Ensure the activity of gritting/snow clearing is risk assessed and the individuals involved understand and follow the control measures in place. A generic risk assessment for gritting/snow clearing is available (see appendix 2) and should be used as a starting point and modified for each site.
- Suitable doormats should be available within entrances to buildings to enable water and slush to be removed from shoes to prevent individuals slipping on wet floors.
- In the event of staff/public slipping within the grounds the Trust's accident reporting procedures should be followed.

Appendix 1 – Warning Sign



WARNING ICE! This path has recently been gritted, but the path still may be slippery in some areas. Proceed with caution!

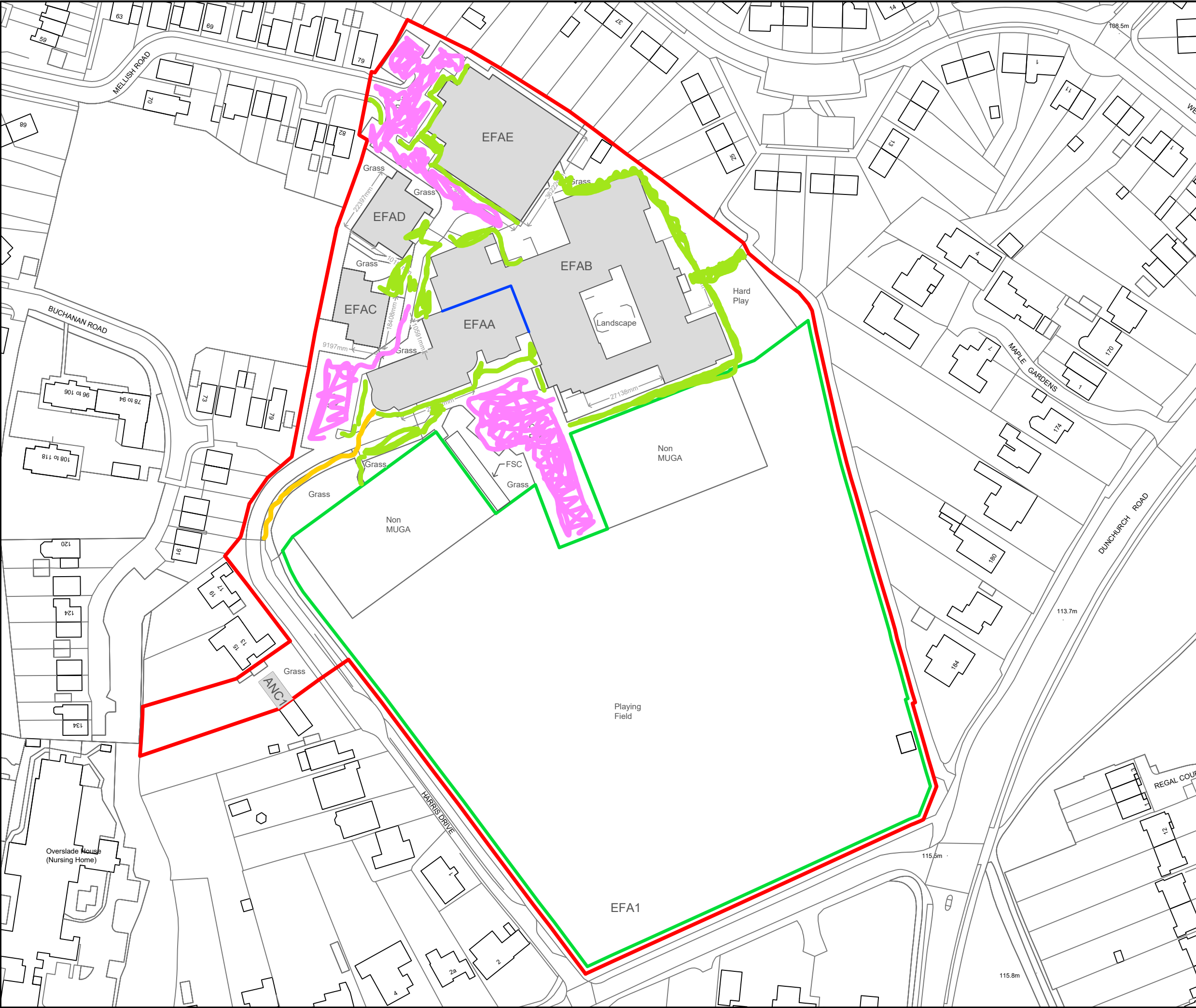
Appendix 2 - Forms

Winter Gritting / Snow Clearing Record

available from – Information Hub/ Forms Policies and Templates/Central Forms/Health and Safety

Template Winter Gritting Snow Risk Assessment

available from – Information Hub/ Forms Policies and Templates/Templates/Health and Safety



NOTES:

- School Site Boundary
- School Playing Field Boundary
- Separation of 2 adjoining blocks
- Typical Block dimensions
- EFA1, etc Site Reference
- EFAA, etc Block Reference
- ANC1, etc Ancillary Block Reference
- Blocks - NEW OR EXTENDED
- Blocks - DEMOLISHED
- Blocks - EXISTING
- Blocks - 3RD PARTY
- Blocks - AREA OF A ROOF AREA MUGA

PLAYING FIELD LABELLING

MUGA
NON-MUGA
All Weather Pitch (Non-MUGA)
Woodlands/Habitat
Grass Playing Fields
Notable Features;
Pond, etc.

EXTERNAL AREA LABELLING

Soft Play
Hard Play
Grass Social Area
Car Park/Roadway
FSC/CWW - (Free-standing Canopies/Covered Walkways)
Soft Landscaping/Woodland/
Planted Areas
External Swimming Pool
Notable Features;
Caretakers House, etc.

BLOCK LABELLING

Demolished Block
3rd Party Block
Roof Area MUGA
Roof Area Playground
Canopy (to block)

REV	DATE	DESCRIPTION	DRN	CHK
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Rev	Date	Description	Dm	Ch

Priority 1

Priority 2

Priority 3

CDC 2 21 -26

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Survey Organisation	RLB	Date
Drawn	PC	31 OCT24
Checked	ISM	31 OCT24
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FINAL

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140371-1 of 2	Rev