

Risk Assessment For:	Snow and Ice		
Establishment: Gateway Academy	Assessment by: Claire Cleary	Date: October 2026	Next due: October 2027

This risk assessment supports compliance with:

- **Health and Safety at Work etc. Act 1974**
- **Management of Health and Safety at Work Regulations 1999**
- **Workplace (Health, Safety and Welfare) Regulations 1992**
- **Regulatory Reform (Fire Safety) Order 2005**
- **Occupiers' Liability Acts 1957 & 1984**
- **Education (Independent School Standards) Regulations 2014** – duty of care to pupils, including SEND
- **Equality Act 2010** – ensuring safe access for all, including pupils/staff with disabilities
- current EYFS statutory framework
- DfE emergency planning guidance

It must be read with the Academy's Snow and Bad Weather Policy, Fire Risk Assessment and Emergency Plan.

Key to Risk Rating

Likelihood: 1 Rare; 2 Unlikely; 3 Possible; 4 Likely; 5 Almost certain. Severity: 1 Minor; 2 Moderate injury; 3 Serious injury; 4 Single fatality/life-changing injury; 5 Multiple fatalities or catastrophic harm. Risk score = likelihood × severity. Assess initial and residual risk using credible foreseeable outcomes.

Score	Priority / required response
1–4 LOW	Manage through routine controls and monitoring.
5–9 MEDIUM	Introduce proportionate additional controls promptly; allocate owner and review date.
10–16 HIGH	Do not proceed until senior leadership agrees effective risk reduction; urgently implement controls.

17–25 VERY HIGH	Activity/area must not be used until risk is reduced and authorisation is recorded.
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Initial ratings below are provisional planning assessments: the site team and SLT must check the current conditions, local layout and actual controls and record the residual rating on the daily inspection record. No generic score substitutes for a dynamic assessment.

Hazards and normal control measures

What are the hazards?	Who might be harmed and how?	Initial risk	Normal Control Measures	Action by	Target residual
Snow/ice on paths, steps, slopes, shaded areas and playgrounds	Pupils, parents, staff, visitors; fractures/head injury	3×4=12 H	Pre-opening inspection; prioritise and grit approved pedestrian and accessible routes; restrict untreated areas using effective barriers; supervise arrival/dismissal; review during freeze/thaw.	Site Lead / SLT	4×1=4 L
Slippery internal floors from tracked water	All site users; slips/falls	3×3=9 M	Entrance mats, regular floor checks, prompt cleaning, caution signage and temporary barriers; keep routes clear.	Site team	2×2=4 L
Blocked fire exits, external escape routes or assembly points	All occupants; delayed evacuation/serious injury	3×5=15 H	Check all final exits, outdoor escape routes and assembly areas before occupation; clear/treat or implement approved fire-plan alternatives; no occupancy if safe evacuation cannot be achieved.	Site Lead / Fire lead	1×5=5 M
Ice or snow falling from roofs/canopies; overloaded shelters	All site users; impact/crush injury	3×5=15 H	Inspect visually from safe positions; barrier areas beneath hazardous edges, canopies and gutters; no roof access by untrained staff; specialist advice when needed.	Site Lead	1×5=5 M
Car park, vehicle deliveries and gate movements	Pupils, families, staff, contractors; collision/slip	3×4=12 H	Separate pedestrians and vehicles; assess gate operation and ice; restrict deliveries/vehicle access where unsafe; banksman only where trained and safely positioned; keep emergency access clear.	SLT / Site Lead	1×4=4 L
Snow clearance and gritting; manual handling and salt exposure	Site staff; sprains, falls, irritation	3×3=9 M	Competent staff, suitable tools/PPE/footwear, small loads, breaks, safe salt storage/handling; no roof work; discontinue during dangerous weather.	Site Lead	2×2=4 L
Lone working, poor visibility and delayed rescue	Site staff; serious injury/exposure	2×4=8 M	Avoid lone high-risk clearance; use sign-in, check-ins, phone/radio, time limits; no isolated work without a rescue/contact procedure.	Site Lead	1×4=4 L

Cold indoor temperature, loss of heating, water or toilets	Pupils and staff; cold stress, hygiene risk	3×4=12 H	Check heating and room conditions; monitor vulnerable groups; assess water, drinking water, toilets and handwashing; close affected spaces if safe welfare cannot be maintained.	CoHeadteachers / Site Lead	1×4=4 L
Reduced staffing, supervision or first-aid cover	Pupils, especially EYFS/SEND; inadequate care	3×4=12 H	Confirm supervision, safeguarding cover, medical support and first aid; apply current EYFS ratios/qualification and paediatric first-aid requirements; amend groups or close affected provision if necessary.	CoHeadteachers / EYFS Lead	1×4=4 L
Unsafe access for pupils/staff with disabilities or medical/SEND needs	Individual pupils, staff, visitors; injury/exclusion	3×4=12 H	Check step-free routes and reasonable adjustments; review individual mobility, evacuation, transport and collection plans; liaise with SENCO, families and affected staff.	SENCO / SLT	1×4=4 L
EYFS outdoor areas, play equipment and garden works	Nursery/Reception pupils; slipping, entrapment	3×4=12 H	Inspect surfaces, drains, equipment and fencing; restrict frozen/unsafe play areas and incomplete works; ensure age-appropriate supervision and safe toilets/handwashing.	EYFS Lead / Site Lead	1×4=4 L
High wind, heavy rain, flooding, debris or damaged branches	All site users; impact/flood/slip risk	3×4=12 H	Monitor alerts; inspect trees, loose items, fencing, drains and water ingress; close unsafe areas; link to Emergency Plan for storm/flood response.	SLT / Site Lead	1×4=4 L
Power or communication loss	Pupils/staff; reduced safety and contact	3×4=12 H	Confirm lighting, alarms, phones, electronic access and alternative parent communication; escalate to closure where critical systems fail.	CoHeadteachers / Site Lead	1×4=4 L
Unsafe dismissal or uncollected child	Pupils; safeguarding/lost child risk	3×4=12 H	Named supervisors and registers; authorised collector verification; controlled handover; safe alternate exits; supervise uncollected pupils and use safeguarding escalation.	SLT / Office / DSL	1×4=4 L
Contractor/visitor route confusion during closures	Visitors, contractors, pupils; slip/unsafe access	3×3=9 M	Update signage, reception instructions and SignInApp/contractor messages; communicate route and parking restrictions; restrict non-essential work.	Site Lead / Office	1×3=3 L

Additional Control Measures and Site-Specific Arrangements

Site-Specific Measures

- Record checks for the main playground, courtyard, Nursery and Reception playgrounds, Quiet Garden, both buildings' entrances, steps, external fire exits, sheltered areas and accessible routes.
- Inspect the car park, gate and emergency vehicle approach, including safe pedestrian/vehicle separation.
- Check temporary works and contractor barriers around any outdoor garden works.
- Prioritise fire evacuation routes, accessible routes and entrances before discretionary areas. Log time, areas treated, remaining restrictions and rechecks.

Workforce Measures

- Site Lead allocates competent staff, winter PPE and gritting resources; train staff in reporting hazards and restricted routes.
- Avoid isolated high-risk snow clearance. Confirm duty contacts and arrangements for raising alarm and receiving assistance.
- SLT checks actual staffing, first aid, SEND/medical support and EYFS cover before admitting pupils.

Operational Adjustments

- Restrict any unsafe playground, route or entrance with barriers; amend wet play, arrival/dismissal or access plans.
- Notify staff, pupils, parents, contractors and visitors of amended routes in accessible formats.
- Postpone non-essential outdoor work and deliveries while conditions are hazardous.
- Confirm the fire evacuation plan still operates effectively if normal routes or assembly areas change.

Equipment and Environmental Measures

- Ensure grit/salt stocks, shovels, spreaders, matting and lighting are available and checked before winter.
- Address persistent water pooling and blocked drains; inspect shaded areas and freeze–thaw conditions.
- Inspect roof edges/canopies from ground level; use competent contractors for height or structural hazards.

Decisions and Records

- CoHeadteachers/SLT retain authority for opening, partial closure, restrictions and reopening; record the rationale and reassessment time.
- Keep dated inspection/gritting logs, incident reports, training and communication records.
- Review this assessment annually, after a significant incident or change, and dynamically whenever weather or access conditions change.

Implementation and review record

Additional action / location	Responsible person	When required	Completion / date	Residual risk / sign-off
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Pre-opening inspection and treatment of all priority routes	Site Lead	Each affected school day		
Confirm fire/accessible routes, emergency access and staffing	SLT / Site Lead	Before opening		
Check EYFS, SEND and medical support arrangements	EYFS Lead / SENCO	Before opening and after changes		
Record wet pick-up restrictions and authorised collections	SLT / Office	If activated		
Approve any closure, partial closure and reopening	CoHeadteachers	At decision point		
Formal review of assessment and control effectiveness	CoHeadteachers / Site Lead	October 2027 or sooner		

This assessment is a baseline document and must be accompanied by live site checks and records. Risk ratings in the table are indicative and require local confirmation. If essential controls fail or safe evacuation, safeguarding or pupil supervision cannot be achieved, the affected area or provision must not operate.