



Snow Clearance Duties Checklist

Use this checklist at the start of the day, during the school day (as conditions change), and before dismissal. Tick or initial each item when complete.

Task	Time Completed	Initials
Check latest Met Office warnings and local travel updates; confirm decision to open/partially open/close.		
Conduct a site walk-through to identify icy or blocked areas; update site plan with safe routes.		
Prioritise gritting off main pedestrian entrances, pathways, staff/visitor car parks, drop-off/pick-up zones, fire exits and assembly points.		
Apply rock salt/grit to priority routes (pre-opening), reapply as required during the day.		
Clear snow from steps, ramps and accessible routes; ensure handrails are usable.		
Place temporary signage/barriers to mark closed or hazardous areas; update route maps.		
Check internal entrance lobbies for wet floors; place mats and “Wet Floor” signs; arrange regular mopping.		
Verify boilers/heating are operating and indoor temperatures are reasonable; report faults immediately.		
Ensure external lighting is on/timers adjusted for dark conditions during arrival/dismissal.		

Brief staff on safe routes, pupil movement, and any timetable adjustments.		
Coordinate with transport providers regarding bus safety/route changes; supervise vehicle movements in car park.		
Record gritting and clearance times, materials used, and areas treated.		
Monitor conditions at break/lunch; decide indoor breaks if surfaces remain unsafe.		
Review vulnerable pupil needs (SEND/medical); adapt access routes and supervision accordingly.		
Update parents/carers via text/app/website on any changes to access, pick-up points, or partial closure.		
Before dismissal: re-grit key routes, confirm safe egress, and adjust staggered pick-up if needed.		
After-hours: reassess site, secure closed areas, replenish salt/grit stock, and log outstanding issues.		

Additional Notes
