

# EDUCATION CAPITAL AND PLANNING BUILDING BULLETIN: 005b



## Subject: Cold Weather Precautions

Action	URGENT		Function	Information	✓
	IMPORTANT	✓		Guidance	✓
				Consultation	
	DISTRIBUTE TO STAFF	✓		Data Collection	
	DISTRIBUTE TO GOVS			Bidding opportunity	
	DISTRIBUTE TO PARENTS			Courses	
	REPLY BY			Other	
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### Summary

The Councils' has been issued with a Level 3 weather alert as outlined in the Cold Weather Plan from 8/1/2021 to 11/1/2021.

During the winter period it is important that sensible precautions are taken to avoid unnecessary damage to buildings and services. There are a number of issues which can be considered to minimise the risks associated with cold weather. Whilst schools may have established routines, a reminder at this time may be helpful.

### Water Supplies

The likelihood of severe weather over the next few months is high, therefore all reasonable steps should be taken to ensure that water supplies are maintained and toilets kept in use. This could involve:

- Regular inspections of water tanks and cisterns and the use of a little hot water on ball valves etc. to prevent major problems.
- In exposed areas turning off toilet system stopcocks and draining down systems if there is the possibility of them becoming frozen up.

### General Precautions

In addition to the normal guidelines, the following additional checks could help to avoid problems occurring with plant and equipment when the external temperature drops to, say, 5° above freezing:

- Draw up a procedure for checking the plant and other equipment as indicated, and have any repairs dealt with as soon as possible

- Inspect boilers and check that gauges and valves are operational.
- Check that safety cut off valves are in good working condition.
- Inspect boiler(s) for any water leaks.
- Inspect pumps for leaks and any unusual noise
- Check all drive belts and where twin set pumps are installed ensure that a weekly changeover is undertaken.
- Check the feed & expansion tanks are not running and that the boiler altitude gauge is showing its normal reading, when the heating is on.
- Where practical check water tanks, cylinders, lagging, surface pipework, radiators and valves for leaks or damage.

About this time of year schools should check and that they have adequate supplies of rock salt/sand and ensure and that these stocks are maintained at the right level to deal with cold snaps:

- In icy conditions the salt should be spread sparingly on all access paths to and between buildings to reduce the danger of pupils and staff falling.
- In the event of snowfall, the first priority should be to clear all access paths. Schools should check that they have the equipment available for this purpose.
- Once the worst of the snow has been removed salt or sand should be applied to all paths, playgrounds, etc and re-applied according to need.
- Such clearance work, wherever possible, should be carried out before staff and pupils arrive and are repeated during the day as necessary.

#### **ACTION REQUIRED**

- Provide a copy of this sheet to your Site Manager and agree any specific works required
- In the event of school closure notify Waltham Forest Council via text message to the emergency telephone number 07760 165076. The information provided MUST confirm the name of the school, the volume of closure i.e. partial, full or set years/areas of the school and the emergency contact name for the day of closure.
- Ensure you have the details of your technical advisor available in the event of an emergency

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