

## Campus Services

### Policy for Snow and Ice

#### 1. Policy

It is the aim of this policy to maintain the College roadways and pedestrian routes in order to:

- Reduce the hazards caused by snow and icy conditions to motorists and pedestrians.
- Minimise economic losses to the College resulting from exceptional winter weather conditions.
- Ensure that the College remains open.

Severe or exceptional weather is defined as any dangerous meteorological phenomena with the potential to cause damage, serious social disruption, destruction to property or loss of human life, and any aspect of the weather that requires the intervention of authorities. For example snow, hail storms, blizzards, lightning or thunder storms.

The Campus Services teams are responsible for the implementation of the snow and ice clearance policy and will take 'reasonably practicable' steps to keep the site free from hazards according to a priority for clearance based on risk assessment. No guarantee is provided that roads and paths will be completely free of ice or snow.

Snow and ice clearance operations may be undertaken on an extended shift basis as determined by the Head of Maintenance Services. The longer hours of work will facilitate the completion of snow and ice clearance operations in an effective manner in accordance with this Policy.

The College does not provide any clearance or treatment services outside the Campus boundaries, e.g. pavements/public footpaths, roads forming part of the public highway. If members of staff or students consider the conditions on the public highway to be dangerous they should contact Runnymede Borough Council on 01932 838383.

#### 2. Responsibilities

##### Head of Maintenance Services will :

- Complete an annual review of this Policy and the Procedure.
- Ensure adequate budget bids are made to meet the requirements of this Policy and the Procedure.
- Provide information about the status of the campus for publication on the intranet.

**Senior Gardeners will:**

- Annually review the Risk Assessment for ice and snow clearance.
- Ensure that by 30 September each year adequate stocks and equipment are in place and that they are maintained throughout the winter season.
- Monitor weather conditions daily as identified below.
- Be responsible for the clearance of snow and ice in the areas defined in this Policy.
- Ensure that equipment provided to clear snow and ice is adequate for the purpose and is maintained in an operable condition.
- Arrange for the Framework contractor's attendance when required.

**The Head of Security will:**

- Deploy Security staff to temporarily close roads and paths around the College Campus at Phase 2.
- Arrange for Security staff to undertake continuous road salting as required by Phases 2 - 5, after 8.00pm.

**The Premises Manager will:**

- Deploy the Porters to provide snow and ice clearance on the footways surrounding the halls of residence.

**Staff, Students, Contractors and Visitors to College Premises are:**

- Required to report to the Head of Maintenance Services or to a Campus Services Customer Service desk any location or situation where the recommended action contained in this policy/gritting and snow clearance plan has not been carried out.
- Responsible for safeguarding their own and their colleagues' health and safety in severe weather.

**3. Health and Safety**

This document must be read in conjunction with the College Health and Safety Policy and Campus services Policy and Procedure for Health and Safety. Specific consideration will be given to the following risk factors in the operation of this policy.

*Duration of working* - long hours of manual work can lead to fatigue and tiredness; all staff undertaking manual work/s shall be managed and monitored in accordance with health and safety regulatory requirements. Management of duration of works is detailed in the Procedure for Snow and Ice Clearance.

*Personal protective equipment* - all staff shall be provided with protective clothing and equipment to protect against the effects of cold and ice.

*Known health conditions* - owing to the nature of snow and ice clearance work, staff with health conditions that may affect their ability to do so must advise the Head of Maintenance

Services prior to their services being required or in the case of volunteers, at the time of volunteering.

*Drugs, alcohol and physical impairment* - staff shall not undertake snow and ice clearance duties if under the influence of alcohol or drugs. Staff who may be suffering either temporary or permanent physical impairment that affects their ability to undertake snow and ice clearance duties and/or have been advised not to do so by a Doctor or other medical professional shall notify their Line Manager.

*Prescription drugs* - prescription drugs can impair an individual's ability to work; staff are responsible for reporting to their Line Manager if they are taking any medication that will adversely affect their ability to work safely.

*Prolonged exposure to wind chill and cold temperature* - prolonged exposure to low temperatures increases the risk of hypothermia; all staff are required to take regular breaks as defined in the Procedure for Snow and Ice Clearance.

*Minimum staffing* - this policy is subject to a minimum staffing level, referred to in the staffing section below.

*Operating and driving vehicles* - operating or driving vehicles in snow and ice conditions is considered to be operating under adverse weather conditions as set out and defined in the Campus Services Policy and Procedure for Operating Vehicles. In these conditions the operation of the vehicle shall be modified accordingly:

- Speeds shall not exceed 10mph.
- Maximum SWL shall be reduced by 50%.
- Load covers shall always be used
- A weather station shall be made available in the Workshop to review current weather conditions.
- A mobile anemometer will be made available from the Workshop and Stores.

#### **4. Communication**

The Campus Services department will provide comprehensive information on the College Intranet, providing updates on the status of the campuses regarding ice and snow clearance and any inaccessible areas.

Campus Services staff will place warning signs on the drop down barriers around campus and at strategic points to warn of adverse snow and ice conditions.

This Policy requires the following minimum numbers of staff to complete the different phases of the procedure:

<b>Clearance Stage</b>	<b>Minimum Number of Staff</b>
Phase 1	8
Phase 2	10
Phase 3	15
Phase 4	15 + Framework Contractor
Phase 5	20

In the event that the minimum level of staffing cannot be achieved for any phase then clearance will be concentrated on the RED pedestrian walking routes and the situation escalated through the Campus Services Senior Management Team.

Availability of staff to meet the needs of this Policy and the Procedure and arrangements for ensuring site attendance shall be addressed by the College Emergency Planning Team.

## **5. Volunteers**

The Head of Maintenance Services may ask for staff and/or students to assist with snow and ice clearance. Volunteers will be under the supervision of a member of the Campus Services department, operating to a prescribed safe system of work and working times contained in the Snow and Ice Procedure. No volunteer is expected to undertake any task they feel unable to perform. In the event that at any time they feel unable to continue with the duties they must cease work immediately.

## **6. Road and Pavement Barriers**

Barriers will only be in place during the months that snow is likely: October to March each year. All barriers will be installed in the required locations in the first week of October. The barriers will be removed the first week of April or when the risk of severe weather conditions has passed as predicted by the National Weather Forecasting Services. When the barriers are removed they will be stored in the Campus Services Workshop yard.

## **7. Route Clearance Phases**

All routes (roads and paths) shall be cleared in order of stage phases as stated in the Procedure for Snow and Ice Clearance.

The ability to clear roads and paths will be affected by the minimum number of staff available. Where the minimum numbers of staff are not available for a particular phase of snow and ice clearance then the phase will be modified to match the resources available. As far as is reasonably practicable the RED routes will be maintained available for use and pedestrian or disabled access walkways will be treated as the priority over roads.

## **8. Car Park Clearance Phases**

All car parks shall be cleared in order of the phases stated in the Procedure for Snow and Ice Clearance. The ability to clear roads, paths and car parks shall be affected by the minimum staffing available and the ability of the Framework Contractor to attend site. Where the minimum number of staff are not available or the Framework Contractor is delayed and/or cannot attend at any phase of snow clearance the priority shall be modified to match resource available and as far as reasonably practicable keep the RED car parks available for use. Pedestrian or disabled access walkways will be treated as the priority over roads.

## **9. Road, Paths and Temporary Access Closures**

As part of the Phase 2 response designated roads and paths shall be closed by the Security team. If any other areas or routes are identified as being hazardous while clearance work is being undertaken these shall be temporarily closed using warning tape and cones.

## **10. Opening of Piggery Gate**

As part of the Phase 2 response and following closure of the designated roads and paths Piggery Gate shall be opened to allow access and egress from the lower parts of the Campus. This shall be managed by the Security team.

## **11. Stocks of Supplies and Equipment**

### *Salt Stocks and Storage*

Campus Services shall hold a stock of de-icing salt to meet the requirements of these procedures for 5 consecutive days without replenishment of supplies. Storage volumes shall be calculated based on risk assessment and past experience. Salt stocks shall be held as follows:

- 44 tonnes of de-icing salt
- 5 tonnes equally distributed in 20 salt bins located across the site

Additional salt reserves will be held in containers at the Campus Services Workshop yard, Huntersdale and Kingswood

## **12. Stock Condition and Replenishment**

The Senior Gardeners are responsible for maintaining stock and replenishing the levels as required. All stocks shall be checked for condition and quality prior to 30 September each calendar year.

In the event that stocks are unable to be replenished the Senior Gardeners shall notify the Head of Maintenance Services. Where alternative supplies are not available and there is a significant risk that salt supplies will be exhausted the Head of Maintenance Service shall advise the Director of Campus Services.

### **13. Equipment and Storage**

The following equipment shall be provided:

- 4 No. salt spreaders
  - 1 No. trailer type for use with the Kiota Tractor
  - 1 No. trailer type for use with the Kubota Mini Tractor
  - 1 No. tow ball mount type for use with the Mazda 4x4 Pick Up Truck
  - 1 No. tow ball mount for use on the Security 4x4 vehicle
- 15 No. of snow shovels
- 20 No. of buckets

Shovels, buckets and any other equipment for spreading salt on main campus will be stored in containers in the Campus Services Workshop yard.

### **14. Extraordinary and Emergency Circumstances**

A severe weather warning, where significant snow falls are predicted, shall be deemed as extraordinary and emergency circumstances and as such all Maintenance Services staff will be available to assist in maintaining an operational campus.

### **15. Failure to abide by Working Patterns Arrangements and this Policy and Procedure**

In the event that any member of Maintenance Services staff persistently fails to observe and abide by this Policy and accompanying Procedure it may be necessary to consider Disciplinary proceedings in accordance with the College Disciplinary Policy and Procedure.