

# Snow and Ice (CP/38)

Corporate Health and Safety Section

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## 1. AIMS OF THE PROCEDURE

The aim of this procedure is to provide the Managers / Team Leaders / Headteachers with guidance in order to deal with the risks associated with snow and ice.

## 2. LEGISLATIVE REQUIREMENTS

- Health & Safety at Work Act 1974
- Management of Health & Safety at Work Regulations 1999
- RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013

The legislative list above should not be considered as being exhaustive and is only intended to provide information on some of the statutory duties related to this Corporate Procedure. Further information can be found on the Legal Register [CF/44](#).

Under the Workplace (Health, Safety and Welfare) Regulations 1992, Neath Port Talbot County Borough Council is expected to manage, so far as is reasonably practicable, the risks relating to slips, trips and falls from ice and snow within the boundaries of our premises. The same regulations also require that internal traffic routes are managed during adverse weather conditions.

## 3. FORMS

*This section has intentionally been left blank.*

## 4. GENERAL REQUIREMENTS

The person responsible for the premises should have knowledge of forthcoming weather warnings / forecasts. This may be very early in the morning or at any point during the working day. In the event of snow fall or icy conditions the person in control of the building should discuss appropriate actions with staff. A risk assessment must be undertaken with suitable and sufficient control measures in place.

### Risk assessment

The person responsible for the premises should undertake and record a risk assessment that covers gritting and snow clearance within the boundaries of their premises. It is important that the assessment is clear, comprehensive and communicated to all staff and others, where applicable. It must cover the risks associated with slips trips and falls but also the safety of staff who undertake the work (i.e. manual handling, safety of any equipment used).

The risk assessment must cover how risks associated with entering and leaving the building and movement around the building will be controlled. It should include a plan of the premises e.g. from google maps, showing all routes which are to be cleared and treated. The pedestrian route from the main site entrance to the main building entrance should be considered a top priority. In larger premises, routes between buildings should then be given priority if those buildings are to be used. Decisions on prioritisation of which routes should be cleared first should be based on the risk of slipping, tripping or falling.

Where necessary all staff and visitors (e.g. clients, service users, contractors, pupils and parents) should be informed which entrances will be cleared in the event of snow and ice prior to their arrival.

If the site is used by a number of different services or by different services at different times of the day, there must be arrangements in place to ensure that the responsibility for clearing snow and ice is clearly set out and brought to the attention of all parties.

Where the person in charge of the premises has concerns over the safety of certain site pathways, steps, routes between buildings, car parks, playgrounds, yards or other work areas, it may be appropriate for affected areas to be taken out of use. If areas are taken out of use, this should be marked clearly using signs/cones/tape to ensure everyone is made aware. All staff should be aware of the risk assessment in place for snow and ice and take responsibility for following the designated paths and access routes when such conditions exist.

## 4. GENERAL REQUIREMENTS

### Communication & safe systems of work

Discussions should be held between the person responsible for the premises and the nominated person who will be undertaking the task prior to bad weather being forecast to determine what actions are to be taken and when. For example:-

- prioritise the pathways to be cleared and agree times when they are to be gritted, if they are to be gritted the night before (weather dependent as rain would wash away any grit) and in the morning,
- who will be checking the weather forecast on a daily basis, (Note: email alerts can be received by registering on the Met Office website [www.metoffice.gov.uk](http://www.metoffice.gov.uk) ),
- who will regularly check paths, steps, routes between buildings, playgrounds, yards or other work areas throughout the day to ensure re-freezing or further snow coverage has not occurred. If it has then areas will need to be re-cleared and gritted as necessary,
- agree the lone working procedure and confirm telephone numbers to be contacted in the event of an emergency,
- check all external lighting is in working order and areas to be cleared have sufficient lighting,

### Outside/external routes

Using a plan of the premises (e.g. google maps) identify the routes that pedestrians and vehicles use to access the site. This plan can then be used to consider which routes can be used by pedestrians and vehicles in the event of snow or ice.

Identify on the plan which pedestrian route(s) will be cleared. Focus on creating one safe path into the building.

Once this has been achieved then consider/prioritise which other areas need to be cleared. Consider colour coding the routes in levels of priority, e.g. red routes must be cleared and made safe by an agreed time.

Identify whether vehicles are to be allowed on site taking into account where vehicles park and if there would be any pedestrian/vehicle conflict. If there is then you may need to consider preventing/limiting vehicles access to site.

Car park users should be warned of the hazards of ice and snow when using car parks that have not been cleared/treated. The pedestrian route that leads from the car park to the building entrance should be cleared of snow and ice. Arrangements should be made for vulnerable people and those with mobility difficulties to park as near as possible to a cleared path.

The person responsible for the premises will know any areas where the snow/ice is less likely to melt and will be able to either allot extra time/resources to clear them or provide signage/ barriers to prevent access.

## 4. GENERAL REQUIREMENTS

### Internal routes

During adverse weather, the risks of slipping, tripping or falling on internal traffic routes are also increased due to flooring becoming wet. This is made worse by snow coming in on people's footwear. The person responsible should carefully monitor the condition of internal floors, replace wet matting / use additional matting as necessary and consider whether additional mopping is required, particularly on or near steps and stairs.

### Signage

Prepare any signage beforehand for gate/path/entrance closures which gives details of why the gate/path/entrance is closed and which access gate/ path/ entrance is available to use. The information on these routes can be given to all concerned beforehand so they are aware of the alternative procedures in place.

Consider using cones to indicate the safe walking route.

Ensure barriers/ signage/ instructions are provided so access is restricted to the high risk areas of the premises.

### Equipment

Ensure that there is suitable and appropriate equipment in place to undertake the task of gritting e.g. a shovel or a mechanical aid such as a grit spreader. It is also important to remember that the grit must be kept dry so it can pass through the spreader smoothly. Check that you have an adequate supply of usable grit.

### Training

Ensure manual handling training has taken place for staff members involved in these duties.

### Personal Protective Equipment

Provide the appropriate PPE such as a hi-viz jacket, suitable footwear, gloves, eye protection, torch, etc. for the member of staff carrying out the activity.

### Control of Substances Hazardous to Health

If the gritting product you are using is identified as hazardous in the material safety data sheet, then a Control of Substances Hazardous to Health assessment is required.

## 5. RESPONSIBILITIES

### **Corporate Directors**

Corporate Directors shall be responsible for the overall implementation of this Corporate Procedure.

### **Heads of Service**

Heads of Service shall be responsible for ensuring the day-to-day implementation of this Corporate Procedure and will ensure the provision of the necessary resources to ensure a safe system of work and comply with the requirements of the procedure and the regulations.

### **Governing Bodies of Schools Maintained by Local Education Authority**

There is a shared overall responsibility for health, safety and welfare between the LEA, Governing Body and Headteacher.

### **Managers / Team Leaders / Headteachers**

Managers / Team Leaders / Headteachers are responsible for ensuring the implementation of this Corporate Procedure within their workplaces.

### **Corporate Health and Safety Section**

The Corporate Health and Safety Section (CHSS) will provide advice and guidance in order to ensure compliance with legislation and associated guidance and provide feedback on any new changes or updates in legislation.

### **Employees**

Employees have a personal responsibility to protect themselves from risks associated with snow and ice. Employees should raise any concerns with their Managers/Team Leaders/Headteachers and follow instructions given to minimise the risks.

## 6. FURTHER GUIDANCE

Further guidance and information can be obtained from;

- Corporate Health and Safety Section (Telephone 01639 763950)
- [Health and Safety Intranet Homepage](#)
- HSE Website: [www.hse.gov.uk](http://www.hse.gov.uk)
- IOSH Website: [www.iosh.co.uk](http://www.iosh.co.uk)
- RoSPA Website: [www.rospace.com](http://www.rospace.com)

Uncontrolled