



## **Policy for Snow and Ice**

### **1. Introduction**

It is the aim of this policy to maintain the accommodation roadways and pedestrian routes in order to reduce the hazards caused by snow and icy conditions to motorists and pedestrians.

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 Maintenance team is 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 Maintenance Team. The longer hours of work will facilitate the completion of snow and ice clearance operations in an effective manner in accordance with this Policy.

Orlando Village does not provide any clearance or treatment services outside the accommodation 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 Bolton Council on 01204 333333.

### **2. Responsibilities**

Orlando Village will:

- Complete an annual review of this Policy and the Procedure.
- 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.
- Responsible for safeguarding their own and their colleagues' health and safety in severe weather.

### **3. Health and Safety**

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 their Line Manager.

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.

### **4. 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 routes will be maintained available for use and pedestrian or disabled access walkways will be treated as the priority over roads.

### **5. Car Park Clearance Phases**

All affected car parks shall be cleared. The ability to clear roads, paths and car parks shall be affected by the minimum staffing available. Where the minimum number of staff are not available the clearance will take place as far as reasonably practicable. Pedestrian or disabled access walkways will be treated as the priority over roads.

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

Roads and paths may be closed by the Maintenance 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.

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

Orlando Village 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.

## **8. Stock Condition and Replenishment**

The Maintenance team 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 Maintenance team shall notify their Line Manager.

## **9. 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 staff will be available to assist in maintaining the accommodation.

## **10. Failure to abide by this Policy and Procedure**

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