



## SNOW CLEARANCE AND GRITTING

To satisfy our legal requirements for the provision of a safe working environment and to ensure the safety of all members of college and visitors we will adopt a common sense approach to the clearance of snow and ice during periods of bad weather.

Each year in September, the Steward will review the gritting plan and ensure that we are fully equipped with appropriate snow clearing equipment and adequate stocks of rock salt / grit.

The Stewards Team and Porters, supported by the Clerk of Works team if required, on the main site, Carrodus Quad, Oxley Wright and St Aldates House, and the Caretakers in other annex properties, are to ensure the sites remain safe during periods of bad weather.

The Steward will:

- Carry out a review of these procedures (including this policy, risk assessment and gritting plan) in September.
- Liaise with the Head Porter, Clerk of Works and Steward's team.
- Ensure that adequate supplies of all materials needed for snow and ice clearance are in stock.

The Steward's Team, Porters and if required, Clerk of Works Team:

- Be responsible for the immediate clearance of snow and ice in designated areas, in line with this policy and the gritting plan.
- Monitor weather conditions and put down precautionary rock salt or grit should weather conditions be predicted which may lead to unsafe access and egress.
- Clear a pathway through snow and ice of a width suitable to allow access for pedestrians, using a snow scraper or shovel . Once the path has been cleared rock salt or grit will be used to assist in providing extra grip.
- Ensure that main access routes are clear by 8am.
- Paths will be regularly checked throughout the day to ensure re-freezing or further snow coverage has not occurred. If it has areas will be re-cleared and gritted as necessary.

All members of college:

- Report any situation to the Steward, or the Domestic Bursar, where they feel this policy is not being carried out.
- Be responsible for safeguarding their own and colleague's health and safety in bad weather.
- Wear footwear / clothing appropriate to the conditions.

Snow and ice present health and safety risks, as the potential for slips, trips and falls increases significantly. It is important all persons adhere to common sense protocols and accept they have a responsibility for personal safety by following simple rules:

- Walk don't run.
- Wear appropriate footwear with a non-slip sole.
- Try where possible to keep your hands free of objects in order to aid balance and minimise the effects of a slip, trip or fall.
- Allow more time for your journey.
- Be mindful of slipping while walking, particularly when using ramps and steps.

SOP H&S: Snow clearance and gritting/ V.1 December 2017/ V. 2 March 2019 MLB