



# Snow Clearing & Gritting

## 1. Background

Abbeyfield The Dales (ATD) recognises there will be times when adverse weather conditions can make the grounds of its properties unsafe for staff, resident, visitors, contractors, and members of the public. The Occupiers Liability Act 1957 (amended 1984) and Health and Safety at Work Act 1974 (HASAWA 1974) places an obligation on the owner/occupier of land or building to ensure safe access and egress from that premise, which includes an obligation to minimise the adverse effects caused by snow and ice. The following document describes ATD's policy regarding snow clearing and gritting at any of ATD's buildings.

## 2. Objectives

ATD is committed to providing services that enhance the quality of life for older people and developing services that will meet the needs of future generations. This commitment is based on the Mission and Values of ATD. ATD will also comply with all relevant and current legislation.

ATD will operate a snow clearing and gritting procedure over the recognised winter period between mid-November and the end of March. During this period ATD will endeavour to maintain safe access to and movement across all its site for vehicles and pedestrians, by clearing snow and treating surfaces with rock salt.

## 3. Scope

This policy applies to all ATD staff.

## 4. Policy

### 4.1. Chief Executive

The Chief Executive has overall accountability for ensuring that safe access and egress is provided for buildings that are utilised by ATD staff and visitors and is responsible for ensuring that a policy is in place to mitigate against these risks. The accountability for implementation of risks mitigation measures is delegated to Directors and/or Managers of a service.

### 4.2. Director of Support Services

The Director of Support Services is responsible for ensuring the buildings have appropriate arrangements in place to minimise the risks associated with access and egress to buildings during periods of ice and snow in accordance with The Occupiers Liability Act 1957 (amended 1984). They are also responsible for nominating a senior person at each site/building (normally the manager) to ensure that the effects of snow and ice is proactively and effectively managed.

### 4.3. Responsibilities

The following provides guidance for managers and employees as to what is expected, and their role is to safeguard themselves and others.

#### **4.3.1. Employee Responsibilities**

- It is the responsibility of the employee to make every effort to follow the Standard Operating Procedure (SOP) for winter gritting.
- In the event of high snow fall, staff working nights will take all reasonable steps to report this to the member of the ATD Maintenance Team who is on duty as soon as is practically possible to allow them time to deploy staff as required.
- In the event of very light snow fall; staff working nights will spread rock salt on paths, car park, walkways etc. if safe to do so.
- If an employee arrives for their shift, and there is either ice or snow coverage, they must take action in line with the SOP.
- All employees will perform all reasonable requests from their line manager; and
- All employees are accountable under the HASAWA 1974, Section 7, to take reasonable care of themselves and other persons who may be affected by their acts or omissions.

#### **4.3.2. Manager Responsibilities**

- Managers are responsible to ensure staff discharge their responsibilities for both reporting snow fall and ice and for the spreading of rock salt; and
- Managers are responsible for requesting the required amounts of rock salt.

#### **4.4. Procedure for Implementation**

A generic risk assessment has been provided by the Health and Safety Manager, and that should be worked within in all circumstances. Should the manager of the building feel this needs to be amended or updated, a site-specific risk assessment should be done to establish what action may be needed to be taken in the event of snow and ice conditions at that property. The risk assessment should be done in conjunction with staff that may be required to carry out ice/snow clearance at the site and should include:

The sequence in which any areas affected by ice/snow will be attended to is as follows:

- When ice/snow clearance will be implemented; for example, will it be preventative or reactive?
- When and how to inform ATD maintenance.
- How ice/snow clearance work will be carried out, who will do it and what equipment will be used.
- It should also include any Health and Safety or lone working considerations of staff carrying out the ice/snow clearance.
- Any PPE Requirements.
- A system for monitoring the weather to ensure preventative gritting is carried out at the right time.
- A system for monitoring the effectiveness of operations; and
- How to alert staff coming onto their shift of the potential hazard.

Individual procedures should specify the conditions under which ice/snow clearance will be Undertaken, and the extent to which these procedures will cover and follow the SOP. Where footpaths and car parks are accessible to visitors/ public all areas should be incorporated into the clearance procedure where practicable.

Ice/snow conditions can often be widespread, but very often can also be localised. It is therefore imperative that conditions at each site are checked thoroughly when ice/snow conditions are forecast. The local Met Office or the BBC Local weather reports online may be used for forecasting ice and snow. If the forecast predicts snow or the temperature to fall to

+2 degrees Celsius or below, pro-active operations to reduce the effects of ice/snow may be implemented.

## **6. Finance, Value for Money & Social Value**

N/A

## **7. Supported Appendices**

APPENDIX 1: Risk Assessment Snow Clearance Icy conditions

APPENDIX 2: SOP-Winter Gritting 4-1-2021

APPENDIX 3: SOP-Winter Gritting Record 4-1-2021

## **8. Linked Policies**

Health & Safety (HSF007)

## **9. Legislation/Regulation**

Occupiers Liability Act 1957 (amended 1984)

Health and Safety at Work Act 1974

## **10. Review**

Every 3 years, subject to any regulatory or legislative updates.

## **11. Procedure/Guidance**

N/A

# APPENDIX 1: Risk Assessment Snow Clearance Icy conditions

<b>Site Name</b>	<b>All Abbeyfield The Dales Sites (all sites)</b>	<b>Address</b>	<b>Head Office Grove House Riddings Road Ilkley LS29 9BF</b>
<b>Activity</b>	<b>Snow Clearance/Icy conditions Generic Risk Assessment (to be amended as required)</b>		<b>Date 4/1/2021</b>

<b>Groups at Risk: All ATD Staff, residents, visitors, volunteers and contractors</b>

Ref No	Task/Activity	Hazard/Risk/ Persons	Likelihood x Severity = Risk Rating			Current Controls	Likelihood x Severity = Risk Rating (with controls)		
			L	S	RR		L	S	RR
1.	Storage of salt/grit (Environmental damage due to leaks)	Manual Handling Strains / sprains / upper limb disorders	2	3	6	<ul style="list-style-type: none"> <li>Salt/grit to be securely stored by maintenance team within all buildings before winter.</li> <li>Manual handling training has been provided to all staff</li> <li>Salt to be transported by ATD /van vehicle or wheelbarrow where possible.</li> <li>All staff will use of T.I.L.E. approach when lifting / handling materials.</li> <li>Bags are no more than 20 kg</li> </ul>	1	3	3
2.	Carrying of salt/grit (Manual handling)	Manual Handling Strains / sprains / upper limb disorders	2	3	6	<ul style="list-style-type: none"> <li>Manual handling training has been provided to all staff</li> <li>Salt to be transported by ATD /van vehicle or wheelbarrow where possible.</li> <li>All staff will use of T.I.L.E. approach when lifting / handling materials</li> <li>Salt spreading to be carried out using spreading equipment where possible/where necessary.</li> <li>Salt spreading machines to be maintained/serviced by ATD maintenance staff before winter.</li> <li>Small handheld shovels to be used by all care staff to reduce weight</li> <li>Staff are to follow ATD induction, training and training and supervision given.</li> </ul>	1	3	3

Reviewed by: Health & Safety Manager  
 Approved by ATD Board: 26/02/2021

3.	Gritting – physical damage to property	Damage to property	3	3	9	<ul style="list-style-type: none"> <li>Excess use of salt/grit should be avoided.</li> <li>Maintenance staff should identify any areas where extra care is required and report this to the maintenance manager.</li> </ul>	1	3	3
4.	Snow/ice clearance	Slip & falls causing injury and any person in the area using the grounds	4	4	12	<ul style="list-style-type: none"> <li>Night staff to spread salt before the snow falls and ice</li> <li>Night staff to call out ATD maintenance staff if the snow falls become very heavy</li> <li>Night staff only to move light levels of snow</li> <li>Only maintenance staff are to move deep snow</li> <li>Prior to snow clearing, route to be walked and assessed to identify where there is open space into which snow can be deposited.</li> <li>Cleared snow should not obstruct access to property, or be piled up against trees, vehicles etc.</li> <li>Always clear snow prior to gritting if possible.</li> <li>Do not clear snow in the vicinity of moving vehicles</li> <li>A pathway of at least 1m wide should be cleared to allow access for pushchairs and wheelchairs, scooters.</li> <li>Staff use appropriate PPE; including suitable HV clothing, warm clothing/gloves that offers thermal protection and footwear e.g., safety footwear that has hard wearing rubber sole with deep treads.</li> </ul>	2	8	8
5.	Public rights of way	Slip & falls causing injury and any person in the area using a public right of way within the grounds	4	4	12	<ul style="list-style-type: none"> <li>Public rights of way/ path are to be cleared of snow and ice</li> <li>Salt to be spread on the paths</li> <li>Warning notices to be placed to warn that path/ right of way is slippery</li> <li>Public rights of way are to be closed if deemed not safe.</li> </ul>	1	4	4
6.	Slips, trips & falls due to ice or compacted snow	Slip causing injury and any person in the area	3	4	9	<ul style="list-style-type: none"> <li>Staff are reminded via this risk assessment.</li> <li>Staff reminded that appropriate winter bias footwear should be worn when snow and/or ice is forecast/present.</li> <li>Staff reminded to walk appropriately to the conditions.</li> <li>In the event of severe snow, not all areas will be fully cleared. Staff should therefore take this into consideration and plan a safe route accordingly.</li> <li>Staff are to follow ATD induction, training and training and supervision given.</li> </ul>	3	3	9

<b>LIKELIHOOD</b>	<b>5</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
	<b>4</b>	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
	<b>3</b>	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
	<b>2</b>	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		<b>SEVERITY (CONSEQUENCE)</b>				

**Risk Status**

- 1 – 4 = Acceptable No further action required.**
- 5 – 9 = Adequate look to improve at next review.**
- 10 – 16 = Tolerable look to improve within specified time frame.**
- 17 – 25 = Stop activity and make immediate improvements.**

Risk Assessment Carried Out By		Date		Signature	
	Andrew Russell	04/1/2021			Andrew Russell

**Action Plan**

Activity/Situation/Hazard	Action Required	Action By	Completed By (name & date)

# Abbeyfield The Dales Winter Gritting SOP



## Winter Gritting SOP (Standard Operating Procedure)

**Background:** The purpose of this SOP is part of our general health & safety policy. Under the health and safety at work act 1974, Section 7, we all have to take reasonable care for health & safety of himself or herself and other persons who may be affected by his acts or omissions. This means we are all individually accountable and have a duty of care to each other. By following this SOP it will help protect staff, residents, visitors and contractors from a slip or fall due to winter conditions

- ATD will supply all building with suitable and sufficient amounts of rock salt and equipment to be used as required. Managers are responsible for checking stock levels and reminding all staff within their buildings of their accountability and requirements.
- Staff while working nights should monitor the weather conditions and use a small hand held shovel and spread rock salt outside the property as required this will melt the ice and help stop snow settling on the ground.
- Should snow fall start to become that deep during the night and it would require extensive shoveling, staff should contact the on call inhouse maintenance team to attend the building and help clear the snow.
- Staff arriving for work can assess the conditions under foot and the level of grip. If the floor has ice on or is slippery the staff should immediately spread rock salt to the dangerous areas, e.g. pedestrian access ways, path, car parks, waste bin areas and other routes.
- Staff should under no circumstances leave a slippery area for someone else to make safe. This should be a team effort to make it safe for everyone.

4/1/2021 Health & Safety Manager A Russell

# Abbeyfield The Dales Winter Gritting SOP



## Winter gritting SOP

### Winter Gritting Record

When priority access routes and other priority routes have been treated.

	DATE	TIME	TREATED BY
1	/ /20	am/pm	
2	/ /20	am/pm	
3	/ /20	am/pm	
4	/ /20	am/pm	
5	/ /20	am/pm	
6	/ /20	am/pm	
7	/ /20	am/pm	
8	/ /20	am/pm	
9	/ /20	am/pm	
10	/ /20	am/pm	
11	/ /20	am/pm	
12	/ /20	am/pm	
13	/ /20	am/pm	
14	/ /20	am/pm	
15	/ /20	am/pm	
16	/ /20	am/pm	
17	/ /20	am/pm	

4/1/2021 Health & Safety Manager A Russell