



## **WAKEFIELD COLLEGE**

### **PROCEDURES FOR SNOW CLEARING AND GRITTING IN ADVERSE WEATHER**

**Review Cycle: 3 Years**

**Next Review Date: November 2015**

**Person Responsible: Services Manager**

**Approving Body: Health and Safety Management Committee**

#### **Introduction**

The College is committed to ensuring that, in adverse wintry conditions, priority areas are kept free from any snow and ice accumulations.

The aim is to, so far as is reasonably practicable, provide safe access and egress to College campuses as required under The Health and Safety at Work Act 1974 *section 2*.

The College can decide which route ways it wishes to maintain, as long as this is reasonable. It is most important to ensure that routes/areas which are designated targets for treatment are treated and checked regularly thereafter to maintain a safe route.

During the winter months the College has a prioritised maintenance procedure in place for salting and snow clearance. The priority order of clearing and gritting the access routes differs for each campus. Maps of each campus detailing the action in order of priority are provided along with this document.

The maintenance season starts at the beginning of November to the end of March annually. The decision to start the gritting process will be made by the caretaking team on duty at the time. This will be dictated by the weather conditions and outside temperatures.

In the event of severe snow and ice the decision to close the College will be taken. In the event of closure no snow clearing or gritting will take place.

It is acknowledged that access routes existing outside of College property may not be cleared and/or gritted however these routes are under the care of Wakefield MDC and therefore shall not be taken into account under these procedures.

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## **Stock and Supplies**

The College will maintain an amount of bags of grit sand at each campus. The level of grit stock will be maintained throughout the winter months and restocked during the warmer months in preparation for winter.

College equipment for clearing and gritting available at each campus is as follows: Snow plough attachment for lawn mower, shovels, 3 snow shovels and barrows.

## **Communication**

Communication to staff and students will be via the College Intranet and email bulletins.

Whilst every effort will be made by the Estates department to communicate the conditions of access and egress on College Campuses it is important to note that the department cannot always pre-empt conditions of severe weather therefore please take extra care in these conditions.

## **Procedure**

Upon arrival at 5.30am caretaking staff should assess the condition of access routes and determine whether or not action of clearing and gritting is appropriate.

Routes will be cleared and gritted in accordance with the priority level assigned. The aim is to clear all identified primary routes by 8.00am on the same day, with the clearance of all identified subsidiary routes by 9.00am.

Please note it is not always possible and/or practicable to clear and grit every access route therefore it is down to the individual to take reasonable care for their own safety in conditions of severe weather.

It is sometimes only possible to partially clear some paths and walkways therefore care should be taken to stick to the cleared routes where possible.

## **Accessible Parking**

The clearing of accessible parking bays will be done as part of the priority route however the number of bays cleared may be limited to those within closest proximity to main buildings at each campus. This is in order to preserve salt stock levels in [periods of extended severe weather and to ensure the safety of everyone.

## **Exceptional Circumstances**

No matter how accurate the forecast, there will be situations where it is not possible to pre-salt the campus footpaths and roads prior to icy conditions. Where this is the case the Caretaking teams will assess the areas concerned and report to the manager in charge.

## **Reporting a problem**

Any issues with access should be reported through facilities request. Any situation that requires urgent attention should be reported to reception.

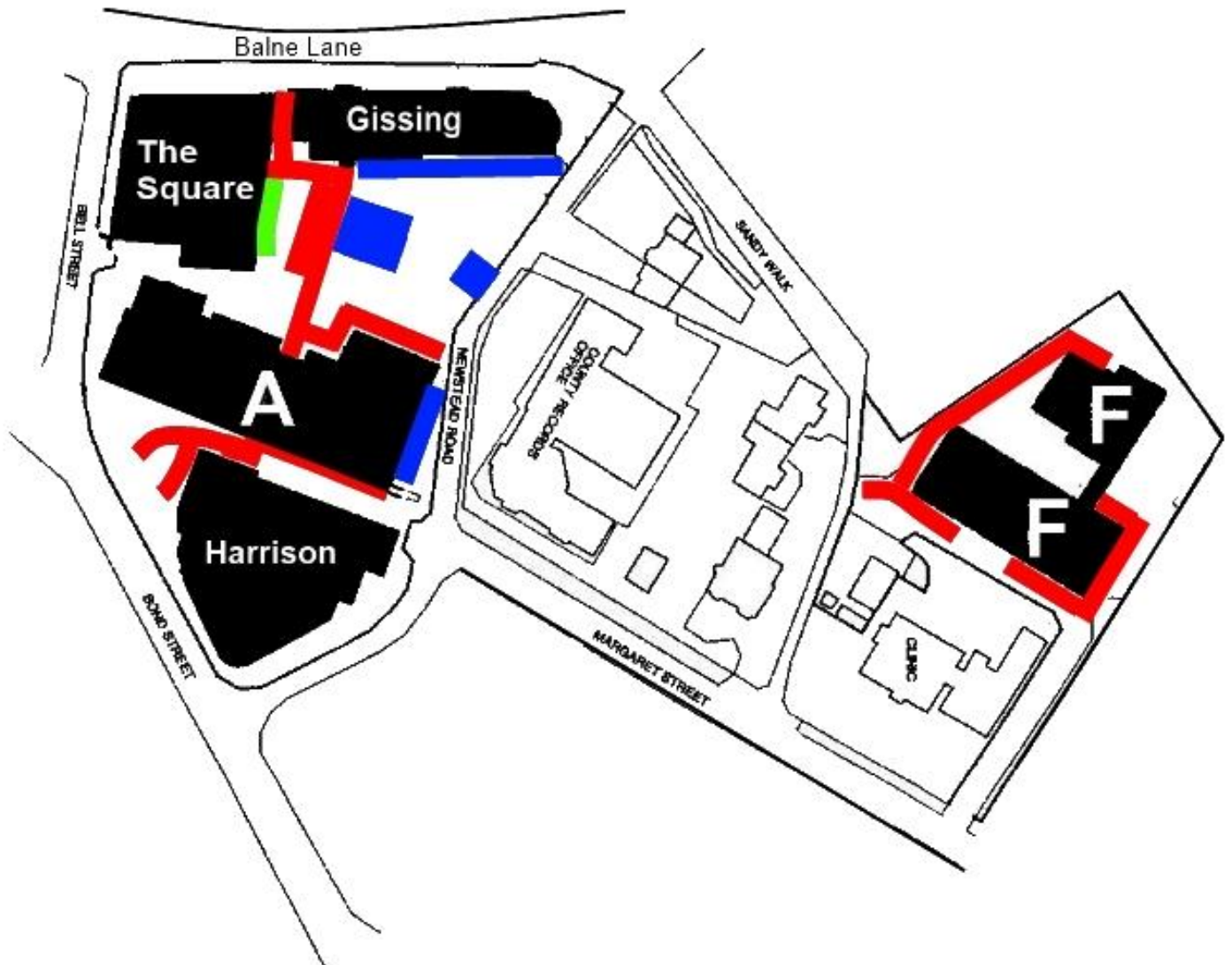
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# Wakefield Campus

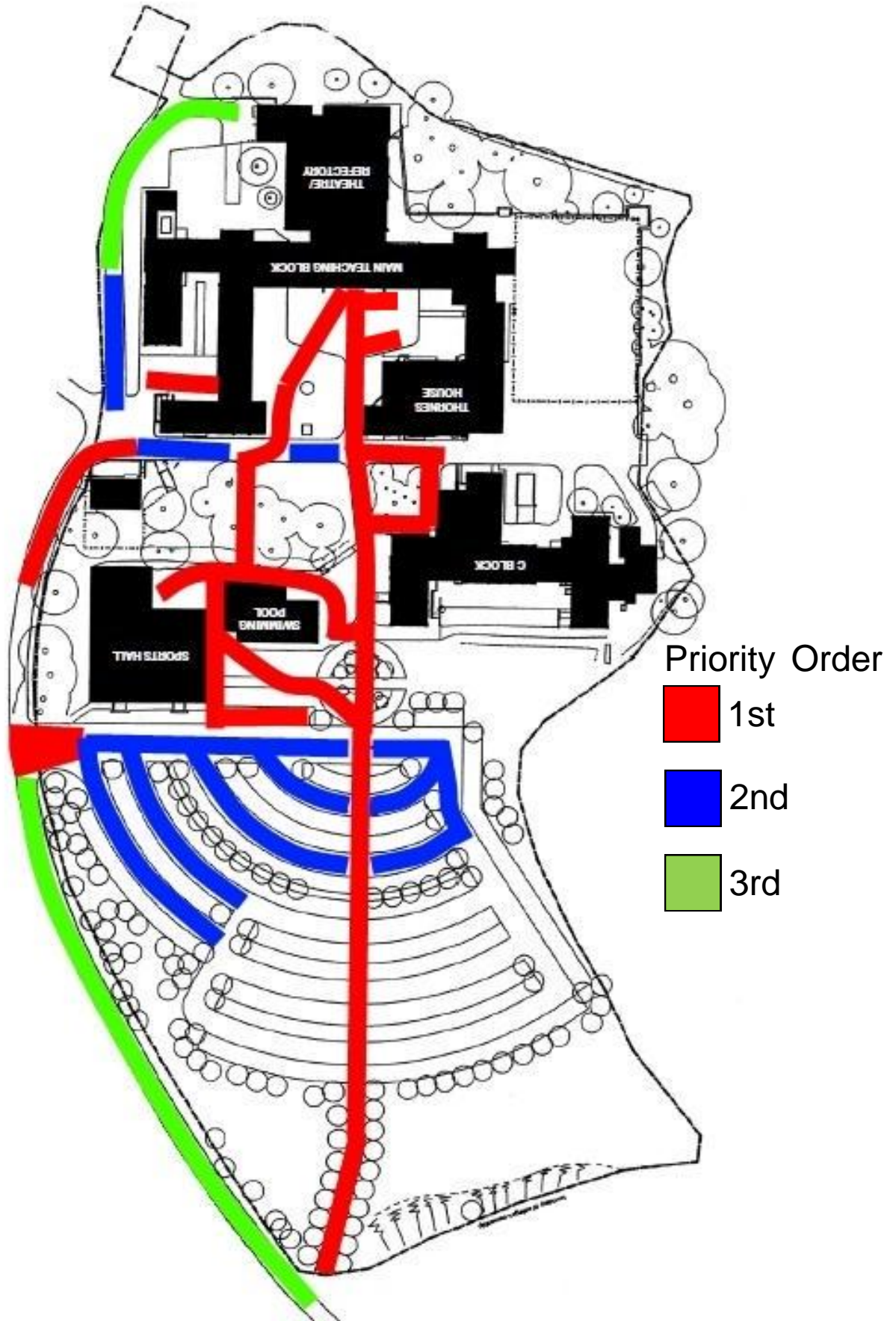


## Priority Order

-  1st
-  2nd
-  3rd

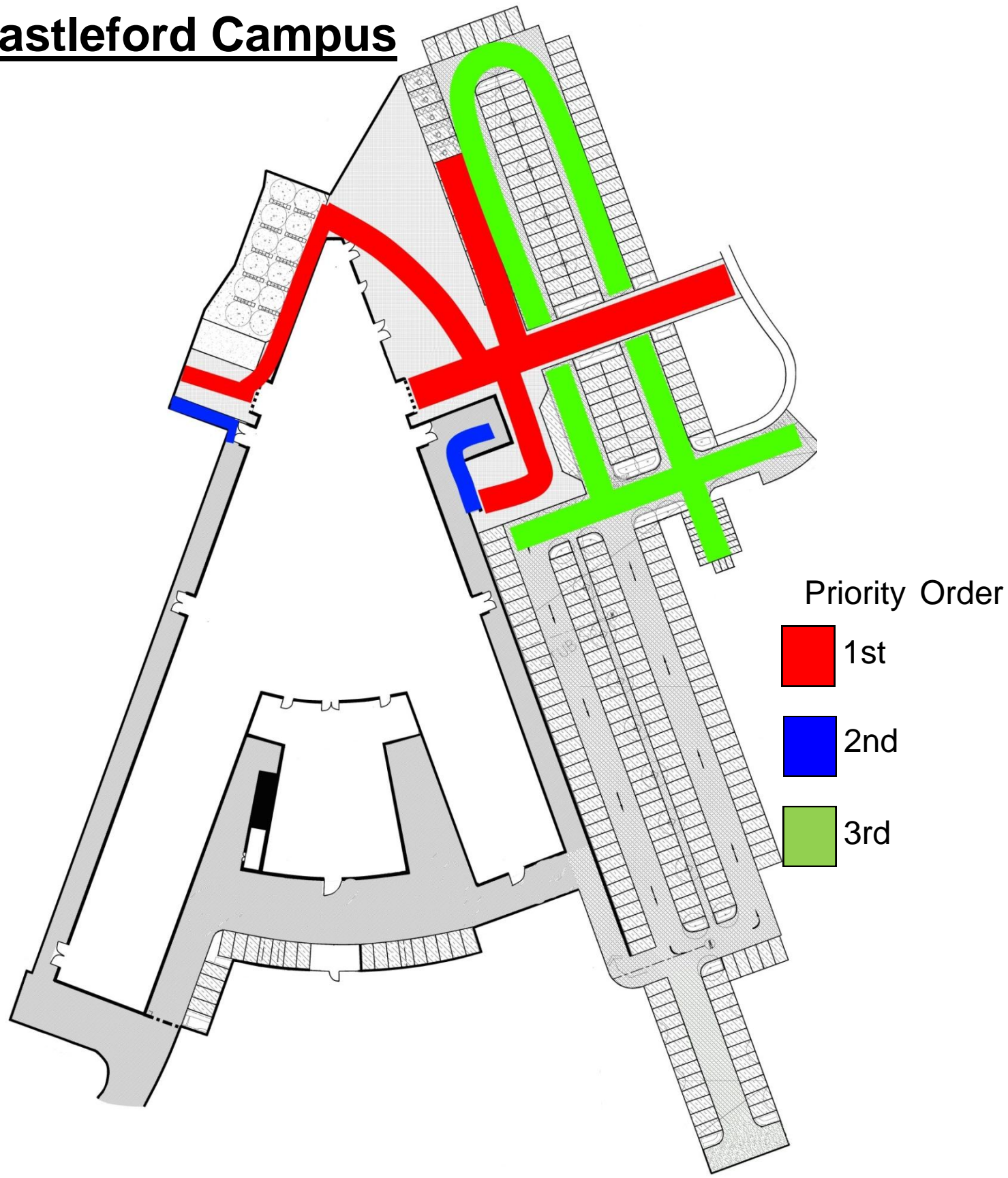
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# Thornes Park



Review Cycle: 3 Years  
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# Castleford Campus



Review Cycle: 3 Years  
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