

ESTATES AND PROPERTY SERVICES

Facilities Management Services

“Gritting and Snow Clearance Procedure”

VERSION: 05

DATED: November 2018

INTRODUCTION

The current gritting procedure and call-out cover will be undertaken by a contractor - messes ICEWATCH Ltd - from the first week in November until the first week of April (variable based on demand need), managed by the Grounds Maintenance Department (Head Gardener).

PRE AND POST SEASON PREPARATION

Regarding localised actions as required by site based Handy Person's, as distinct from the contractual large-scale undertakings of ICEWATCH Ltd.

Prior to the end of September the Head Gardener will ensure the following:-

- A sufficient supply of salt is available onsite (both bagged and loose) stored at Allerton Bays storage area.
- All grit bins are present in the correct location and filled with salt (to be located near building entrances and car park entrances / security lodges).
- Handypersons and Security staff have the required equipment readily available to assist in localised gritting (Snow shovels, spades and buckets will be held by the security supervisors and Building Managers).

All equipment used will be thoroughly checked, cleaned and stored on completion of the gritting season.

PROCEDURE – Regarding ICEWATCH Ltd attendance

ICEWATCH Ltd will:-

- Undertake a daily check of the Met office 5-day weather forecast during the applicable season.
- Advise the Head of Facilities Services Management / Head Gardner / Security, when there is the strong likelihood of heavy snowfall or frost, which could affect the University, with a 1 Degree Celsius default trigger.
- ICEWATCH Ltd will only attend if permission is granted.
- If agreed and authorised, ICEWATCH Ltd will attend and grit ALL identified areas of the full Campus.
- ICEWATCH Ltd may be called to return to site if conditions are severe enough to warrant secondary treatment and or snow clearance.

Prioritisation of Gritting

Gritting will be undertaken on the following priority basis (to full Campus):-

1. Roads into and out of the University to assist in cases of emergency i.e. Fire, Ambulance.
2. Building Entrance areas
3. All external Emergency exits i.e. walkways, fire escapes, steps, etc.
4. Site footpaths
5. All University owned car parks (excluding Farmer Norton)

University Staff Actions (gritting and or snow clearance) – if required

Building Managers will co-ordinate the gritting and clearing of snow to **areas of immediate Building entrances** during normal working hours using Handypersons, if required, prioritising any steps and ramps or areas of heavy pedestrian foot traffic.

Security officers will be responsible for gritting car park entrances.

Grit bins are located around the University at car park entrances and in close proximity to the building entrances. It will be the responsibility of the Head Gardener to check and maintain grit levels within the bins, to ensure that adequate supply is maintained at all times.

Paths and roads will continue to be treated throughout the day by University staff while the temperature remains below freezing and there is a risk of snow / ice.

The Security Control room will liaise with the Head Gardener to determine any potential impact on vehicular and pedestrian access, and assume responsibility for contacting the Internal Communications

(IC) team (on x55235 if within office hours) or the University Press Office mobile (on 07733307409 if outside office hours).

IC will then arrange for the snow bulletin to be updated for communication to all staff and students IC will alert Student Life who owns student communications. IC will advise Press Office to publish details of whether the University is open or closed on the homepage of the main University website.

Please note: If a snow bulletin is likely to be required, the security control room should alert IC to this possibility by 4pm on the afternoon before any potential bulletin. This allows sufficient time for IC to issue an email before the close of the day advising colleagues to check for an 8.00am update on the main University website the following morning.

In extreme circumstances (i.e. when access roads and building entrances cannot be cleared) the Security Control Room will escalate to the Duty Director, for a decision on whether to close the University. The Duty Director should contact the Press Office mobile by 7.00am the following morning to advise whether the University is open or not. Communications will update the website accordingly.

The University of Salford will not be responsible for gritting or clearing snow to public footpaths, highways etc. around the periphery of the University which are not owned by or the responsibility of the University.

Issues affecting the Gritting Process

No guarantee can be given that paths and roads will always be completely clear of ice or snow because:-

- It takes time for salt to become effective after roads and paths are gritted
- Rain can wash salt off roads and paths, leaving them prone to re-icing
- In severe cold weather (below -8C) even salt will not prevent roads and paths from icing

If frost follows rain, salting will normally start after the rain has stopped to avoid salt being washed away. Temperatures may fall by as much as -5C per hour and the wet roads and paths may well freeze before it is possible to apply salt.

Please note: Whilst the Estates and Property Services Department will use all its best endeavours to maintain access across the University during periods of poor weather, this does not absolve those who use the University's facilities from their personal responsibilities for their own and others health and safety.

COMMUNICATIONS PROCESS CHART

The below process will begin when Security contact Communications.

IC draft snow open / closure announcement

This will probably include details advising that recipients visit www.salford.ac.uk the next morning for the latest update before

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