

1.0 Introduction

The University of St Mark and St John will ensure, so far as is reasonably practicable, that during periods of adverse weather both traffic and pedestrian routes are maintained in a safe condition.

2.0 Service Agreement

Despite the high level of service planned, no guarantee can be given that travel routes will always be completely clear of ice or snow because it takes time for the salt to become effective after roads and paths have been treated. 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 becoming icy.

Should exceptionally severe weather conditions develop during a normal working day, a decision will be taken as to whether to implement the Business Continuity Plan. In addition, an email announcement will advise all staff whether they may leave the campus at a time earlier than that of a normal working day. The Vice Chancellor will ensure that staff are available to maintain essential services.

3.0 Detailed Instruction

The provision for snow and ice control within the grounds of the University is provided by an external contractor. The external contractor is responsible for checking the weather conditions during periods of inclement weather and will notify the University each day they intend to treat the roads and footpaths. These activities will take place during the night to ensure that all paths and roads are treated prior to staff and students arriving for the working day.

To supplement these activities the Estates and Campus Services teams will ensure that they have an emergency supply of salt and grit to treat surfaces as required. During extended periods of snow there will be a requirement to clear the snow each day to ensure that safe walkways can be maintained. This may involve the physical removal of snow build up in specific areas. The priority for clearing these areas is:-

- Sidewalk ramps, curb cuts and parking stalls that are used by the disabled.
- The walkway from the bus stop to the Main Reception
- The bridge that gives access to the PAHC building
- All external steps and entry points to buildings
- The road that gives access to the PAHC car park
- The pathway that leads to the Oaks
- All other walkways within the Campus

In the event of a substantial snow fall during the day when roads and pathways have not been treated then priority will be given to the main vehicular traffic routes.

4.0 General Guidance

Most accidents due to ice, snow and general winter conditions are preventable. All staff have a responsibility for their own safety and the safety of others.

Guidelines to help with your preparations: -

While travelling to and from the University wear appropriate winter footwear - preferably with flat, rubber, slip-resistant soles. A second pair of footwear should be kept at the workplace. Where possible, walk on cleared and sanded, well-lit paths and walkways. Avoid taking short cuts over untreated areas.

Be extra careful when getting out of your vehicle in parking lots as it is very difficult to sand between parked cars, and there may be slippery patches.

Always use handrails on steps and walk carefully.

Cross roadways at pedestrian crosswalks.

5.0 Guidance:

- HSE Website – Icy conditions and wintery weather, <http://www.hse.gov.uk/logistics/slips-trips-bad-weather.htm>.

Document Title:	Snow and Ice Clearance University Code of Practice
Document Version:	03
Issuing Authority:	Finance and Facilities
Approval Authority:	Finance and Facilities
Author:	Health & Safety Officer
Date of Adoption:	01/09/2013
Review Cycle:	Triennial
This Version Effective from:	22/11/2018
Next Review Date:	Nov 2021
Date Last Amended/Reviewed:	22/11/2018
Sensitivity:	Public
Publication location:	Staff Intranet/Learning Space
History:	