



Snow and Icy Conditions Procedure (Maintaining Safe Access and Egress at Trust Properties)

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1 Introduction

- 1.1. This procedure outlines the Trusts' approach to the risks presented by snow and ice. The Occupiers Liability Act (1984) places a duty on the owner or occupier of land or building to take such care as is reasonable in the circumstances, to ensure safe access and egress from that building, which extends to minimising the adverse effects caused by snow and ice.
- 1.2. Snow and ice may present risks to the continuation of the provision of services which are provided by the Trust and may present risks to staff visitors, and others who access the grounds and buildings that are used by the Trust. It is therefore important to plan for potential problems that may be caused by snow and ice. The Trust is required to demonstrate that that it is acting reasonably in the event of snow and ice conditions and that it has plans to reduce the risks.
- 1.3. It is the main occupier of a building who is responsible for gritting and snow clearing operations, unless otherwise specified within a lease or other agreement.
- 1.4. In situations of multiple occupancy, where the owner of a building has some level of occupancy the responsibility for snow clearing and gritting will generally fall to the owner. If the building owner does not have occupancy in the building, then the responsibility will be with the main occupier as above.
- 1.5. Individuals should also be aware that even if the Trust is not responsible for the snow clearing and gritting of a property, the landlord's compliance with the legislation should still be monitored. If an accident were to happen, it would be helpful for the Trust to have evidence in place to show that pressure had been exerted on the landlord to comply, so assisting in protecting the Trusts' position in the event of any investigation or claim.

2 Purpose

- 2.1. The purpose of the procedure is to ensure that the Trust has considered the risks from snow and ice and has plans and processes in place to reduce the risks.

3 Scope

- 3.1. This procedure applies to all buildings and grounds where utilised by the Trust. The Trust operates from many buildings and has in place varying arrangements and tenures in relation to these. The information in this procedure offers trust staff guidance in relation to measures that should be taken to fulfil the Trusts' duty of care.



- 3.2. The Trust does not have central resource capacity to apply snow clearance and or gritting to all buildings and grounds where the Trust has control of the building or from buildings where the Trust operates out of. As such this procedure will set out the arrangements by site type with consideration of risk profile and the service need priority to maintain Business as Usual (BAU).

4 Risk Statement

- 4.1. There is a risk that inadequate plans are implemented during periods of snow and icy conditions due to lack of preparedness that could result in injury to staff and others along with Health and Safety Executive (HSE) enforcement actions for failure to manage the Trusts' duty of care.

5 Procedure

- 5.1. Risk assessment – Each site requires a risk assessment for snow and icy conditions that highlights the hazards, who will be affected, how they might be affected, and control measures applied. This can either be a standalone risk assessment or incorporated within the sites General Workplace Risk Assessment.
- 5.2. Safe system of work (SSOW) – Is a method of work which puts in place control measures arising from a risk assessment, to eliminate identified hazards (where possible) and complete the work with minimum risk. The requirement for a SSOW is covered in the site type arrangement tables below and the Trust SSOW template is contained at Appendix A that can be locally amended as required.
- 5.3. Reactive vs preventative gritting - Preventative gritting is the process of predicting when gritting services might be needed so they can be applied in advance. It usually involves looking at weather data to predict whether the conditions are going to be bad enough that gritting will be required. Grit is just a type of salt, specifically mined rock salt. This grit is spread across surfaces and works in two separate ways. First, it prevents any ice from forming on the surface, and second, it melts any existing ice. This is why it can be used as a precautionary measure but is also useful once the ice has already formed. The grit mixed with water produces brine, which can lower the freezing temperature of the water that has been frozen and cause it to melt. Gold standard will always be preventative gritting which is more effective and reduces the risk of injury when gritting where ice and snow has already formed.
- 5.4. Trust contracted gritting service – Where contracted gritting and snow clearance is identified in this procedure for specific site types, the scope of service delivery will encompass the following:
- Gritting services are scheduled based on agreed weather parameters to trigger the service.



- Red trigger threshold is described as when Road Surface Temperatures (RST) are forecast at 0°C or below and the road surface state is "NOT DRY" (i.e Wet, Damp, frost, Ice, Snow etc)
- Zero Trigger Threshold is described as when RST are forecast as 0°C or below with any road surface states.
- When a trigger is reached, contracted field teams are notified and will plan, prepare, and mobilise to deliver gritting services during core service delivery hours (19:00 to 07:00).
- When snow is forecast, gritting spread rates are increased by default to a heavy application rate of 50g/m².
- Automated or Proactive Snow Clearance is undertaken overnight when snowfall accumulations exceed 5cm at the time of attendance for a gritting visit. Whenever possible this is delivered prior to any scheduled gritting visit, and before snow becomes compacted by any site traffic.

5.5. Dynamic Risk Assessment (DRA) is a continuous safety practice that allows staff to quickly identify and analyse risks and hazards ‘on the spot,’ remove them, and proceed with work safely. These assessments are performed by regularly observing and analysing high-risk or changing work environments and making quick yet considered decisions. There will be occasions where even with good planning we will not be able to fully mitigate the risk of slips and trips on snow and ice and DRA is a key tool in staff owning an element of this risk in such instances.

5.6. Headquarters (HQ) and West Emergency Operations Centre (EOC) arrangements

Site Type	Risk Profile	Risk Treatment	Risk assessment required	Safe System of Work Required	Responsible Person
HQ	MODERATE	Preventative and reactive gritting by landlord	Yes	No	Trust Responsible site manager
Snow Clearing equipment required	Personal Protective Equipment Required	Staff resource available for gritting? Yes/No	Areas to be gritted	Training Needs	Weather monitoring
N/A	N/A	N/A	Areas of footfall	N/A	Yes - Via Met Office Website at local level
Lone working arrangements required	Grit Bin required	Grit stock to be held	Contractor gritting required	Risk Period	Service priority for occupancy
N/A	N/A	N/A	N/A	Nov - Mar	HIGH



Additional Guidance
Responsible site manager to review risk assessment annually by no later than 2 nd week of October.
Responsible site manager to escalate to Property Services Manager concerns over Landlords snow and ice clearance arrangements.

5.7. Make Ready centres – including collocated services (EOC/111/Fleet)

Site Type	Risk Profile	Risk Treatment	Risk assessment required	Safe System of Work Required	Responsible Person
MRC	MODERATE	Preventative and reactive gritting Trust contractor.	Yes	No	Trust Responsible site manager
Snow Clearing equipment required	Personal Protective Equipment Required	Staff resource available for gritting? Yes/No	Areas to be gritted	Training Needs	Weather monitoring
N/A	N/A	No	All areas of footfall	N/A	Yes - Via Met Office Website at local level
Lone working arrangements required	Grit Bin required	Grit stock to be held	Contractor gritting required	Risk Period	Service priority for occupancy
N/A	N/A	N/A	Yes	Nov - Mar	HIGH
Additional Guidance					
Responsible site manager to review risk assessment annually by no later than 2 nd week of October.					
Responsible site manager to escalate to estates <estates@secamb.nhs.uk> concerns over contractor snow and ice clearance arrangements.					

5.8. Ambulance Stations (AS) arrangements

Site Type	Risk Profile	Risk Treatment	Risk assessment required	Safe System of Work Required	Responsible Person
AS	MODERATE	Preventative and reactive gritting Trust contractor.	Yes	No	Trust Responsible site manager
Snow Clearing equipment required	Personal Protective Equipment Required	Staff resource available for gritting? Yes/No	Areas to be gritted	Training Needs	Weather monitoring
N/A	N/A	No	All footfall areas	N/A	Yes - Via Met Office Website at local level



Lone working arrangements required	Grit Bin required	Grit stock to be held	Contractor gritting required	Risk Period	Service priority for occupancy
N/A	N/A	N/A	Yes	Nov - Mar	HIGH
Additional Guidance					
Responsible site manager to review risk assessment annually by no later than 2 nd week of October.					
Responsible site manager to escalate to estates <estates@secamb.nhs.uk> concerns over contractor snow and ice clearance arrangements.					

5.9. Ambulance Community Response Posts (ACRP) arrangements

Site Type	Risk Profile	Risk Treatment	Risk assessment required	Safe System of Work Required	Responsible Person
ACRP	LOW	TBC by Responsible site manager	Yes	Yes	Responsible site manager
Snow Clearing equipment required	Personal Protective Equipment Required	Staff resource available for gritting? Yes/No	Areas to be gritted	Training Needs	Weather monitoring
TBC by Responsible site manager	TBC by Responsible site manager	Yes	Areas of footfall	TBC by Responsible site manager	Yes - Via Met Office Website at local level
Lone working arrangements required	Grit Bin required	Grit stock to be held	Contractor gritting required	Risk Period	Service priority for occupancy
TBC by Responsible site manager	TBC by Responsible site manager	TBC by Responsible site manager	No	Nov - Mar	MODERATE
Additional Guidance					
Responsible site manager to review risk assessment annually by no later than 2 nd week of October.					
Staff dynamically risk assess ACRP's and use where deemed safe by them					
Where not safe staff inform OU and alternate break provision offered					
OU where able to will arrange someone to go out from MRC to clear following SSOW.					
Where no resource available OU will keep ACRP offline until deemed safe					
Where the responsibility sits with other for snow and ice clearance, escalate to the Property Services Manager any concerns over adequacy of snow and ice clearance arrangements.					



5.10. Other Trust sites with Landlord responsibility arrangements

Site Type	Risk Profile	Risk Treatment	Risk assessment required	Safe System of Work Required	Responsible Person
Other – Landlord responsibility	LOW	Preventative and reactive gritting by landlord	Yes	No	Responsible site manager
Snow Clearing equipment required	Personal Protective Equipment Required	Staff resource available for gritting? Yes/No	Areas to be gritted	Training Needs	Weather monitoring
N/A	N/A	No	Areas of footfall	N/A	Yes - Via Met Office Website at local level
Lone working arrangements required	Grit Bin required	Grit stock to be held	Contractor gritting required	Risk Period	Service priority for occupancy
N/A	N/A	N/A	N/A	Nov - Mar	MODERATE
Additional Guidance					
Responsible site manager to review risk assessment annually by no later than 2 nd week of October.					
Responsible site manager to escalate to Property Services Manager concerns over Landlords snow and ice clearance arrangements.					

5.11. Other Trust sites with Trust responsibility arrangements

Site Type	Risk Profile	Risk Treatment	Risk assessment required	Safe System of Work Required	Responsible Person
Other – Trust responsibility	Moderate	Preventative and reactive gritting by staff.	Yes	Yes	Responsible site manager
Snow Clearing equipment required	Personal Protective Equipment Required	Staff resource available for gritting? Yes/No	Areas to be gritted	Training Needs	Weather monitoring
Yes	Yes	TBC by Responsible Site Manager	Areas of footfall	Yes	Yes - Via Met Office Website at local level
Lone working arrangements required	Grit Bin required	Grit stock to be held	Contractor gritting required	Risk Period	Service priority for occupancy



Yes	Yes	Yes	TBC by Responsible Site Manager	Nov - Mar	MODERATE
Additional Guidance					
Responsible site manager to review risk assessment annually by no later than 2 nd week of October.					
Responsible site manager to request to Head of Strategic Estates for contractor snow and ice clearance where no staff a resource available to carry out task by the 2 nd week of October.					
Where staff resource is available then the necessary equipment and grit should be made available and a copy of the SSOW is affixed to the rear of the site main entrance door and communicate these arrangements with relevant staff.					

6 Responsibilities

- 6.1. The Chief Executive Officer has overall responsibility for Health & Safety and as such will ensure that robust management systems exist to reasonably minimise and or adequately control the risks of harm to staff and others from harm that may arise from slips, trips and falls because of snow and ice conditions.
- 6.2. The Executive Director of Quality and Nursing has been designated as the lead Board member with the responsibility for Health and Safety and as such will implement the management systems as detailed para-7.1.
- 6.3. The Head of Health, Safety and Security is responsible for the implementation of policy and procedural guidance and reviewing slip and trip risk assessments to ensure they are both suitable and sufficient.
- 6.4. The Head of Strategic Estates and Facilities is responsible for the management and coordination of contractor led snow and clearance arrangements.
- 6.5. Estates on request will provide the necessary snow and ice clearing equipment detailed on the SSOW at Appendix A.
- 6.6. The Head of Health, Safety & Security is responsible for this procedure and with the Health and Safety Team providing assurance on compliance with this procedure.
- 6.7. Site Responsible Managers are those managers with local health and safety responsibility and will embed and monitor the local site snow and ice clearance arrangements as detailed in this procedure for their respective sites. Will provide where required Personal Protective Equipment to site as detailed in the SSOW and is not already personal staff issue.
- 6.8. All staff are required to follow the arrangements set out within this procedure and keep themselves and others safe.



7 Education and Training

- 7.1. The Safe System of Work (SSOW) and equipment manufacturers instructions will provide the necessary information and instruction to keep staff carrying out snow and ice clearance safe.

8 Audit and Review (evaluating effectiveness)

- 8.1. These procedures will have their effectiveness audited by the responsible Management Group at regular intervals, and initially six months after a new policy is approved and disseminated.
- 8.2. Effectiveness will be reviewed using the tools set out in the Trust's Policy and Procedure for the Development and Management of Trust Policies and Procedures (also known as the Policy on Policies).
- 8.3. This document will be reviewed in its entirety every three years or sooner if new legislation, codes of practice or national standards are introduced, or if feedback from employees indicates that the policy is not working effectively.
- 8.4. All changes made to this procedure will go through the governance route for development and approval as set out in the Policy on Policies.

9 References

- Health and Safety at Work Act 1974
- The Management of Health and Safety at Work Regulations 1999
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Control of Substances Hazardous to Health Regulations 2002
- The Occupiers Liability Act (1984)

10 Financial checkpoint

- 10.1. This document has been confirmed by Finance to have financial implications and the relevant Trust processes have been followed to ensure adequate funds are available.



11 Appendix A Safe System of Work (SSOW)

Safe System of Work – Snow and Ice Clearance	
Provide a description of the job to be undertaken	To carry out snow and ice clearance on site footfall areas using snow shovels and grit salt deployed from a wheeled non-motorised spreader.
Describe, in order, how the job should be undertaken	<ul style="list-style-type: none">• Wear suitable protective and thermal footwear and clothing, including a high-vis vest or jacket.• Erect suitably located warning signs or barriers to warn people and prevent unauthorised access when clearing and gritting are in progress. Additional signs will be required for steps.• Clearing should only take place during daylight hours.• Avoid lone working where possible. If working alone, notify a nominated contact of where you are working and carry a fully charged mobile phone or a radio to check in with the contact at frequent intervals.• Clearing should not take place where there is no other staff onsite.• Do not clear snow or grit/salt areas in extreme weather conditions.• When working with rock salt safety goggles and gloves must be worn and a COSHH assessment must have been completed.• Use spreader as per manufacturer's instructions.• Where snow has already fallen, clear as soon as possible after it has fallen, before it has been compacted








by pedestrian or vehicle traffic, with consideration that clearing should only take place during daylight hours.

- Be aware of potential hazards that may be hidden under snow.
- Pay extra attention around steps and steep walkways.
- Clear 2-3m stretches of snow and then apply grit or salt. Do not clear long stretches without
- gritting them.
- Keep tools tidy and ensure they do not become a trip hazard.
- Face traffic when clearing vehicle access routes.
- Stand back when traffic is passing in proximity and be aware of any abnormal
- traffic behaviour
- Take regular breaks in a warm area and have warm drinks.
- Push snow where possible and adopt good manual handling practices when lifting it.
- Hold the snow shovel as close to your upper body as possible to minimise arm movement.
- Do not twist your upper body as you throw snow.
- Use manual handling aids, such as a wheelbarrow or trolley, if transporting salt or grit, and if snow must be removed.



	<ul style="list-style-type: none">• Never leave equipment unattended and return it to the designated storage area after use.• Ensure the area is completely clear before removing signage.• Wash and moisturise hands after finishing the task
Describe the main hazards that may be encountered whilst doing this job	<ul style="list-style-type: none">• Back and muscle strain from manual handling• Thermal discomfort from exposure to cold• Slip injuries from icy surfaces.• Burns and skin irritation from salt.• Impact injuries from collisions with moving vehicles• Trip injuries from, uneven surfaces or hidden obstructions
Describe the key control measures that should prevent any harm occurring	<ul style="list-style-type: none">• Conduct TILE assessment for all moving and handling tasks.• Wear warm weather clothing.• Wear Trust approved boots.• Clearing should only take place during daylight hours.• Wear safety goggles and gloves when handling rock salt.• Wear high visibility jacket or vest and face oncoming traffic routes.• COSHH Risk assessment
Equipment required	Rock salt



	 <p>ROCK SALT</p> <p>Wheeled spreader</p>  <p>Snow shovel</p>  <p>Signage</p>  <p>Grit bin</p> 
Personal Protective Equipment required	<p>High Vis</p> <p>Safety Boots</p> <p>Goggles</p> <p>Safety gloves</p>
PPE Orders:	At local level
Snow and Ice Clearing equipment orders:	estates <estates@secamb.nhs.uk>



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