



Winter Gritting and Snow Clearance Guidance

**Diocese of Coventry
Multi Academy Trust**

Document Date:

April 2018

Together, pursuing life in all its fullness

**Winter Gritting and Snow Clearance
Guidance**

Version	Date	Author	Changes
v1.0	Jan 2015	Scott Boyles	Initial Issue
v2.0	April 2018	Louise Beale	New template & addition of first paragraph in section 2.1

Review date: April 2022

1. Introduction

- 1.1. In recent times there has been some confusion regarding the correct action to be taken when routes within a school become affected by snow and ice.
- 1.2. The Workplace (Health, Safety and Welfare) Regulations 1992 requires that floors and traffic routes are to be kept in a safe condition for employees. The Approved Code of Practice (ACOP) to these regulations makes specific reference to minimising the risk from snow and ice and there is a recommendation regarding snow clearing and gritting.
- 1.3. The Occupiers' Liability Act 1957 extends a 'common duty of care' to all visitors that they will be reasonably safe in using the premises for which they are invited or permitted by the occupier to be on the premises.
- 1.4. Due to the above it is felt an established system for controlling the hazards of snow and ice should be introduced across sites. The guidance below demonstrates reasonable lengths in managing the hazards of snow and ice within the grounds of a site. Establishments should not avoid clearing paths for fear of an injury. Staff, pupils and public walking on snow and ice have a responsibility to be careful themselves.
- 1.5. This guidance document sets out the arrangements in place within The Green Leek Federation to prevent slips, trips, and falls due to adverse weather conditions. This guidance document also aims to give clear information to staff on suitable control measures and other factors which must be taken into consideration.

2. Guidance on snow clearing and winter gritting

2.1. When routes/paths are affected by snow or ice the following actions are recommended:-

- Monitor the temperature and take action whenever freezing temperatures are forecast. Where possible prevent an icy surface forming and/or keep pedestrians off the slippery surface. Gritting should be carried out when frost, ice or snow is forecast or when walkways are likely to be damp or wet and the floor temperatures are at, or below freezing. Grit doesn't work instantly, it needs sufficient time to dissolve into the moisture on the floor. The best times are early in the evening before the frost settles and/or early in the morning before staff, pupils and public arrive.
- Clear snow and ice early in the day. It's easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it. By removing the top layer of snow in the morning, any sunshine during the day will help melt any ice beneath.
- Snow should be removed by using suitable equipment. Hot water should not be used to melt snow, as this may refreeze and turn into black ice. A snow shovel can be used to remove snow, or grit may be used to melt snow and provide grip under foot.
- Inform staff, pupils and public (where possible) prior to snow/ice of which routes will be gritted/cleared of snow and instruct them they must keep to these routes. In The Green Leek Federation information could be communicated to parents through a 'winter newsletter', which has a plan of the school grounds and shows the routes that will be gritted. Staff can be informed through emails and staff meetings etc.
- Restrict access on to the site to a minimum number of designated routes appropriate to the size of the site and concentrate gritting or snow clearing to these areas, paying particular attention to steps, disabled ramps, fire exits and evacuation routes.

- Warning signs should be erected at the entrances to these designated routes/paths (See appendix 1)
- A written record should be made of which paths are gritted/snow cleared and at what time this took place (see appendix 2). In freezing conditions/snow fall routes/paths will need to be gritted/cleared at regular intervals to ensure ice does not reform.
- Ensure the activity of gritting/snow clearing is risk assessed and the individuals involved understand and follow the control measures in place. A generic risk assessment for gritting/snow clearing is included in appendix 3. This risk assessment should be used as a starting point and modified for each site.
- Suitable doormats should be available within entrances to buildings to enable water and slush to be removed from shoes to prevent individuals slipping on wet floors.
- In the event of staff/public slipping within the grounds the school's accident reporting procedure should be followed.

Appendix 1 – Warning Sign



WARNING ICE! This path has recently been gritted, but the path still may be slippery in some areas. Proceed with caution!

Appendix 2 - Winter gritting/snow clearing record

The Green Leek Federation Winter Gritting / Snow Clearing Record

Date:	Person(s) undertaking the task:			
What time did gritting/snow clearing take place?				
Describe the weather conditions? What is the outside temperature (approx.) and time of measurement?				
Which routes/paths were gritted/cleared of snow?				
Were warning ice/snow signs displayed at entrances to the gritted/snow cleared routes/paths?	Yes/No	Yes/No	Yes/No	Yes/No

Insert plan or draw the grounds of the premises and indicate the routes/paths gritted/snow cleared

SignedDate.....

Appendix 3

Example winter gritting/snow clearing risk assessment for staff

Name(s) of Assessor(s):			Date of assessment:-		
Location:					
What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom and when?	Completed
Manual Handling	<p>Staff may be injured whilst manual handling bags of grit, or moving snow with a shovel.</p> <p>Such injuries may result in strains & sprains to the back and limbs.</p>	<ul style="list-style-type: none"> All staff gritting/snow clearing must follow correct manual handling techniques. When moving 25kg grit bags, if available, use a sack barrow to manoeuvre. If no sack barrow available 2 people should lift the grit bag. Open the grit bag and shovel manageable amounts of grit from the bag into a strong bucket and use a scoop to distribute grit from bucket onto routes/paths. 	<p>Preferably obtain smaller weight grit bags of 12.5kgs when next purchase grit for winter</p>		
Irritation/ dermatitis	<p>Staff may develop skin irritation/ dermatitis from contact with grit/rock salt</p>	<ul style="list-style-type: none"> Gloves should be worn at all times when distributing grit. Wash hands thoroughly after handling 			
Cold weather conditions (Hyperthermia)	<p>Staff may suffer ill health from exposure to the cold for long period of time.</p>	<ul style="list-style-type: none"> Wear warm/waterproof clothing. Take frequent breaks in a warm environment and drink a hot drink. 	<p>Ensure PO wears warm clothing that have been issued</p>	<p>Head Teacher to remind Premises Officer</p>	
Slipping, tripping, falling	<p>Staff may be injured as a result of slips and trips whilst clearing snow and ice.</p>	<ul style="list-style-type: none"> Wear non-slip footwear. Work forwards and only stand on the area you have just gritted. Clear snow from routes/paths by using a shovel or snow scoop and sweep remaining snow away with a hard bristled brush/broom. Then 			

	Injuries may include bruises, lacerations and potentially fractures	immediately grit the route/path cleared of snow before moving forward.			
Lone working	Staff may be unable to raise the alarm in the event of injury and may be unable to obtain first aid.	<ul style="list-style-type: none"> Ensure regular contact is made with a colleague and where possible work in pairs. 	Site lone working 'Buddy System' to be used. PO to take radio and stay in contact with Business Manager	Business Manager and PO to liaise and follow procedure. To discuss at next team meeting	
Signature of Head Teacher:			Date:		
Date review required:	Date review required:	Date review required:	Date review required:		