The University has a duty to maintain a safe site for all Campus users during periods of frost and snow and will operate a snow clearing and gritting procedure over the recognised winter period, usually between mid-November and the end of March. During this period the University will endeavour to maintain safe access to and movement across campus for pedestrians and vehicles by clearing snow and treating surfaces with rock salt.

The University can decide which routes it wishes to maintain and will ensure that routes/areas which are designated targets for treatment are treated and checked regularly thereafter to maintain a safe route. In extremes of weather it may not be possible to clear all routes or car parks across campus.

During the defined winter period, Met. Office weather forecasts will be monitored on a daily basis and early planned attendance on campus by Grounds Staff will be instigated.

Responsibility
The Grounds Manager will be responsible for snow clearance throughout the University and he will be supported by the Assistant Grounds Manager, Building Facilities Co-ordinator and the Area Head Gardeners.

Tractors complete with grit spreaders/snowploughs will be deployed initially followed by teams of gardeners/grounds staff to clear snow/spread grit in the order of priority detailed in this document

Plant and Equipment
The Grounds Manager will arrange for all plant and equipment which is used for snow clearing/ gritting operations to be serviced/repaired and operational in time for use in winter.

Road Salt
Supplies of salt will be ordered by the Assistant Grounds Manager no later than 30th September each year.

Salt Bins
Yellow bins filled with road salt will be placed strategically around the campus during the winter months primarily for the use and convenience of the grounds staff; however in periods of need staff may freely use the grit to address local difficulties on campus. These bins will be replenished as required according to the schedule below.
Early staff response
The University security service has the ability to call up staff at 5.30 am in the morning to provide a first line response in the event of snow or ice. This is then followed up by teams of gardeners who grit and clear snow as the conditions dictate. Gardeners work to a schedule outlined in this document.

Entrance Steps to Buildings
The Building Facilities team will assist by salting entrance steps and ramps to buildings under the direction of the Building Facilities Manager. The grounds staff will provide and re-fill containers of white salt, which will be placed in doorways to be used by Building Facilities staff.

Report a Fault
To report a problem during office hours please ring the Estates Customer Services helpline on 0191 208 7171 or use the online form at ess-helpdesk@ncl.ac.uk

Out of hours contact University Security on 0191 208 6817.

I Walker
University Grounds Manager
October 2016
Order of Priority

Roads cleared by Case 75C tractor (Early Call Out)

Car park at Windsor Flats, Service entrance and ramp to Library.

From Claremont Road entrance along Service Road past Kings Gate to turning point at end of service lane and return, King’s Road east to bollards at Fine Art lane entrance and out to Claremont Road.

Rear lane of Kensington and Park terrace (Barrier controlled and activated remotely by University security service, requests to open via voice box on post.) exit onto Park Terrace.

Medical school from gateway on Lovers Lane to Service Ramp. Lovers Lane to Victoria Road.

King’s Road West from St Thomas Street entrance to King’s Road Centre, Kings Road Centre Car Park, Herschel Car Park, Brewery Lane.

Leazes Terrace main road through, Ramp and car park at boiler house.

Richardson Road (main Road only 2016/17), Marras House Car Park.

Roads at Castle Leazes. - Leazes Parade- General Hospital - St Mary’s – Bowsden Court.

Paths/ Roads cleared by the Kubota 3030 (Early Call Out)

Park Terrace car Park (Beside new waste compound), Service road past ESS workshops. Paths and car parks around Devonshire Building to Devonshire building front door, Paths and rear yards of Kensington terrace. Devonshire Way from Claremont Road crossing through Hadrian Bridge to paving at library front door and to the barrier posts opposite Law. Path between Stephenson and Cassie Buildings and rear door of Cassie Building to Devonshire building front door.

Great North Museum, Service/School entrance off Claremont road then to main vehicle entrance and round to Hadrian Bridge including staff doorway.

Kings Road East and West paths from Claremont Road entrance to exit on St. Thomas Street via Eldon Place car park, path down front of Claremont Buildings to Quilliam’s café, path to rear service entrance of Kings Gate then out to Kings road east via path adjacent to Northern Stage. Student Union front and path to Theatre entrance. Through Forum then to Haymarket Lane down to Percy street. Travel down council path to entrance of Kings Gate and bottom of Kings Gate steps, along Assembly lane to INTO front door past Music department doorway. Paving in front of INTO main door to Percy street, ramp to front door of Bernice Halls to Hershel front door and out to Kings road past the Exploding Nebulus sculpture. Agriculture front door then out to St Thomas’s Street. Return to Claremont road from St Thomas’s street to include rear yards of King George V1 building, Edwards Walk up road and down path, on to the Student forum (avoid applying salt to tree bases). From Forum treat paths in Old Quadrangle and out through top level of Percy Quad to Victoria road. Return to Kings road East via Courtyard door paving, Merz court path to front door and down Merz Court service lane past Claremont Tower and Daysh building and rear of Building Science building.
to Kings Road East. Fine Art Lane (if possible, potential building site 2016/17) then out to Arches through Student Forum to Bedson Lane to front of Armstrong building.

Ridley 1 car park off Victoria road then round to Ridley Car Park and Ridley 1 doorway off Claremont Road and Ridley 2 car park. Paul O Gorman paths then to Baddilly Clark building entrance, path to entrance door of Sports Hall. Return to entrance of Medical School entrance then to underground car parks Lovers lane via Wolfson car park, Childs play lane and Ridley 1 doorway.

**Teams of Gardeners will back up the tractor mounted equipment starting from the Grounds Depot at Cochrane Park and a depot in the Drummond building. They will cover the following areas:**

**Team a (mobile team) starting at 8.00am from Grounds Depot at Henderson Hall**

Led by Jimmy Kelly

(use of grillo snow plough as required)

8. 30am Path into sports hall goods entrance adjacent to Marris House and Rear car park/entrance.
   Marras House check car park and paths/steps
9.15am Castle Leazes, main entrance to reception and service entrance, including garage
   Forecourt and squash court and paths at Castle Court.
   Reception to gateway onto moor and on to car park at Spittal Villas and through to Squash courts.
9.45am Leazes Parade, paths and road from main gate
10.15am tea break
10.40 am General Hospital paths, car parks and path from south east corner entrance to the site.
11.30am St. Mary’s paths and car park at front of reception and on to car park. Exit road to Fenham Hall Drive. Car park and paths at annex.

Afternoon   fill salt bins as required.

(The times indicated above are indicative only and are there as guidance, they may vary depending on severity of the weather conditions)

**Team C (mobile team) starting at 8.00am from the Grounds Depot at Henderson Hall.**

Led by John-Paul Harrison

8.0am   Bowsden Court paths, car park and roads
9.0am   Easton hall paths and rear car park
10.0am Team Valley Storage unit. Clear snow, grit and check salt bin as required.

In times of heavy snowfall team C will then travel to precinct to assist Team A or assist filling grit bins as directed by the Area Head Gardeners.
Team B starting at 7.00am from the Drummond Depot, gritting/snow clearing where mobile equipment cannot access.  
Led by John Graham.

Disabled parking bay at Devonshire Terrace Car Park and round Devonshire building to staff entrance.
Kings Gate entrance paving, steps and disabled ramp.
Union front including entrance paving to Union building and Theatre doors and steps from Union front to service lane.
Student forum.
Quadrange, entrance to Hatton Gallery, Architecture, Open Access centre, Armstrong and Percy building doors and access ramps.
Percy quad steps and ramps
Claremont tower paths, steps and ramp
Daysh steps and front door.
Front of Armstrong Building, Bedson courtyard, Path to Bedson Teaching Centre from Victoria Road.
INTO front entrance paving, (Avoid applying salt to base of trees), steps, ramp to Herschel door.
Herschel frontage out to Kings Road.
Edwards walk- Bedson door and path into KGV1 pedestrian entrance.
Rear yards to KGV1 building. New dog spending pen to be installed in car park in front of main door, ensure access to pen is cleared.
Front car parks, doorway and ramps to KGV1 building
Agriculture front door, side entrance from St Thomas street, path between INTO and Agriculture and post room entrance.
Leazes Terrace paths front and rear.
Windsor Terrace/Robinson Library/Carlton House/Jesmond Road paths and access ramps and steps.
Medical School, Baddiley Clark building, Paul O Gorman.
North Terrace, Claremont place steps
Lovers Lane
Wolfson Unit front door ramp and round to rear gas store.
Ridley Building front and back paths and steps.(Particular note, blind student Mark Banham with guide dog studying in Ridley 1 dog to use the pen next to the Bike shed, pay special attention to ensuring safe paths around Ridley 1)
Fire escape from the Lindisfarne Room to the Bistro
Fire escape on end of Cassie Building.

Sports Ground staff led by Allan MacDonald

The sports ground team will respond to the gritting/snow clearing work at Henderson Hall including paths roads and entrance, and the Newcastle Playing Fields using the Isekei tractor with snow blade.

Where heavy snow has fallen and more support is required the following can be actioned:

John Deere 1750 tractor with plough blade can be used to clear the following areas:
• Castle Leazes
• Leazes Parade
• St. Mary’s
• Richardson Road/ Marras House
• Leazes Terrace

New Holland 55 tractor with snow blade to be called up from Heaton Sports ground to plough snow as directed by Head Gardener team B

ISEKEI Tractor with Snow Blade from Longbenton

Transported on a trailer to assist teams of gardeners where required.

CASE JX 90 Tractor with Fore-end Loader – Andy Knott

Used to re-stock salt containers. At times when A Knott is not at work or he is involved in clearing deep snow help will be needed from the teams with pickups to fill the salt bins. It is essential that this is done so that stocks are replenished for the next morning. It will be the responsibility of the Area Head Gardeners to co-ordinate this work. In periods of severe weather a trailer load of salt will be placed in the undercroft of Merz Court.

Requests for the team to respond to areas of the estate which require salt or snow clearing should be sent through the Estate Support helpline to be actioned by the Assistant Grounds Manager.

Email: ESS Help Desk

• Telephone: 0191 222 7171
• Fax: 0191 222 6276
• Office opening hours are 8.30 am to 5.00 pm.

For emergencies out of office hours please contact our Security Control Centre 24 hour phone line on 0191 208 6817.
Part B  Specific grounds staff detail

TEAM B

INDIVIDUAL STAFF RESPONSIBILITIES

It is understood that in the event of heavy snowfall or icy conditions **ALL STAFF MEMBER’S** will make snow clearing / salting their immediate priority and will continue with usual duties when all areas have been tended to.

David Knutsen, Brian Willis, Paul Sharma, John Graham (Charge hand Gardener) will all start work at 7.00am Mon-Fri and will clear snow / salt the following areas both by hand and using the John Deere Gator with snow plough attachment and the Groupil electric vehicle. The rest of Team B led by Paul Cowan (Head Gardener), B Shield, C McTaggart and D Wright will start at 8.00am.

**Brian Willis with e-gator**
Medical School – morgue, haematology, car parks and front entrance steps and paving.
Baddiley Clark Building paths and entrance around both buildings
Paul O’ Gorman Building  paths and service entrance around building
Lovers Lane, Wolfson building paths front and back and Ridley 1 and 2 steps and car park (Dog pen as above).
Check paths and steps at North Terrace and Claremont Place.

**Paul Sharma with wheel barrow**
Park Terrace and Kensington Terrace  Paths and entrances
Stephenson/Cassie Front steps – rear paths to Cassie and bicycle racks
Rear courtyard of Stevenson building.
Devonshire Terrace Front door, paths around building.
Hancock Museum Front paths to Armstrong memorial and steps. Steps to Claremont Road crossing, disabled ramp, paths on Claremont road side of the building.
Claremont Tower and Daysh building Paths, steps and ramp

**Dave Knutsen with wheel barrow**
Robinson Library Paving at front door to bollards on back lane,
3 no fire escape doors
Service entrance and ramp
Path over front lawn to Carlton House
Windsor Terrace Front paths and steps, rear entrance to Law
Windsor Flats Paths
Politics Paths and car park.
89 Sandyford Road entrance ramp to front door and rear car park area.

Team B starting at 7.00am from the Drummond Depot, J Graham with J.D. Gator

Disabled Car Park on Drummond Car Park and path round building to staff entrance.
Kings Gate entrance paving, steps and disabled ramp.
Union front including entrance paving to Union building and Theatre doors and steps from Union front to service lane.
Student forum.
Quadrangle/Main Precinct Area with special attention given to disabled access routes and ramps.
Percy quad steps and ramps
Merz court paths.
Front of Armstrong, Bedson teaching centre doorways, Path to Bedson door off Victoria road, courtyard.

Team B starting at 8.00am from the Drummond depot P Cowan, B Shield, And C McTaggart

INTO front entrance paving, (Avoid applying salt to base of trees), steps, ramp to Herschel door.
Herschel frontage, entrance doors and INEX door.
Bedson main door, access ramps and path into KG V1 off Edwards Walk.
Rear yards to KGV1 building
Front car parks to KGV1 building.
Agriculture front door, side entrance from St Thomas street, path between INTO and Agriculture and post room entrance.
Fire escape from the Lindsfarne Room to the Bistro
Fire escape on end of Cassie Building.

Requests for the team to respond to areas of the estate which require salt or snow clearing should be sent through the Estate Support helpline to be actioned by the Grounds Manager or Assistant Grounds Manager.

- Email: ESS Help Desk
- Telephone: 0191 222 7171
- Fax: 0191 222 6276
- Office opening hours are 8.30 am to 5.00 pm.

For emergencies out of office hours please contact our Security Control Centre 24 hour phone line on 0191 208 6817.
Distribution list

**Grounds staff**
J Casson  
P Cowan  
A MacDonald  
J Kelly  
J-P Harrison  
J Graham  
P Hodgson  
G Wallace

**A&HS staff**
P Bandeen  
D Bolton  
C Catterson  
D Wilson  
Peter.hunter@ncl.ac.uk

**Disability advisor**  
anne.scott@ncl.ac.uk

link to Newcastle City Council snow and Ice policy