

Revision October 2019

The University has a duty of care to maintain a safe site for all Campus users during periods of frost and snow and will operate a winter maintenance program over the recognised winter period, usually between October until the end of March.

The winter maintenance program is carried out by Grounds Team with assistance from the Building Facilities and Security Teams.

During the recognised winter period, the Grounds Team will endeavour to maintain safe access to and movement across campus for pedestrians and vehicles by clearing routes through snow and treating surfaces with rock salt.

The Grounds Team will decide which routes to maintain and which are prioritised based on site knowledge and will ensure that routes/areas that are selected for treatment are checked regularly during working hours thereafter.

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 call out by Grounds Staff will be planned for the following day if bad weather is predicted.

Responsibility

The Grounds Manager will be responsible for snow clearance throughout the University and he will be supported by Building Facilities and Security staff.

Plant and Equipment

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

Tractors complete with grit spreaders/snowploughs will be deployed initially followed by teams of gardeners/grounds staff to clear snow/spread grit in an order of priority using wheelbarrows and shovels.

Road Salt

The Grounds Manager will ensure of sufficient stocks of salt before the defined winter period.

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 after all areas have been treated for snow and ice.

Early staff call out

The University Security Team who are on shift at the time have the ability to call out X3 designated Grounds Staff from 05.00am to provide a first line response (From 05.30am - weather dependant) in the event of snow or ice.

Grounds Staff Working hours during winter maintenance program

- X3 staff available from 05.30am
- X3 additional staff on foot available from 07.00am starting from Drummond Building
- Remaining Grounds staff available from 08.00am starting from Drummond Building and Grounds Depot at Cochrane Park.

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

Requests for the team to respond to areas of the estate that require salt or snow clearing should be sent through the Estate Support Service helpline.

Email: ess-helpdesk@ncl.ac.uk | Tel: 0191 208 7171 | 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.

**Tom Vasey
Grounds Manager
Newcastle University**

Next review date October 2020