**Snow & Ice Clearing Procedure**

**Revision October 18**

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 October 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 that 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 Deputy 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 that is used for snow clearing/gritting operations to be serviced/repaired and operational in time for use in winter.

**Road Salt**

The Deputy Grounds Manager will order supplies of salt 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**

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  I  Tel: 0191 208 7171  I  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.

I Walker  
University Grounds Manager as at:  
October 2018  
Next review date: October 2019