



**SUBJECT: Snow and Ice Clearance**

**RECIPIENTS: All Council Services (including schools)**

**ISSUE DATE: Dec 2018**

**REF: HSB1**

## WINTER TIME AGAIN

### Snow & Ice Clearance

To ensure safer floor conditions in icy or snowy condition and reduce the chance of slips & falls please follow the advice below:-

- **Suitable foot wear** – remind staff and visitor to wear appropriate footwear for the weather conditions i.e. warm, securely fitted boots/shoes with good grip.
- **Clear a path** - clear snow/ice and make a path (approximately 1m wide) from all main entrance/exit routes within the site boundaries i.e. from car parks/drop offs to main/heavily used entrances, from building to building, etc. Where entrance/exit is directly onto public highway only the area directly outside the entrance should be cleared. If additional snow/ice clearance is required for vehicle entrance/exit i.e. fire stations, this should be detailed within the specific site risk assessments
- **Grit & Salt** – all paths/routes and areas that have been cleared of snow & ice **MUST** be treated with grit and/or salt and monitored for re-clearance and re-treatment as necessary throughout the day.

**!! Never use water to clear snow or ice-covered paths !!**

- **Record your actions** – A record showing precise dates and times of when clearance and salting/gritting took place should be maintained. Please see appendix 1 or click [here](#) for an example record sheet.
- **Wet floors**- remember during snowy and icy conditions internal floor surfaces will become wet and slippery with slush brought in from outside. Extra care must be taken when cleaning door mats and entrances.
- **Helpers & volunteers** - a common sense approach should be used when drafting in and using helpers or volunteers from the local community to clear snow & ice. The responsible person must be happy that reasonable measures/checks have been taken prior to allowing clearance to start .i.e. are the helpers/volunteers in good health, is the equipment being used suitable and in good/safe condition, have they been briefed on expectations and do's & don't, etc. For further guidance please see appendix 2 or click [here](#).

**REMEMBER** – It's a requirement under The Workplace (Health, Safety & Welfare) Regulations 1992 to ensure the safe condition of floors and traffic routes.

**If you require further assistance or clarification on the subject please contact:**

**Corporate Health & Safety Advisers (see George section: Corporate > Information for Working > Risk Management > H&S Advisers)**



## APPENDIX 2 - HELPER & VOLUNTEERS

### Using helpers & volunteers to clear snow and ice from premises

In order to maintain site safety during inclement weather you may be able to draft volunteers from the local community in to clear snow from pathways, entrances and exits.

By taking a common sense approach there no reason why this valuable resource can't be used as long as simple checks, actions and precautions are undertaken to ensure safety.

#### Prior to starting:

1. Ensure volunteers are physically able and healthy enough to carry out the task by talking to them. Ask them about their general condition and if they have any underlying medical conditions that you need to know about.
2. Brief them on "what's expected of them" .i.e. what areas need clearing, simple do's & don't/any site rules, emergency procedures and welfare facilities.
3. Ensure that all equipment that's being used is suitable for purpose and in safe/good working condition. A visual inspection should be sufficient, if broken, damaged or not suitable **DO NOT USE**.
4. Don't be afraid to turn down offers of help if the volunteer does not appear to be physically able to do the work or can't/won't comply with your safety instruction.

#### During clearance:

1. Supervision of volunteers should be maintained at all times– both to ensure their safety and to maintain the safety of any employees and service users on site.
2. Make sure paths are cleared properly. Snow should be cleared right down to the concrete/ tarmac/ slabs of the path.
3. All cleared paths/routes/areas **MUST** then be treated with salt and grit.

#### **!! Never use water to clear snow or ice-covered paths !!**

4. You should provide toiletry facilities for volunteers and where possible you should consider providing an area where they can rest, get warm, have a hot drink, etc. In Schools these area should be separate from those used by pupils.

#### After clearance

1. Record what locations have been cleared, by whom, date & time.
2. Paths should be monitored and re-treated or cleared as necessary.

#### Note from the Health & Safety Executive

"I would like to make it clear that under health and safety legislation nobody who volunteers to support their community by clearing pavements during icy conditions should feel they are in danger of being sued.

The Health and Safety Executive (HSE) encourages a common sense approach to health and safety. We think it is ridiculous that people should feel prevented from helping others, through a fear of being held responsible for an accident."

**Paul Stollard – Health and Safety Executive**