


HEALTH & SAFETY MANAGEMENT SYSTEM		Reference	G036
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INTRODUCTION

1. These arrangements for the university gritting activities will be implemented in instances where routine preventative gritting may be required, for situations where forecast weather conditions indicate the likelihood of freezing and/or snow weather conditions.

SCOPE


2. This guidance will be applied in all instances where Aberystwyth University becomes aware of the threat of forecast or realised freezing and/or snow weather conditions. In most instances, this procedure will be instigated by the monitoring of weather forecasts and/or issuing of a weather warning or alert by the relevant agency, namely the Met Office. Its primary objective is to facilitate the continuing of the University’s business as usual activities and mitigate the impact of freezing and/or snow weather conditions on these activities.
3. In circumstances where the forecasts or realised adverse weather conditions have, or are likely to, impact the organisation’s business as usual activities, the Adverse Weather Procedure and wider Business Continuity Plan will be implemented concurrently.

MONITORING

4. The Head of Sport and Grounds and Facilities Manager will routinely monitor weather forecasts during the Autumn/Winter months, and particularly during periods where freezing and/or adverse weather conditions are more likely. During periods of annual leave of absence, monitoring will be undertaken by a known delegate. Forecasts will continue to be reviewed up to a week in advance and revisited to account for any significant short notice changes. The primary source of weather forecasts will be the Met Office, available at: <https://www.metoffice.gov.uk/>.

DECISION MAKING

5. In instances where the forecasts indicate that freezing and/or weather conditions are possible, the Head of Sport and Grounds shall contact the Ceredigion County Council’s Highways Property and Works Department for advice on the Local Authority’s gritting activities. The Highways Property and Works Department (primary contact Mr Ian Williams) can be contacted on 07966 666 569, or on emergency 24/7 number 01970 625 277.

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6. The Head of Sport and Grounds and Facilities Manager shall, based upon the known information and in consultation with colleagues, determine whether gritting will be undertaken. Collaboratively, a decision will be made no later than 1300 hrs each day. In instances where gritting is required, either the Head of Sport and Grounds or Facilities Manager shall inform the following colleagues of this decision and requirements of gritting activities:

- Sports Centre General Manager
- Head of Facilities Management
- Health, Safety, and Environment Manager
- Health, Safety, and Environment (Business Continuity) Advisor
- Security Manager
- Facilities Manager
- Security Team
- Grounds Team
- Property Services Team (coordination for Campus Projects)

7. Considerations for gritting plans will include:

- Duration of period of forecast freezing and/or adverse weather conditions e.g. prolonged periods of freezing and/or adverse weather.
- Accompanying weather conditions forecast e.g. heavy rain, strong winds, etc.
- Nature and location of on-site activities, including 24/7 services, public events, early opening areas; etc.
- Timings for appropriate gritting activities.
- Availability of resources, including equipment, gritting salt, and staff.


8. Further monitoring of implementation alongside potential changes to on-site conditions and weather forecasts will be undertaken.

9. An overview of the entire process, including general considerations, is provided in Appendix 5.

GRITTING ACTIVITIES

10. In most cases, when localised gritting is being undertaken by the Local Authority, at least an element of gritting will be considered by the University. Generally, there will be four primary options available to the University:

- a. Full Gritting Plan (with Local Authority Highways support)
- b. Full Gritting Plan (without Local Authority Highways support)
- c. Prioritised Gritting Plan
- d. Reactive Gritting


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a. Full Gritting Plan (with Local Authority Highways support)

- i. The University enters into an annual arrangement with the Highways Property and Works Department of Ceredigion County Council whereby a number of visits (12) have been pre-paid, which can be utilised upon the request of the University. The University can request the gritting and salting of Campus Roads, in accordance with the routes provided in Appendix 2, by contacting the Highways Property and Works Department (primary contact Mr Ian Williams) on 07966 666 569, or on emergency 24/7 number 01970 625 277. When gritting activities have been agreed in advance, this request will be submitted to the Local Authority by the Head of Sport and Grounds. In instances where unexpected adverse weather has been encountered, Site Security may also request gritting by the Local Authority through the emergency 24/7 number 01970 625 277.
- ii. When this service is available and implemented, the Local Authority shall grit the priority routes, as shown in Appendix 2, and the Grounds Team assume responsibility for gritting the carpark areas.
- iii. *Note:* During periods of particularly harsh or prolonged adverse weather, the Local Authority may decline or be unable to provide the University with this service, on account of prioritising the public highways during such conditions. In such instances, the Grounds Team shall undertake the gritting activities which would otherwise have been undertaken by the Local Authority, in accordance with the University's Gritting Plan.
- iv. The Head of Sport and Grounds shall record and monitor the number of pre-paid visits and ensure provision of additional Purchase Orders to the Local Authority for additional visits where required.

b. Full Gritting Plan (without Local Authority Highways support)

- i. The University's Gritting Responsibilities Map is provided in Appendix 4. The diagram notes the responsibilities for gritting the University Estate as allocated between the Grounds Team, Estates, Facilities and Residences (EFR) Teams, Pobl and Balfour Beatty. The Balfour Beatty and Pobl Snow and Ice Plans shall be reviewed by the Health, Safety, and Environment (Business Continuity) Advisor prior to the winter months to assure appropriate coverage and overlap with the University's Gritting Responsibilities.
- ii. During the consideration of appropriate gritting action based upon the known information, the Head of Sport and Grounds shall determine the timescale for commencing gritting activities. The EFR Teams shall be notified of this decision to ensure co-ordinated gritting of the University Estate. The EFR Teams shall utilise the grit provided in local grit bins, as shown in Appendix 3. The undertaking of gritting activities will generally either be undertaken, as determined by the Head of Sport and Grounds:
 - ◆ At the end of the day in advance of the forecast freezing and/or adverse weather conditions.
 - ◆ At the beginning of each day in advance of the arrival of staff onsite (approximately 08:00am).

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Note: In some instances, relevant Operational Teams may make an independent decision to undertake gritting activities around campus footpaths and building entrances.

- iii. The wider responsibilities for the Grounds Team and EFR Teams respectively in this regard, are given in Section 6.
- c. Prioritised Gritting
 - i. In the majority of instances, prioritised gritting activities will be the preferred gritting option, particularly in instances where widespread freezing and/or adverse weather is not expected. This will involve a combination of gritting areas where determined necessary, and monitoring and reviewing all areas in advance of significant onsite traffic. In such instances, the Grounds Team will have made arrangements to convene on-site early to review conditions and identify any areas requiring attention.
- d. Reactive Gritting
 - i. Reactive gritting may be considered appropriate when the expected impact of forecast freezing and/or adverse weather conditions is unknown or not expected to represent a significant hazard or threat of disruption. In such instances, the Security Team shall monitor on-site conditions during the period of forecast freezing and/or adverse weather and reactively grit any areas which may have frozen locally. In such instances, the Grounds Team will also have made arrangements to convene on-site early to review conditions and grit any areas requiring attention. In instances where urgent action is required, the EFR Teams should contact the Head of Sport and Grounds in the first instance.

Note: Records of the completion of gritting activities should be kept for litigation defence. Records should include details of the date, time, location and individual completing gritting activities, and should refer to localised sections of the gritting responsibilities map.

RESPONSIBILITIES

- 12. All members of staff associated with the implementation of this procedure shall ensure best efforts are implemented to ensure safe and unobscured access and egress to the University's Estate, Campuses and buildings.


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a. **Grounds Staff**

- Monitor, through reference to reputable forecasting services, weather forecasts during periods of predicted and/or continuous adverse weather.
- Liaise with the Local Authority on latest forecasts and gritting intentions.
- Request that main traffic routes be gritted by the Local Authority, in accordance with the areas shown in Appendix 2.
- Undertake daily risk assessments for situations and formulate action plans to grit and/or clear snow from walkways and primary routes.
- Liaise with other University Service Functions, primarily EFR, regarding the availability of resources and equipment to support gritting and/or snow clearing.
- Co-ordinate resources and equipment to ensure, so far as reasonably practicable, effective snow and ice clearing plans.
- Monitor and maintain adequate supplies of salt/grit for all identified locations.
- Notify related stakeholders of the implementation of this procedure.
- Replenish stocks of local grit bins following each use.
- Maintain daily records of gritting activities, and completion of all required tasks.
- Maintain accurate records for:
 - The locations of all local grit bins (as shown in Appendix 3);
 - The locations of all local supplies of grit/salt;
 - Maps for all routes to be gritted and/or cleared by the Local Authority (where requested) (as shown in Appendix 2);
 - Maps for all routes to be gritted by EFR and Grounds Team respectively (as shown in Appendix 4), including Blaendolau and Vicarage Fields;
 - The locations of equipment required for the implementation of this procedure (as shown in Appendix 1).

b. **Facilities & Security Staff**

- Liaise with the Grounds Staff, as required, during periods of forecast and/or realised adverse weather.
- In conjunction with the Grounds Staff, undertake daily risk assessments for situations and formulate action plans to grit and/or clear snow from walkways and primary routes.
- Provide and co-ordinate resources to grit and clear snow on footpaths around residential and academic buildings (as shown in Appendix 4).
- Display snow/ice warning notices at required locations, as necessary.
- Liaise with Grounds staff to identify and/or restrict access to areas which pose a risk to staff, students or visitors.
- Monitor realised and surface conditions through regular patrols.

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ESCALATION

13. In instances where formal weather warnings have been issued and/or it is likely that the forecast weather conditions may impact the University's business activities, buildings and/or sites; the Head of Sport and Grounds or Head of Facilities Management shall notify the Director of Estates, Facilities and Residences or deputy. This may include, but will not be limited to, situations where:

- Access to buildings have been or are likely to be impacted by the adverse weather conditions.
- The University's business as usual activities have been or are likely to be impacted by the adverse weather conditions.
- The availability of staff and capability of staff to perform their business-as-usual activities have been or are likely to be impacted by the adverse weather conditions.
- The Met Office and/or Natural Resources Wales have issued weather warnings for the specific area.

GUIDANCE FOR ALL STAFF, STUDENTS AND VISITORS


14. During periods of periods of freezing and/or adverse weather, all staff, students and visitors are expected to:

- Ensure their own safety and wellbeing by using gritted and/or cleared vehicular and pedestrian circulation routes.
- Take care event on gritted and/or cleared vehicular and pedestrian routes.
- Ensure that any actions or activities to not place themselves or other at risk of harm or injury.
- Wear appropriate clothing and footwear during periods of predicted and continuous adverse weather.
- Notify the Campus Helpdesk 01970 62(2999) of any areas requiring gritting and/or clearing.

15. This procedure will be reviewed following each significant or prolonged period of implementation, or on a six-monthly recurring basis; ideally immediately prior to the Winter months (normally November to March) and post Winter months (after the last forecasted freezing and/or snow weather conditions).


Appendixes:

- Appendix 1 - AVAILABLE EQUIPMENT
- Appendix 2 - LOCAL AUTHORITY PRIORITY SALTING AREAS
- Appendix 3 - GRIT BIN LOCATIONS
- Appendix 4 - GRITTING RESPONSIBILITIES MAP

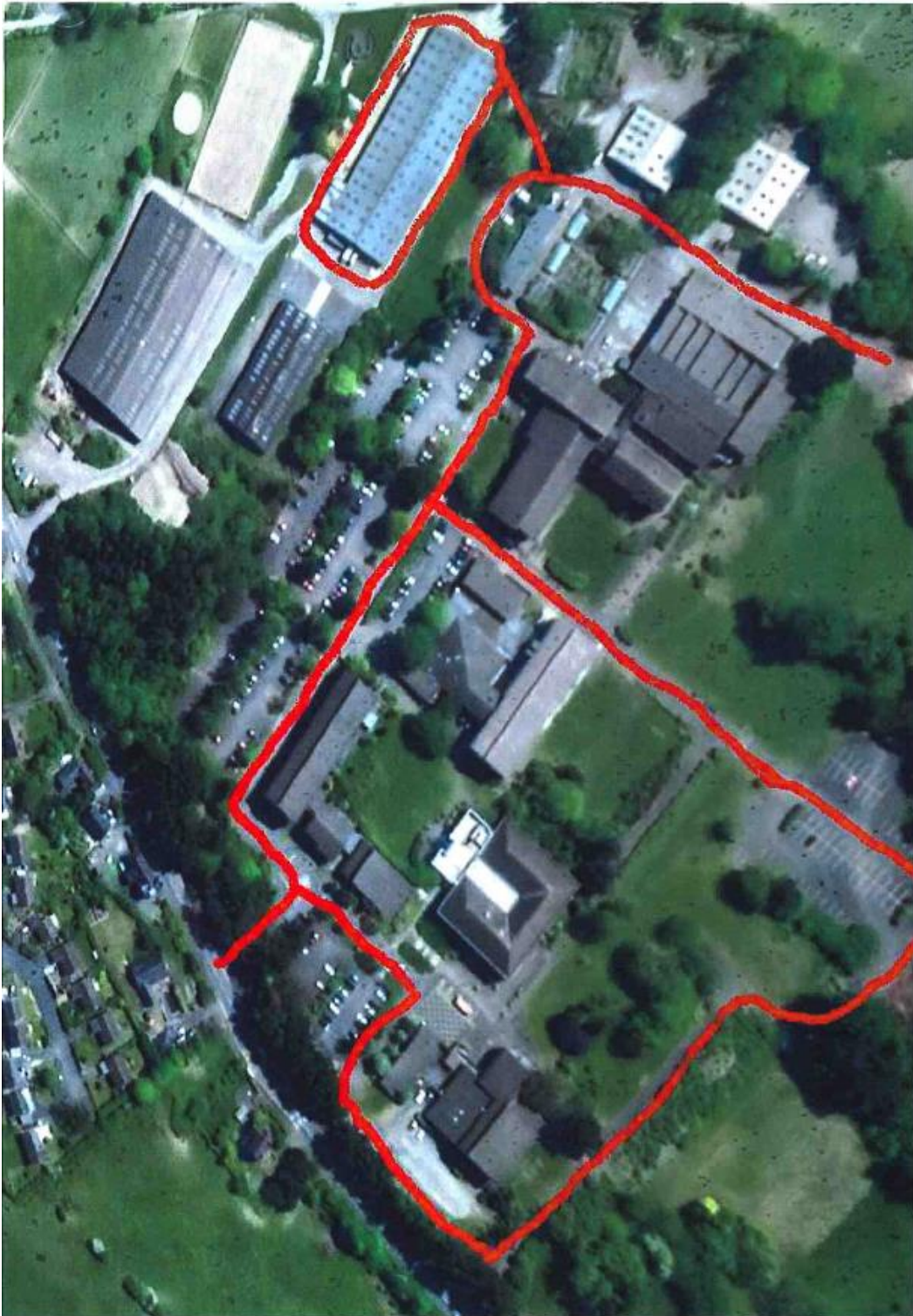
HEALTH & SAFETY MANAGEMENT SYSTEM		Reference	HSMS-A00
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AVAILABLE EQUIPMENT


	EQUIPMENT	LOCATION
1	BUNCE DROP SPREADER	BLAENDOLAU – Playing Fields
2	KUBOTA COMPACT TRACTOR	BLAENDOLAU – Playing Fields
3	TRANSPORT BOX	BLAENDOLAU – Playing Fields
4	GRITTER (OLD LIME SPREADER)	LLANBADARN – Tractor Shed
5	SNOW EX MINI PRO 575 SALT SPREADER	LLANBADARN – Tractor Shed
6	JOHN DEERE 455	LLANBADARN – Tractor Shed
7	54" JOHN DEERE SNOW BLADE	LLANBADARN – Tractor Shed
8	TURBOCAST 300 PEDESTRIAN SPREADER	LLANBADARN – Tractor Shed
9	TURBOCAST 300 PEDESTRIAN SPREADER	LLANBADARN – Tractor Shed
10	TURBOCAST 300 PEDESTRIAN SPREADER	LLANBADARN – Tractor Shed
11	MECHANICAL SNOW BRUSH	LLANBADARN – Tractor Shed
12	MECHANICAL SNOW BRUSH	LLANBADARN – Tractor Shed
13	SNOWEX DROP SPREADER FOR UTILITY VEHICLE	LLANBADARN – Tractor Shed
14	SNOW BLADE FOR UTILITY VEHICLE	LLANBADARN – Tractor Shed
15	KUBOTA UTILITY VEHICLE	LLANBADARN – Tractor Shed
16	NISSAN Navara 4x4 BT69WWA	LLANBADARN – Tractor Shed
17	KUBOTA COMPACT TRACTOR - CX62 CXL	LLANBADARN – Tractor Shed
18	KUBOTA COMPACT TRACTOR - CX62 CXN	LLANBADARN – Tractor Shed

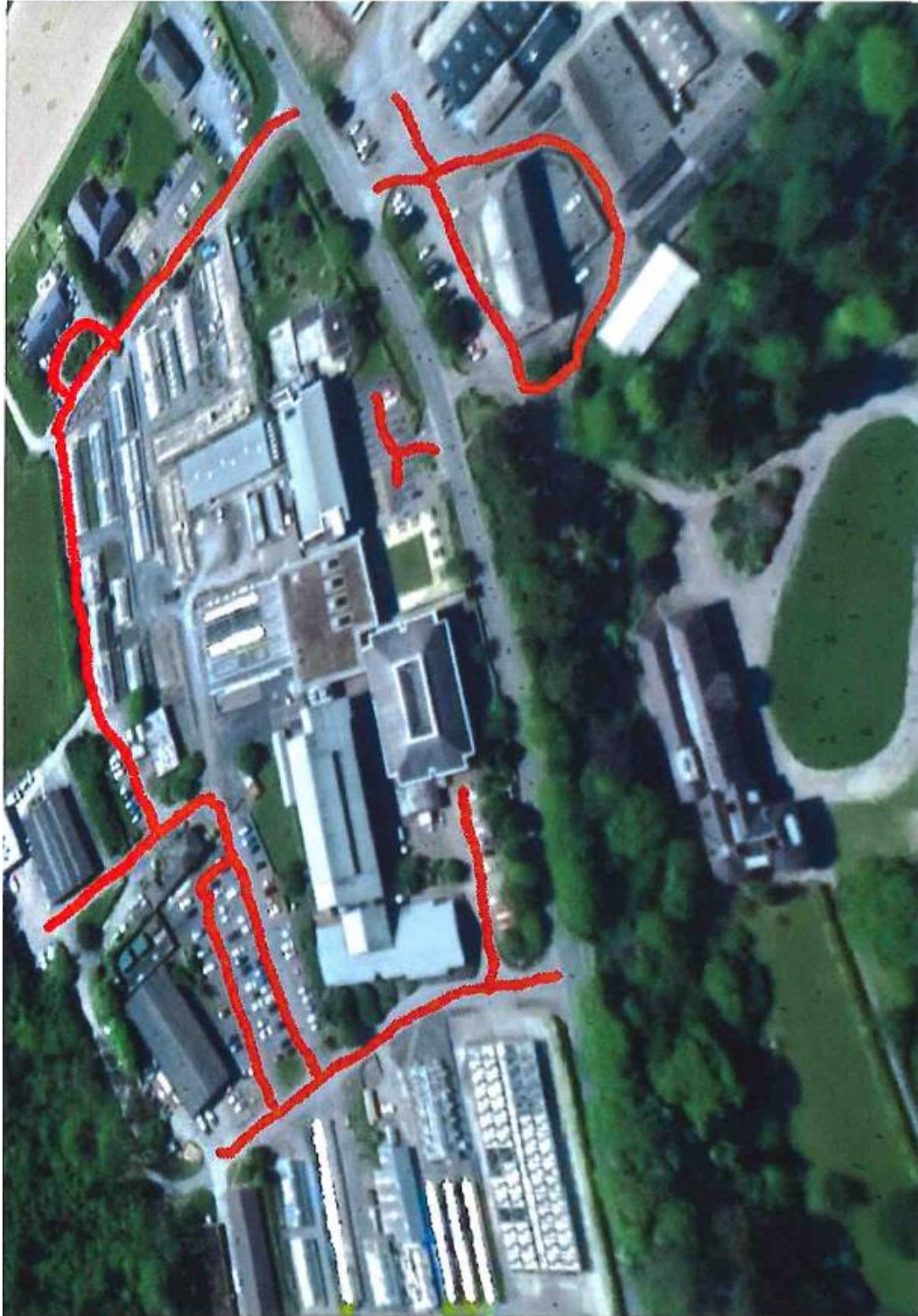
HEALTH & SAFETY MANAGEMENT SYSTEM		Reference	HSMS-A001
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LOCAL AUTHORITY PRIORITY SALTING AREAS



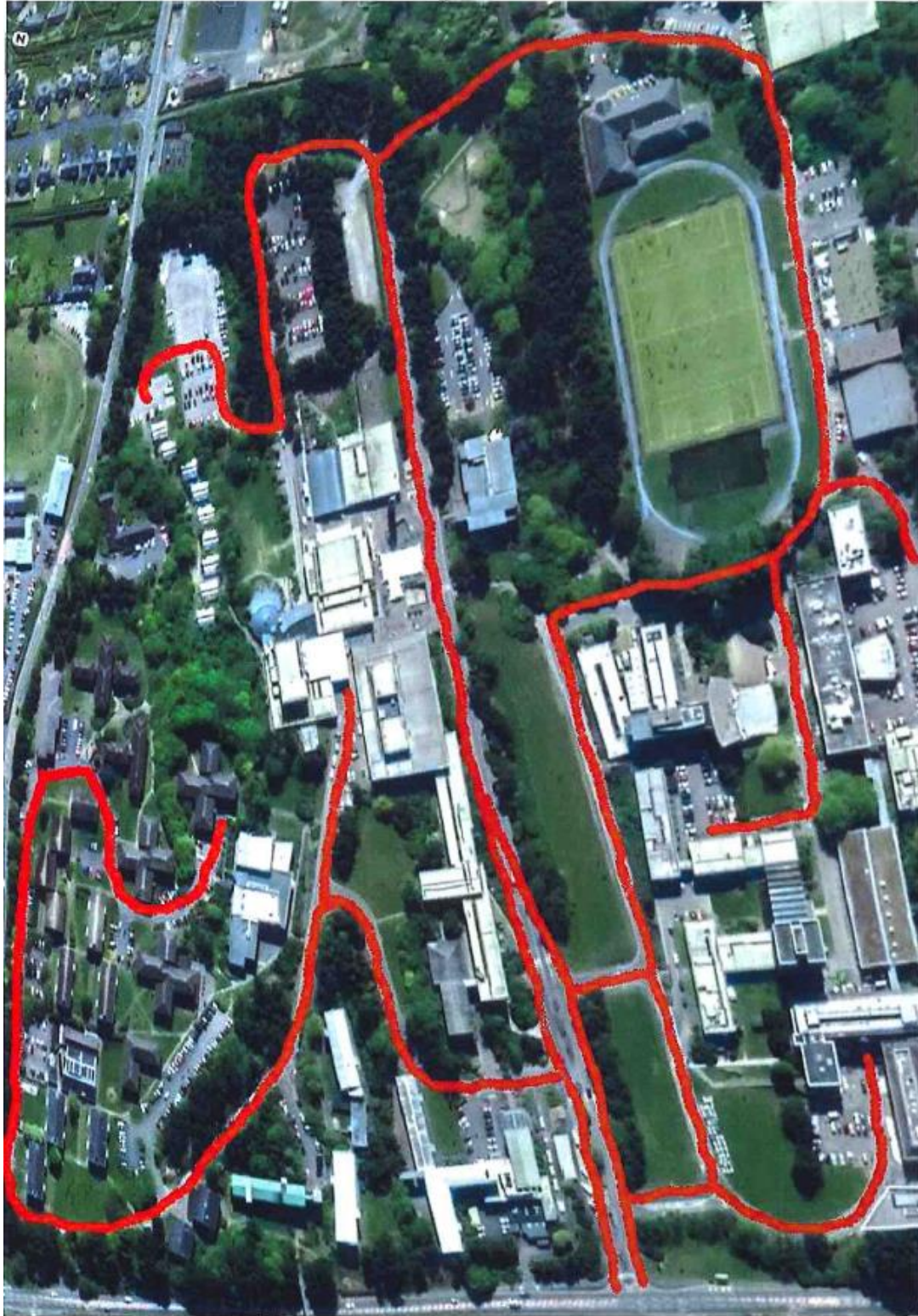
Map 1

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Map 2

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Map 3

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GRIT BIN LOCATIONS

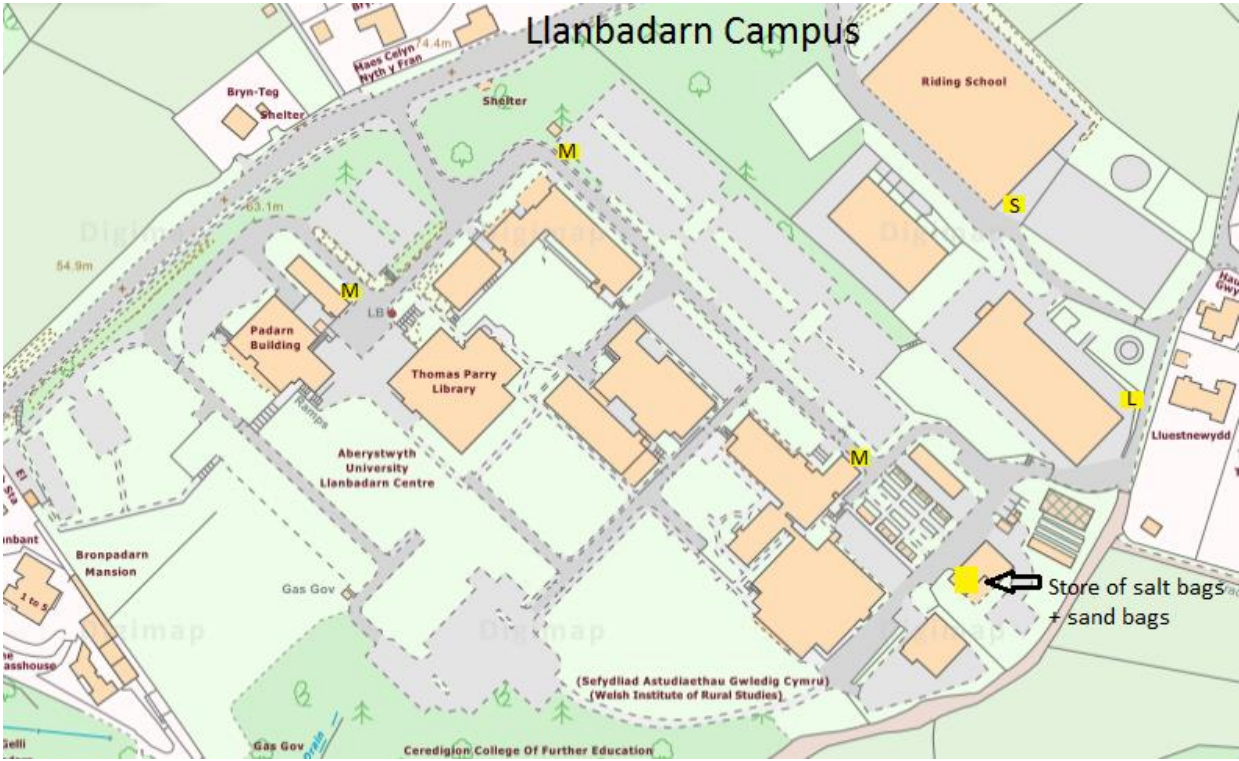
Penglais grit bin locations



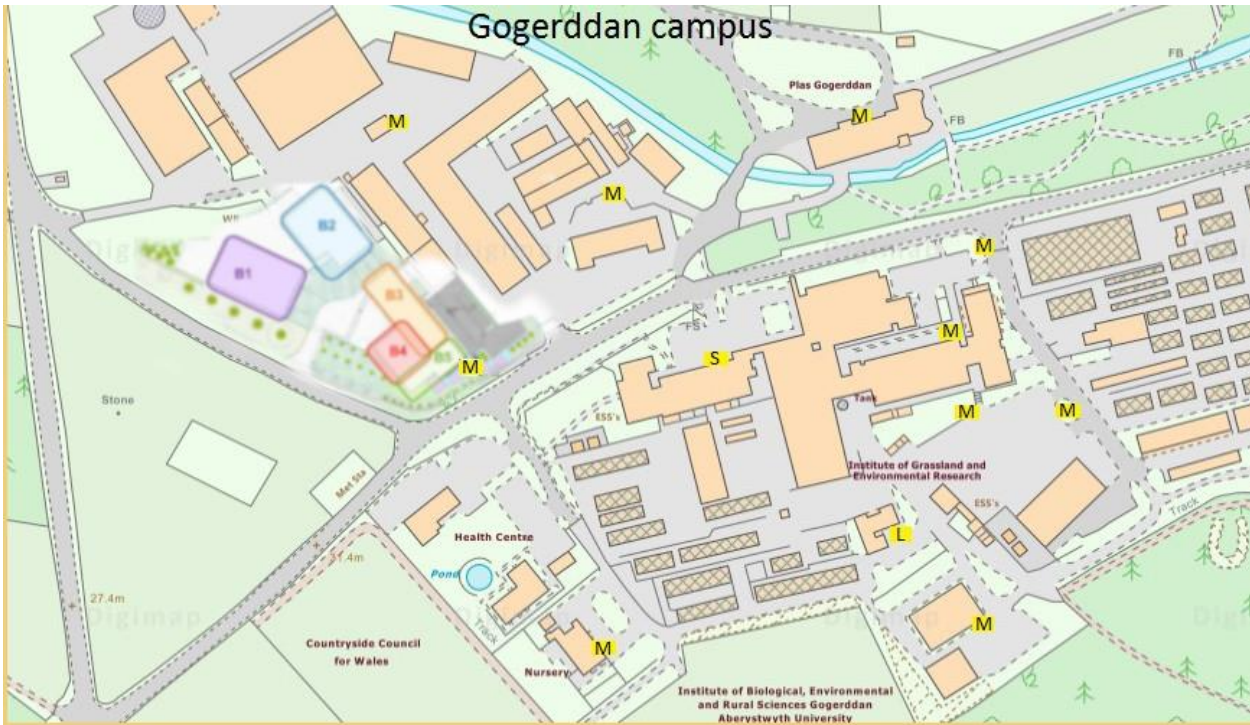
- S Small grit bins
- M Medium grit bins
- L Large grit bins

Map 4


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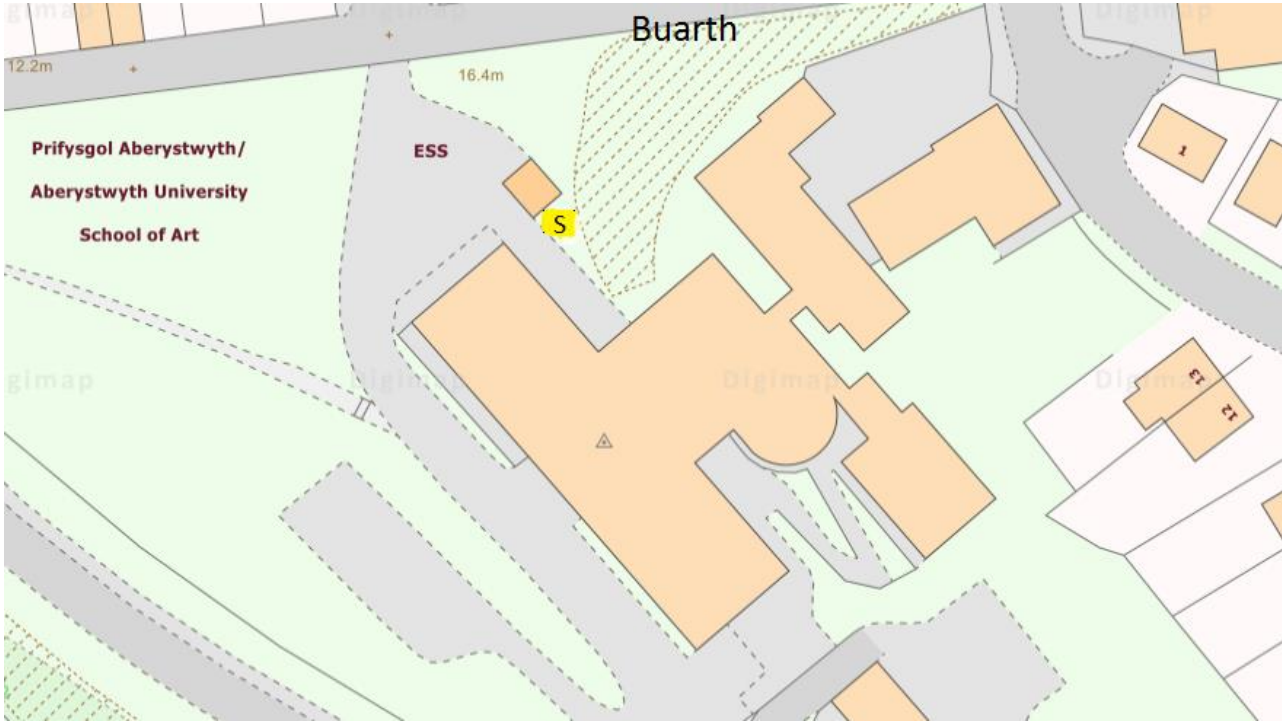


Map 5



Map 6


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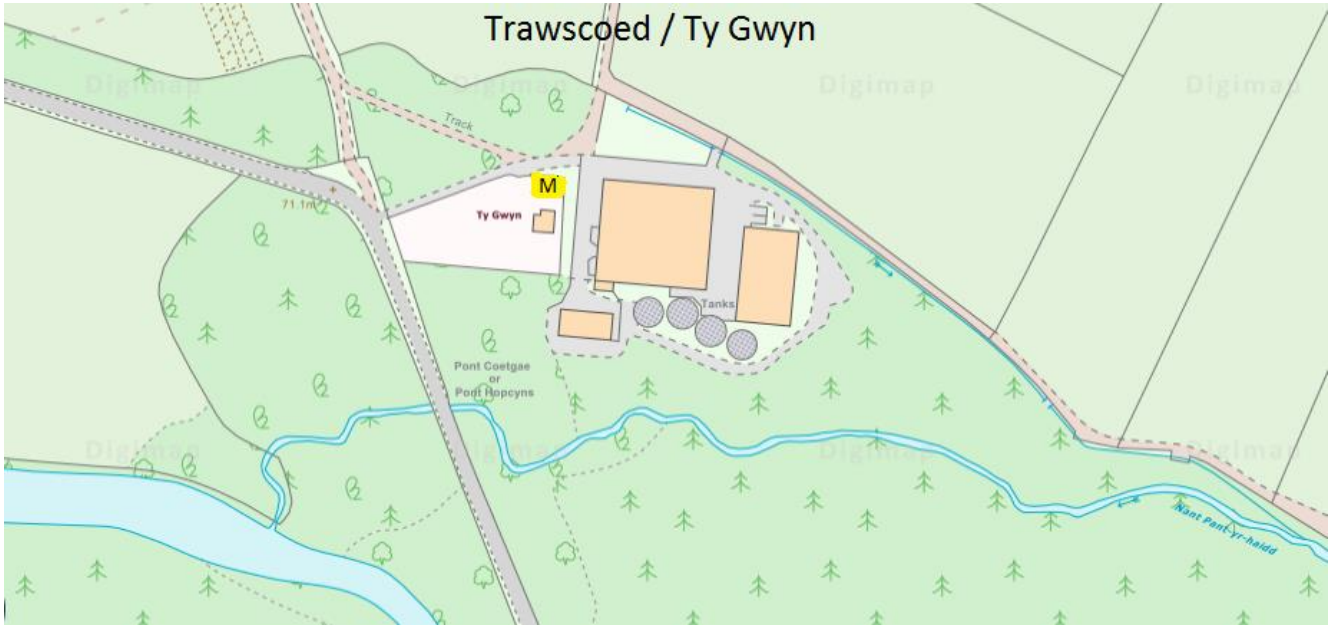


Map 7




Map 8

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Map 9

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GRITTING RESPONSIBILITIES MAPS

Cynllun yn dangos cyfrifoldebau ar gyfer graeanu a chlirio rhew ac eira ar ystâd y Brifysgol
Plan depicting responsibility for gritting and clearance of ice and snow on the university's estate




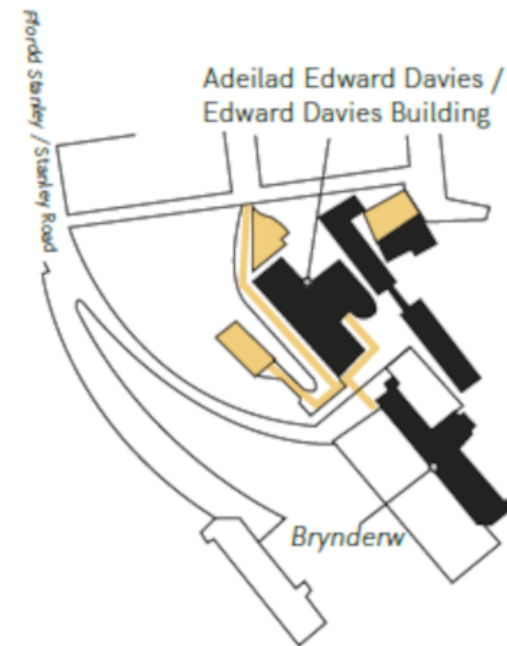
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FIG 2: Cynllun o Gampws Gogerddan / Plan of Gogerddan Campus

FIG 4: Cynllun Buarth Mawr / Plan of Buarth Mawr








Allwedd / Key	
	Estates, Facilities & Residences
	Grounds Team
	Pobl
	Balfour Beatty



FIG 3: Cynllun o Gampws Llanbadarn / Plan of Llanbadarn Campus

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AIEC COVERAGE

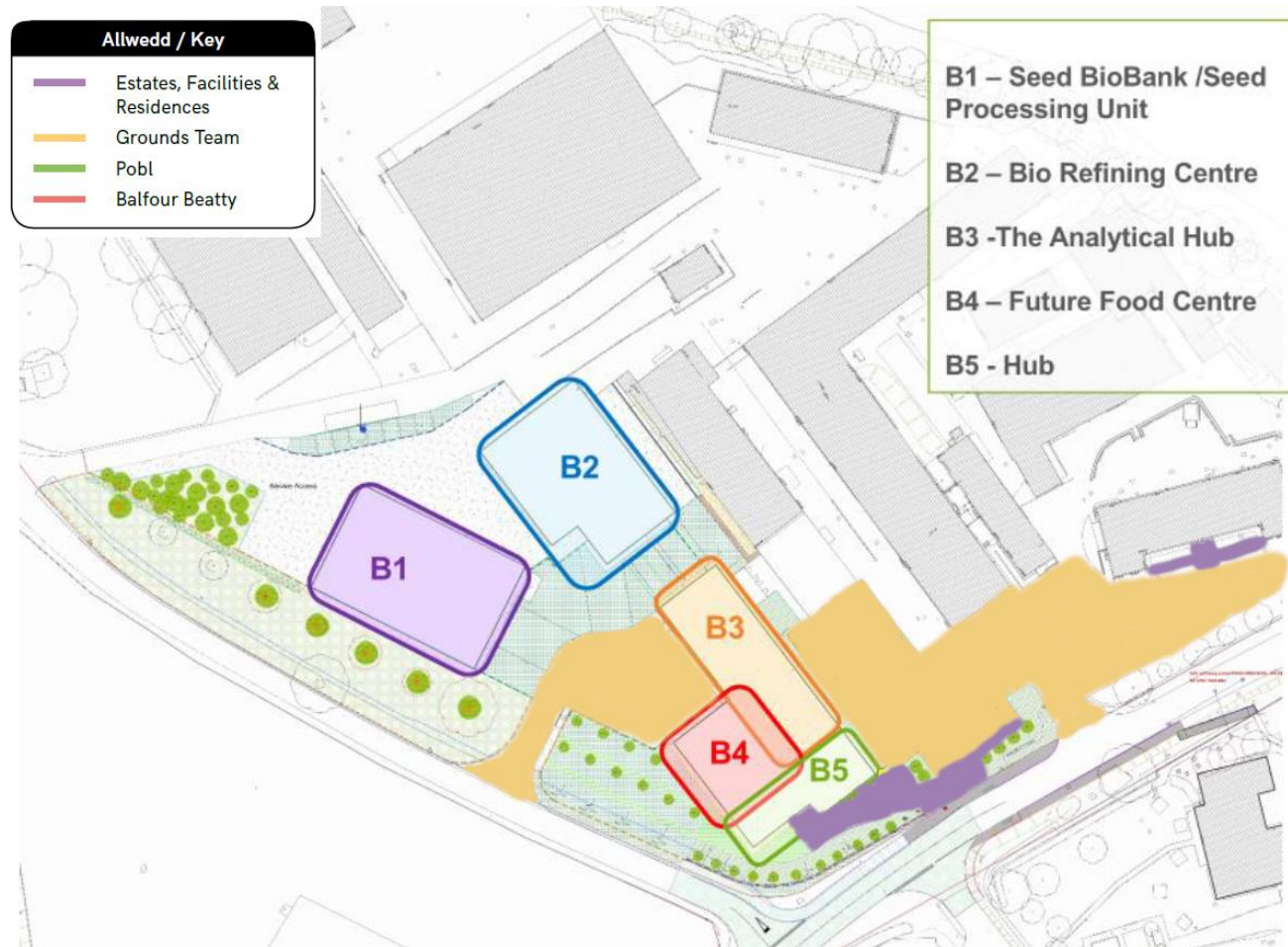


Fig. 5