





Estates Office Standard Operating Procedure

Gritting and Snow Clearing

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1. PURPOSE AND SCOPE

The purpose of this Standard Operating Procedure (SOP) is to support the University with snow clearing and gritting of Priority areas.

This SOP applies to:

- All Estates Office staff and non - Estates Office staff under their control.

2. INTRODUCTION

The University has a duty to provide safe access and egress to and from its buildings under the Health and Safety at Work Act 1974, Workplace (Health and Safety and Welfare) Regulations 1992 and Occupiers Liability Act 1984. The University will determine with members of the University which pedestrian, traffic routes and car parks it wishes to maintain providing this is reasonable.

The following document describes the arrangements for snow clearing and gritting which applies to the Campus. It complements the University's Severe Weather Policy https://warwick.ac.uk/services/humanresources/internal/policies/severe_weather

The purpose of this service is to minimise accidents and disruption caused by the weather. Designated routes described in this SOP will be gritted when we determine that conditions require treatment of surfaces.

It should be noted that gritting does not **guarantee** that at any given time the designated routes will be free of ice or snow, even following treatment as Rock Salt becomes less effective in very heavy snow and also at temperatures below -5 deg.

It is an operational document for use by colleagues in Estates.

3. AIM

To maintain a safe site for all campuses at Gibbet Hill, Westwood, Wellesbourne and main Campus to enable University operations to function during periods of frost and snow as is reasonably practicable to do so.

4. SNOW CLEARING AND GRITTING OBJECTIVE

The Estates Department on behalf of the University will operate a snow treatment and gritting procedure over the winter period but not necessarily limited to November to March. Refer to Appendix 1. During this period the University will endeavour to do what is reasonable to maintain safe access to and movement across campus for vehicles and pedestrians, by treating or removing snow and treating surfaces with ice melt.

In extremes of weather it may not be reasonably possible to clear all routes across the campuses and under those circumstances a network of routes linking buildings will be treated and maintained as far as conditions allow.

During the defined winter period, Met Check weather forecasts will be monitored Monday to Friday and schedules by Grounds and Gardens staff/Head Caretaker (Wellesbourne Campus) will be instigated when snow or an air frost is forecast. For weekends the forecast will be reviewed each preceding Friday.

The Grounds and Gardens Operations Manager/Head Caretaker (Wellesbourne Campus) will ensure that supplies of ice melt are available and will endeavour to maintain sufficient supplies of ice melt throughout the winter period, depending on the prevailing market conditions for supply.

'Self-help' ice melt bins are strategically sited around campus, refer to Appendix 2 and 4 for locations. These facilities are available for Estates staff to use.

Coventry City Council will grit major routes as detailed on Appendix 3.

The winter service can be briefly described as precautionary gritting of the highway based on forecast temperatures and levels of frost, ice or snow. The purpose of this service is to minimise any slips, trips and falls and disruption to campus activities caused by the weather.

Designated routes as set out by the map as appendix 2 will be gritted when Estates Grounds management team/Head Caretaker (Wellesbourne Campus) determine that carriageway conditions require treatment. It should be noted that gritting does not guarantee that at any given time the highway or pedestrian routes and car parks will be free of ice or snow, even following treatment. Ice melt becomes less effective in very heavy snow and also at temperatures below -5°C.

As such, all users of University campuses are expected to apply common sense and remain vigilant, keep to cleared paths/roads and not to take any unnecessary risks.

On occasions when the weather forecast is incorrect and gritting/snow clearing has not been planned the Estates team will endeavour to provide a reactive service and provide safe routes as quickly as is reasonably practicable. Users of the University campus will be expected to apply common sense and take additional precautions and care to prevent accidents during this period of when the risks are unforeseeable.

5. COMMUNICATIONS

Communications on the current status and specific advice for students, members of staff and visitors will emanate from Heads of Departments via the Internal Communications Team in accordance with the University Severe Weather Policy. Central communications to notify Estates when this policy is in place.

6. APPENDICES

Appendix 1 - Gritting Procedure

Appendix 2 - University of Warwick, gritting routes, ice melt bin locations

Appendix 3 - Coventry City Council major grit routes

Appendix 4 – Wellesbourne Campus, gritting routes

7. **AUDIT**

This SOP will form part of the Estates Assurance audit schedule as required

8. **LOCATION AND STORAGE OF INFORMATION**

Estates pages:

[Standard Operating Procedures | Health and Safety | Estates Office \(warwick.ac.uk\)](#)

Warwick Accommodation pages:

<https://warwick.ac.uk/services/accommodation/studentaccommodation/usefulinfo/#>

Estates Risk and Business Continuity Pages:

[Business Continuity|Risk Management and Business Continuity \(warwick.ac.uk\)](#)

APPENDIX 1 Gritting and Snow Clearing Procedure

During the defined winter period, 'Met Check' weather forecasts will be monitored Monday to Friday by the Grounds and Gardens Management team/Head Caretaker (Wellesbourne Campus), who will instigate early planned attendance by staff when snow or an air frost is forecast.

Grounds and Gardens team/Head Caretaker (Wellesbourne Campus) are responsible for checking in their zone all grit/ice melt bins on campuses and re-filling as required. The location of bins is detailed in Appendix 2 and 4.

Severe weather operations will begin in the morning on days when frost or snow is forecast. This start time will cover the arrival of the vast majority of staff, students and tenants who work on campus.

The aim is to clear all identified primary and subsidiary routes by the start of business, Please see Appendix 2 and 4 for detail of treated routes. In the event of not being able to provide this service fully the Director of Estates, Head of Facilities, Estates Site Manager (Wellesbourne Campus) Director of Student and Staff Accommodation and Head of Transport Operations and Systems will be contacted by the Grounds and Gardens Manager/Head Caretaker (Wellesbourne Campus).

The Gardens Operations Manager/Head Caretaker (Wellesbourne Campus) will decide if work needs to begin early during the afternoon of the preceding day based on the 'Met Check' forecast from the Met Office web page: <https://www.metcheck.com>.

The team carrying out the work will be trained on how to grit, provided with the appropriate certifications to use specialist machinery and equipment and a risk assessment will be in place and regularly reviewed to support safe working practices. Procedures will be practised at least annually.

The Gardens Operations Manager/Head Caretaker (Wellesbourne Campus) is responsible for making sure that all equipment to be used in the severe weather operation is in a continual ready state and checked before and after use and serviced as required. Equipment operators will report any equipment failures to the Gardens Operations Manager/Head Caretaker (Wellesbourne Campus) for immediate repair/replacement.

Following periods of sustained frost/snow, all grit/ice melt bins as per the schedule/plan around campus will be checked and refilled as necessary by the Grounds Team/Head Caretaker (Wellesbourne Campus).

Additional Support Estates Contacts (Main Campus, Westwood & Gibbet Hill campuses)

In extreme weather conditions and during extended periods of heavy snowfall the Grounds and Gardens Manager will initiate extra support from the community safety team and Estates trades staff who have undergone appropriate training by the Grounds Team by contacting the relevant service managers or their appointed deputies as follows:

- Maintenance Manager (Building Fabric)
- Maintenance Manager (Mechanical Services)
- Post and Portering Manager
- Waste and Recycling Manager
- Community Safety Team Manager
- Head of Residences and Campus Cleaning Services
- Operations Manager - Residential

Each service manager will have a list of trained staff from which to select staff to assist with the gritting/snow clearing operation/ coning off area. Snow shovels and 10 x 25kg ice melt bags are stored at Gibbet Hill Building Maintenance depot, Boiler House compound and Post and Portering, Westwood. Support staff should contact the Gardens Operations Manager 07881 267510, Cryfield Depot for replenishment.

Specific Process

1. Weather is checked by the Grounds Management Team/Head Caretaker (Wellesbourne Campus) on a Monday and the gritting team scheduled accordingly. The GMT/Head Caretaker (Wellesbourne Campus) continue to check the forecast throughout the week, and on Fridays make plans for the weekend, according to the weekend weather. The gritting team will be scheduled in temperature forecast 1°C or below, or wind chill -1°C or below. The GMT/Head Caretaker (Wellesbourne Campus) ensures gritting commences early in the morning from 6:15am following the gritting route found in Appendix 2.
2. Gardens Operations Manager/Head Caretaker (Wellesbourne Campus) organises the teams and prioritises work.
3. The Gardens Operations Manager notifies the duty Community Safety supervisor via the resource account of areas that are required to be coned off.
4. The Gardens Operations Manager notifies the duty Community Safety supervisor via the resource account after gritting is complete so they can review and remove the cones if appropriate.
5. Machine drivers are expected to prepare machines with spreaders the afternoon before during Monday to Friday or on the weekends after the shift.
6. Gritting will take place in the afternoon if frost is forecast for very early morning.
7. Gritting is prioritised according to the Gritting Route and treatment is carried out in this order; Route A, Route B then Route C followed by Routes D-H.
8. Routes A; B and C and their teams and methods of treatment are as follows;
 - Steps and slopes, stated footpaths, high footfall pedestrian routes
 - Roads (Routes A-C)– treated by van spreader and Gator
 - Car parks, important top decks of multi storeys – using Gator
 - Piazza/Arts Centre – “Ice Melt” to be used on Piazza

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- Westwood Campus
- Heronbank & Lakeside
- Central area
- University House and Zeeman (Maths & Stats)
- University House path to Lord Bhattacharyya Way/University Road – “Ice Melt” only
- Claycroft
- Gibbet Hill Campus
- The Beehive
- Cryfield Sports Hub – Refer to Gritting Route plan in Appendix 2 and 4.

‘A’ routes and locations will be treated first followed by ‘B’ and then ‘C’ where possible. In extreme weather, attention will focus on A routes (for example).

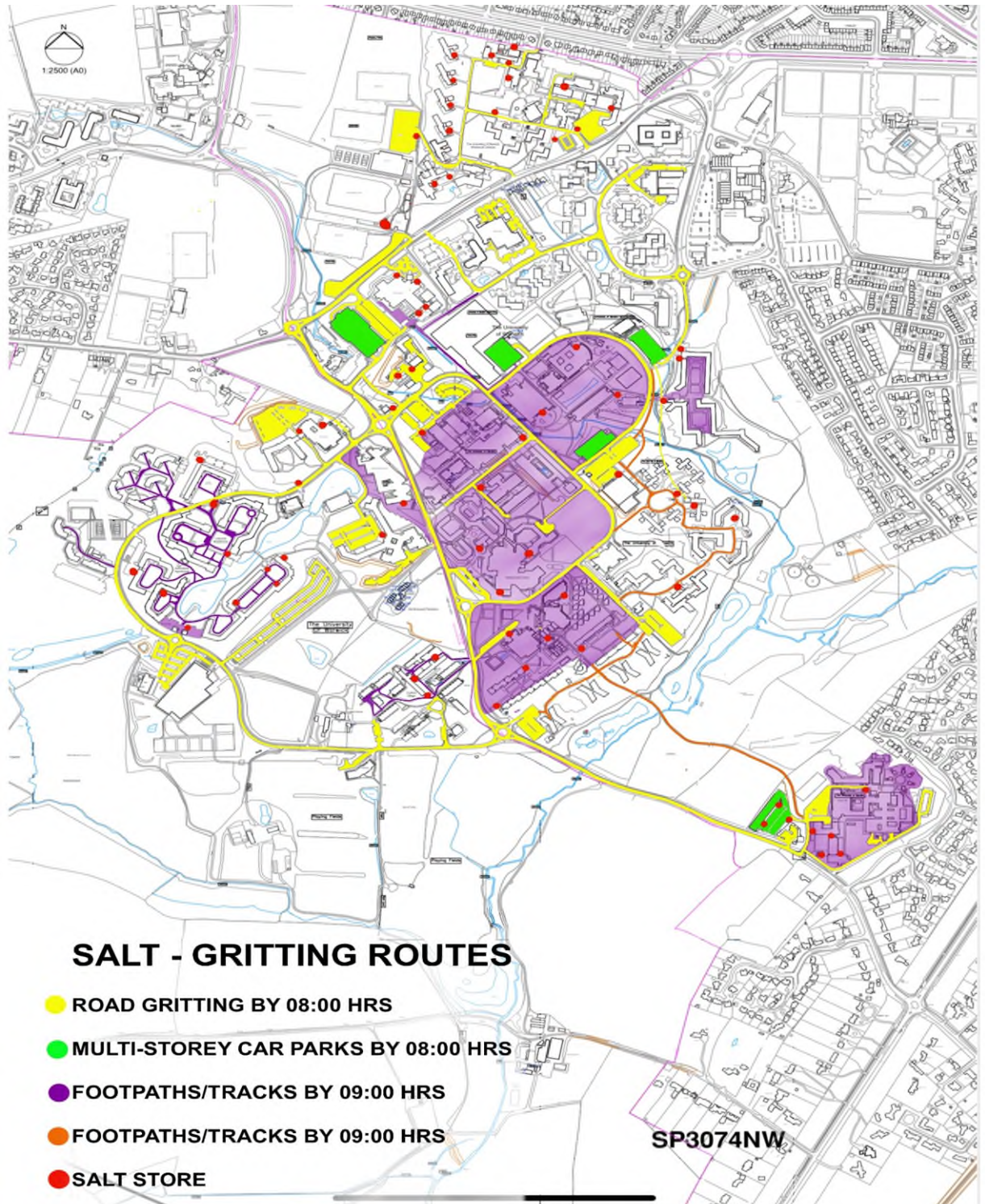
The Grounds and Gardens Manager/Estate Manager (Wellesbourne Campus) will consider any reactive arrangements for changes in weather patterns, unexpected events and unusually severe conditions.

9. Self-help grit bins to be monitored and replenished by the Gardens Operations Manager/Head Caretaker (Wellesbourne Campus) .
10. Multi-storey car parks – Community Safety to monitor and close top floor and below ground in icy conditions after being notified. NB – Van/tractor spreader will be used to treat roads and car parks.
11. The Gardens Operations Manager/Head Caretaker (Wellesbourne Campus) will ensure grit/ice melt stocks are replenished and machines are serviceable at all times.
12. Untreated areas should be reported to Gardens Operations Manager, 07881 267510, Grounds and Gardens Office Number 02476 522 527 or Gatehouse 02476 522083.
 - For Wellesbourne Campus, untreated areas should be reported to Head Caretaker (Wellesbourne Campus) and Reception 02476 575005.
13. There is a one way system around central campus. Our machines and equipment cannot reach and grit all areas. If there is heavy snow fall, we will not be able to push snow out of the confined road space that runs from the back of the Humanities building on University Road to the Oculus. This road may need to be closed.

Additional Support

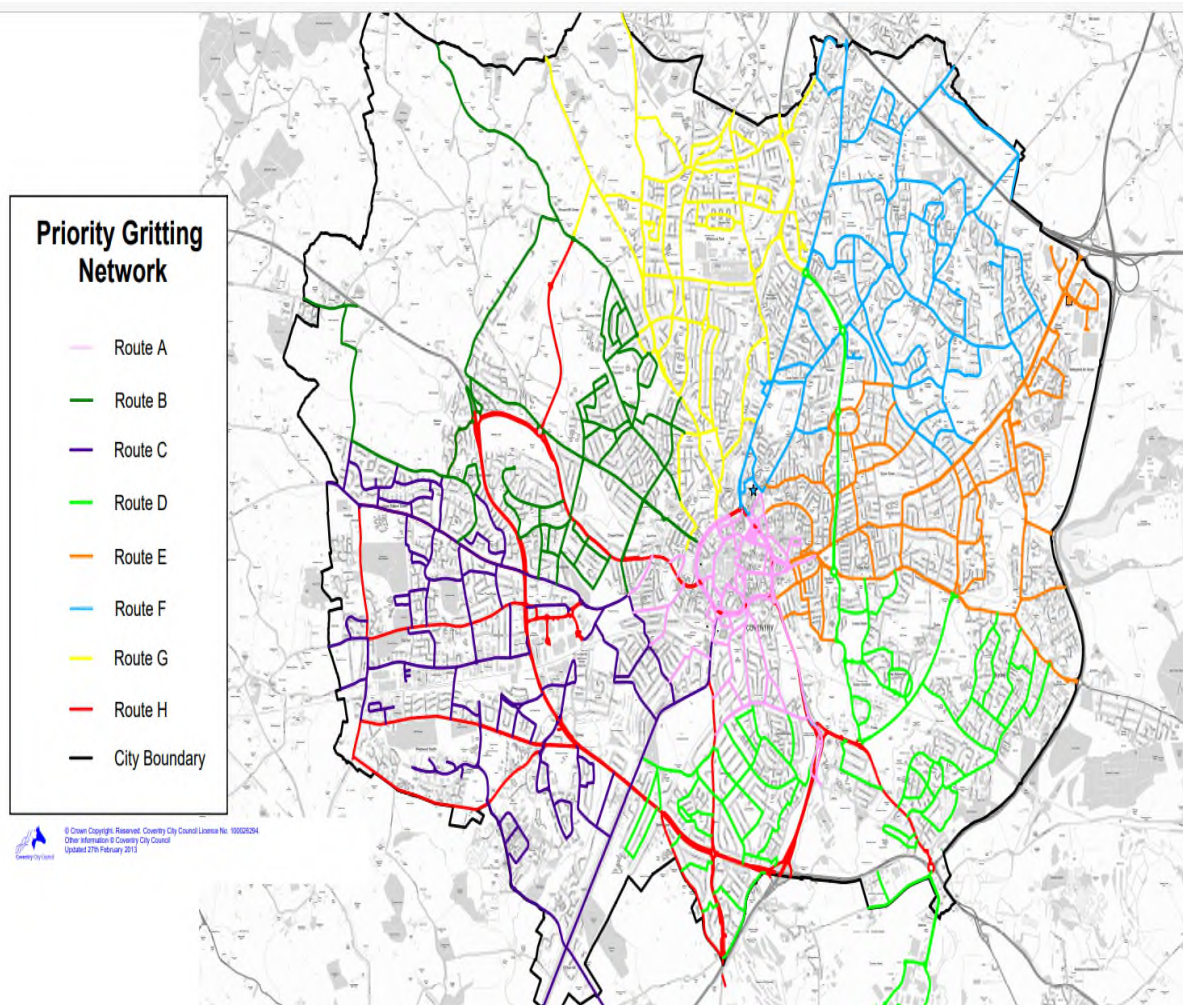
Additional support may be required in extreme conditions where the Grounds Staff are unable to satisfy gritting and snow clearing requirements. As stated in Appendix 1, the Grounds and Gardens Manager will call in help from Maintenance Staff (Gibbet Hill Campus), Porters (Argent Court Annex) and Waste and Recycling Team (Residences facilities assistants, as required) to assist with clearing snow and gritting footpaths, steps and fire escapes. Snow shovels and 10 x 25kg ice melt bags are stored at Gibbet Hill Building Maintenance depot, Boiler House compound and Post and Portering, Westwood. Support staff should contact the Gardens Operations Manager 07881 267510, Cryfield Depot for replenishment.

**APPENDIX 2 - University of Warwick, gritting routes, ice melt bin locations
(The location map is subject to change)**



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APPENDIX 3



APPENDIX 4 – WELLESBOURNE CAMPUS GRITTING ROUTES

