

# PITSTONE PARISH COUNCIL

## Pavilion Snow Policy

### 1. Relevant Legislation

- The Health and Safety at Work Act 1974 requires employers to ensure the health and safety of all employees and volunteers including any affected by their work so far as is reasonably practicable
- The Management of Health and Safety at Work Regulations 1999 require employers to assess risks and where necessary take action to address them
- The Workplace (Health, Safety and Welfare) Regulations 1992 require floors to be suitable, in good condition and free from obstructions

All the above regulations include managing slip and trip risks.

Gallagher Insurance require the council to :

- take proactive care of buildings, assets and our users during winter. Regular snow and ice clearance as well as proper gritting should be top priority for protecting the local community in our public spaces including pathways, car parks and public buildings.
- Council must assess the risks and act reasonably. For example, it may not be practical to clear entire areas of snow-covered car park outside the building when only a clearly defined path and parking area will be in use.
- Not clearing snow and ice at all should NOT be a consideration when there is clear guidance available, neither can the cost of de-icing be a reasonable defence.

### 2. Equipment

Provided outside:

- Grit bin
- Snow spade
- White salt

Provided inside (in cleaning store):

- Wet floor signage
- Mops

### 3. Extent of Clearance

The rear walkway is under cover so often doesn't get snow. No sports matches will take place during periods when the ground is covered with snow, so no public will utilise this area. Staff will still use the walkway to access various areas of the building for health and safety checks etc, so ensure rear walkway is treated with salt/grit when required to prevent black ice/slip hazards.

Front car park has a chip surface so it is not possible to clear this. Vehicles can park right up against the footpath into the building.

Front path, between door and pedestrian gate, to be treated with grit/salt if snow/ice forecast and any snow cleared if indoor hirers are due to use the site.

Area by car park gate to be cleared, to enable hirers to safely exit their vehicle and unlock the gates.

If Facilities Manager can't attend, or there is lots to clear, snow clearance to be completed by another/additional member(s) of staff or council. It is also recognised that this may involve work on any day of the week and therefore flexibility and teamwork may be required.

It is imperative that 'wet floor' signs are also put out inside the main corridor of the building as the floor will get wet from the snow as soon as any hirers arrive. Mops etc always available for hirers to promptly clear once their guests have arrived.

#### **4. Safety and guidance for staff whilst on site**

- Staff undertaking the clearance/gritting to :
  - ensure they have a mobile phone
  - wear appropriate clothing (3 x hi-vis waterproof coats available)
  - have suitable training
- When clearing snow and ice, clear the middle of the path first so there is a safe surface on which to walk
- Do not clear onto other pavement areas
- Place a note on the gates/entrances to advise which areas are accessible/cleared
- Apply grit/salt as early as possible before frost and snow settles to prevent snow freezing ie early evening before overnight fall or early morning before public arrive.
- Do NOT use water to melt snow and ice as it can freeze and create black ice
- Use cones, with signs inside (signs prepared and slot into the top of the cones) if necessary to clearly designate the cleared areas. Signs to also be affixed to both the pedestrian and car park gates to warn hirers to take caution as it may be slippery and to utilise only the designated routes. Remove them once the hazard has passed so they aren't ignored next time they are necessary.
- Avoid gritting when it is raining heavily or it will be washed away.
- It is vital to display the wet floor signage inside the building, and to ensure hirers regularly mop/dry hazardous areas once wet.

#### **5. Communication**

When snow is forecast, the clerk to contact all hirers and:

- Provide a reminder of this policy and the actions they need to take
- Ask them to provide at least 24-hours notice as to whether they will be running each class or whether they will be cancelling, so that council has sufficient notice to ensure the snow is cleared for them if necessary and so that staff time is not utilised unnecessarily.

Staff regularly attend site on Mondays, Wednesdays and Fridays. All staff to take extra care during these sessions and assess whether they need to re-apply grit/salt.

## 6. Health and Safety Risk Assessment

Please read this policy in conjunction with the Health and Safety Risk Assessment.

This policy was adopted by Pitstone Parish Council on .....11/1/24..... Minute Ref:

.....SL80/23.7..... and will be reviewed at least annually.

*R Saintey*

\_\_\_\_\_ Chairman