

**Edge Hill
University**

**Adverse Weather
Conditions Policy
and Procedure**

2017-2018

Edge Hill University

Title:	Adverse Weather Conditions Policy and Procedure
Purpose and Scope:	The purpose of this Policy and Procedure is to set out clear guidelines for the most effective use of University resources to minimise the impact of adverse weather and support the safe operation of the Campus. The Policy and Procedures will operate in accordance with current legislation and best practice.
Legislation, Codes and Standards:	Works to be carried out in strict accordance with the Edge Hill Health, Safety and Environment Policy, British Standards and Best Practice. All management systems and operations to be compliant with the provisions of the Management of Health and Safety at Work Regulations 1999.
Ratified:	FM Health and Safety Meeting
Published:	February 2018 – Website and FM Wiki
Revision Date:	Annually
Supercedes:	FMP004-04
Originator:	Facilities Management – Property Services
Responsible Person:	Director of Facilities Management
Contact:	FM Helpdesk
Target Audience:	All Staff, Students and Visitors

Adverse Weather Conditions Policy

The purpose of this Policy is to set out that Edge Hill University has a statutory duty to ensure that as far as reasonably practical, all main external vehicular and pedestrian routes remain safe during adverse weather conditions, such as snow and ice.

In order to ensure resources are deployed in the most efficient and effective way all actions will be undertaken in a planned and systematic manner. Signage warning of conditions will be clearly displayed at entrances to the Campus. It is expected that employees, students and visitors will take due care and diligence for their own and others safety in any adverse weather conditions that prevail at the time.

Outside of normal working hours an external resource will monitor the early warning scheme provided by the National Meteorology Office (Met Office) to identify possible risks of adverse weather conditions and will react promptly when required. This information will support a proactive approach in the implementation of the action planning. During normal working hours (9am – 5pm) the University will carry out operations to deal with adverse conditions as dictated by resources and the severity of weather conditions.

The categorising of actions to deal with adverse weather conditions will take account of Health and Safety compliance and the operational needs of the University. The action plan will focus on the qualifying criteria in addition to the wider issues of transport management, access for emergency services, public transport, deliveries, parking and cycling etc.

Category 1 Routes: High-use and high-risk primary pedestrian routes, external steps, external ramps, principal roads and junctions, fire escapes and key parking areas.

Category 2 Routes: Secondary roads and pedestrian routes with low use and low risk, remaining parking areas, dependent on severity of weather.

Category 3 Routes: Remainder of roads and other pedestrian walkways. In some cases, Category 3 areas may be cordoned off and signs put in place to ensure resources are appropriately allocated to priority areas.

The snow and ice seasons are variable; severe conditions can be experienced at any time due to changing climatic conditions. The adverse weather period for the purpose of planning will be from 1st October to the 30th April inclusive (Met Office guidance).

Three 'winter service' periods are defined for operational purposes:

- High Period - December, January and February - when severe adverse conditions might reasonably be expected.
- Low Period - November and March - when severe adverse conditions may occasionally occur.
- Marginal Period - October and April - when severe adverse conditions are generally not expected.

The University will receive daily weather forecast and serve weather warnings when applicable from the Met Office. This information will be used to ensure the most effective use of resources and aid forward planning.

Heavy Snow – Accumulations on the roads and paths which cannot be cleared by salting, blizzards with high fall rates of snow.

Light Snow or Ice – snow covering of less than 30mm, sub-zero temperatures causing black ice, severe wind chill.

Freezing Rain – Rain turning instantly to ice, sheet ice forming, hail stones.

Storms / Gales – Winds capable of structural damage. (Possible Damage to Buildings, Trees, Signage etc).

Strong Winds – Causing flying objects such as roof slates, litter or tree branches.

Heavy Rain / Flooding – Prolonged periods of rain, exceptional rain fall in a short period of time. (The lake or campus drainage system unable to cope with the volumes of water causing flooding or water damage in buildings).

Thunder and Lightning – Impact of lightning affecting power and data continuity. Capable of structural damage. (Possible damage to buildings, trees, signage etc.)

Response to weather damage, or the impact of severe weather conditions on the safe operation of the Campus, other than snow and ice, will be managed via Property Services and Campus Support.

Snow and ice conditions – A comprehensive clearing, salting and gritting programme of roads and paths in accordance with this agreed policy and procedures; in extreme conditions additional resources and specialist equipment will be used.

The distribution of salt will not be undertaken in locations where there is potential environmental impact i.e. polluting of watercourses, damage to verges, hedgerows and trees. Once the Category 1 Routes are safe, other routes will be treated in order of assessed risk.

During prolonged spells of snow and ice the FM Department will react to individual requests through the FM Helpdesk on 01695 584455 or www.ehu.ac.uk/MyFM

Adverse Weather Conditions Procedure

The following sections of this Procedure detail Edge Hill's approach to adverse weather conditions and identifies those individuals and areas with specific responsibilities.

Roles and Responsibilities

Person or Department	Responsibilities
Director of Facilities Management	<ul style="list-style-type: none"> • Establishing a management structure which ensures key responsibilities are allocated at the appropriate level. • The Director may delegate, to specific members of staff, duties relating to health, safety and wellbeing, as they consider appropriate to assist them with their duties, some of which are identified below.
Deputy Director of Facilities Management	<ul style="list-style-type: none"> • Responsible for effectively supporting the Director of Facilities Management to execute their safety management responsibilities, by ensuring the implementation of this Policy and Procedure, so far as is reasonably practicable. • Ensuring the FM Service Area Managers have in place systems for monitoring; legal compliance, and ensuring issues or risks are dealt with at an appropriate level. • Notify the Director of Facilities Management of any breach of statutory requirements, which cannot be dealt with effectively.
Property Services Head of Estate Management	<ul style="list-style-type: none"> • Responsible for effectively supporting the Deputy Director of Facilities Management to execute their safety management responsibilities, by ensuring the implementation of this Policy and Procedure, so far as is reasonably practicable. • Ensure robust systems are in place and responsibilities are discharged. • Notify the Deputy Director of Facilities Management of any breach of statutory requirements which cannot be dealt with effectively.
Campus Support Team	<ul style="list-style-type: none"> • Communicate information on adverse weather conditions during and outside of normal operational hours through the agreed procedure. • Provide First Aid actions where required. • Maintain salt bins that are distributed in strategic locations across the Campus. • Review stocks of grit and salt on a weekly basis during the winter months to ensure there are adequate levels to meet operational needs.

	<ul style="list-style-type: none"> • Outside of normal operational hours (evenings and weekends), assist with the spreading of salt and grit to Category 1 Routes and report a job via MyFM when bins require refilling. • Ensure adequate signage and notices in entrances when required.
Property Services Grounds Team	<ul style="list-style-type: none"> • Review stocks of grit and salt on a weekly basis during the winter months to ensure there are adequate levels to meet operational needs. • Make routes safe and complete all remedial works through existing working procedures.
Contractors	<ul style="list-style-type: none"> • Adhere to the Adverse Weather Conditions Policy and Procedure and ensure all equipment used on site is safe, tested and used correctly. • Read and understand the Guidance for the Selection Engagement and Management of Contractors notes.
External Suppliers	<ul style="list-style-type: none"> • Monitor the early warning scheme provided by the Met Office, outside of normal working hours and will react promptly when required.
All Staff, Students and Visitors	<ul style="list-style-type: none"> • Take due care and diligence for their own and others safety in any adverse weather conditions that prevail at the time. • Every student, visitor and member of staff at Edge Hill has an obligation to act in a responsible manner and adopt a positive safety culture, which includes proactively co-operating with FM.

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