

Operational Requirements – Significant Snow Fall

In the event of a predicted and actual significant snowfall event, the following initial actions and follow up arrangements should be instigated at the operational responsive level.

The trigger point will be via security who will receive Met office notification of such an event and will need to start the process when an Amber or Red alert are announced.

Initially security will notify the following persons informing them of a likely weather event outside of core hours, during core hours normal reporting and attendance will be followed:

- On-call out of hours manager who will advise duty call out staff to use the 4x4 vehicle and winter kit
- Landscape and Grounds supervisor

Monitoring – early action

Security will monitor the level of snowfall and when this is considered to be settling they will notify the Landscape and Grounds Supervisor along with the on-call manager. The Landscape and Grounds supervisor will arrange for his team to attend site and start the gritting process, where heavy snow has fallen instructions will be given to start clearing roads and paths.

Ongoing Action

The Landscape and Grounds clearing teams will remain on site for as long as is practical, In extreme heavy snow gritting may not have much effect and it will be down to snow clearing of priority 1 roads and paths if that is possible.

Follow on Action

The grounds clearing teams or nominated contractors should attend site the next day subject to any further weather warnings and clear all the roads and pathways ensuring a safe environment for all concerned.

In the event of further heavy snow, this should be kept under continuous monitoring by security and the Landscape and Grounds supervisor with interventions identified above being repeated if required.

Communication

The Grounds and Landscaping teams that attend site shall ensure through security that the following information is passed on as required to SMT, ECS and Transport and Travel team.

Details of all areas that have been attended with specific reports on:

- Roads, Campus and paths clearing update
- Road and paths condition
- Car parking gritting and clearing update
- Building entrances clearance update
- Cycle ways update
- Bus stops update

Note:- this operational process does not replace the University's "Adverse Weather Procedures".