

ESTATES – MEDWAY FM
ADVERSE WEATHER - BRONZE PLAN
MEDWAY CAMPUS

Revision/Amendment/Review

DATE:	DISCRIPTION:	NAME:
Nov 2018	Plan created	Richard Cottam
Feb 2019	Priority 1 footpaths added	Richard Cottam
07/03/2019	Priority 1 adverse weather maps added	Richard Cottam
14/11/19	External Fire Escape staircases moved from priority 2 to Priority 1 as a result of action required following Fire Risk assessments	Lee Montgomery
14/11/19	Minor amendments	Richard Cottam

1) Introduction

This Bronze plan sets out Physical Response undertaken by Estates Medway FM team in dealing with the different adverse weather conditions which may be experienced on the Medway campus. This is one of a number of Estates Bronze plans detailing what each section will do in the event of adverse weather.

It is acknowledged that between 1st Nov – 31st March annually, Medway FM undertake their own “weather watch” and will respond to frost or icy conditions which do not result in a Met Office weather alert. Their approach to dealing with these conditions mirrors those set out in this Bronze Plan.

This plan should be read in conjunction with the HR Adverse Weather Policy - http://www.kent.ac.uk/hr-staffinformation/policies/a_to_z.html

2) Estates Adverse Weather Plan

This document should be read in conjunction with the Estates Adverse Weather protocol activation flow chart, see Appendix 1 of this plan

This plan will be implemented either receipt of a Met office Yellow Warning notification from Campus Security or instruction by SMT Silver team depending on severity of the alert.

3) Physical Response*

**All responses by Estates will be best endeavours due to weather conditions potentially limiting the ability for some staff to travel to campus.*

The Medway Campus Facilities Manager or nominee will be responsible for checking stores of salt across campus regularly and ensure that the salt bins are full and salt stock levels are appropriate for the prevailing weather conditions. They will also ensure that when snow is forecast that the appropriate labour and mechanical plant is prepared and made ready for us, including the seasonal loan of a mini tractor with gritter attachment from Canterbury Campus for the duration of weather watch

Please refer to snow and gritting clearance map in Appendix 2 of this plan

Priority 1 areas

- New Kent Road & pavements
- Kent end of Central Avenue road & pavements
- Gillingham staff car park

- Campus Shuttle Bus stop area & pavement
- External fire Escape routes
 - Sail & Colour Loft
 - Fire station
 - Clock Tower Building
 - Medway Building

Priority 2 areas

- Building entrances
- Routes to accessible parking bays
- Secondary footpaths

Roads and paths will continue to be treated throughout the day while the temperature remains below freezing as labour, equipment and materials permit.

Communication

The communication of status of the FM Team's progress in dealing with weather conditions is essential to the information made available to staff, students and visitors before they travel via social media operated by the Transport Team and Corporate Communications.

The method of communication of the ground team's progress will be via University issued mobile phones using the "Medway Weather Watch WhatsApp group.

Members of the "Medway Weather Watch WhatsApp group are;

- Facilities Manager
- FM Supervisor
- FM Deputy Supervisor
- Medway Campus Security Supervisor
- Head of Facilities Management

The Head of Facilities Management (or Landscape supervisor in his absence) will ensure relevant information is forwarded appropriately for consideration and dissemination to SMT silver team and Transport team as appropriate.

The following reports are considered essential at the times stated;

- 7:00-7:30 -, Confirm Grounds staff attendance.
- **8.00am** - To ensure accurate information regarding conditions on campus is provided to staff and students, a detailed report should be provided specifically including details around the road conditions (M2 & local roads to Campus, New Kent Road), and Staff carpark specifically and well as a general detailed overview of the whole estate including estimated times to complete.
- **9am to 5pm** - Hourly updates or more frequent if required reporting on progress or if there is a significant problem that may cause issues with traffic movement on our own campus roads or pavements. Include what the problem is and how it is affecting the traffic or pedestrian movement.

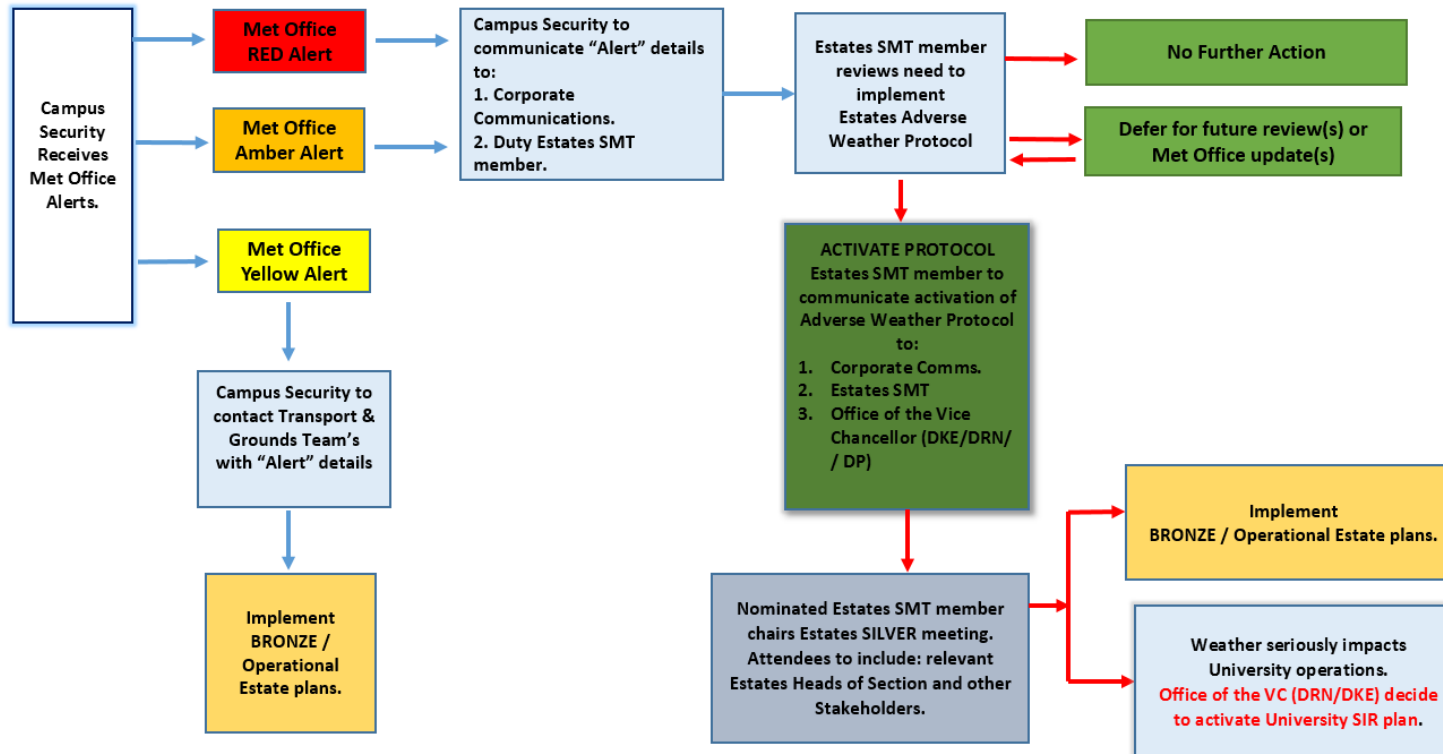
All reports required to consider:

- Road Campus & paths gritting update
- Road & paths snow clearing update
- Road & paths conditions
- Car park conditions
- Car park gritting, clearing update
- Building entrances

END

Appendix 1

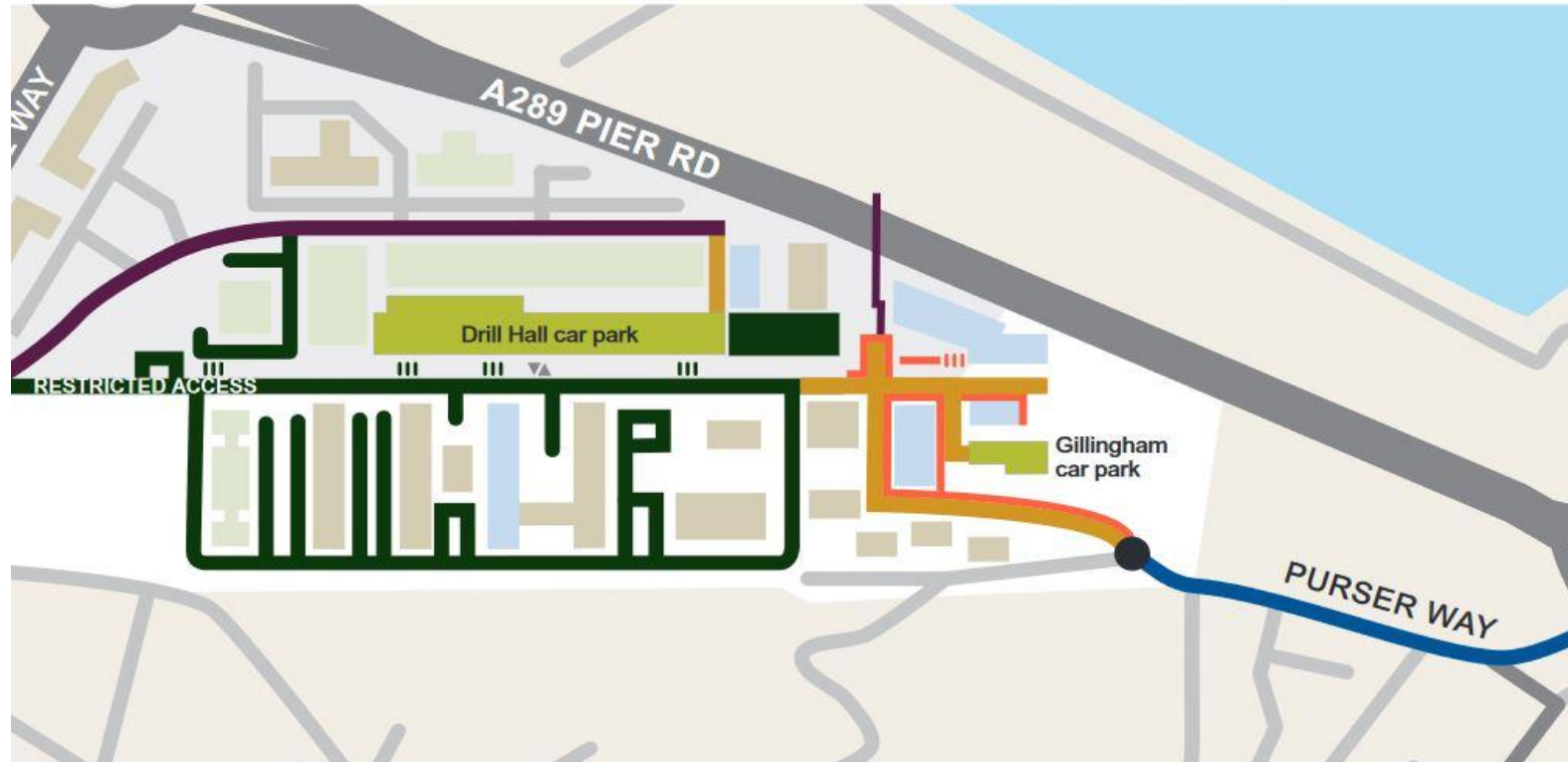
Estates Adverse Weather protocol activation flow chart



Estates Adverse Weather protocol activation flow chart

Appendix 2 Snow and gritting clearance map

University of Kent Medway campus adverse weather plan for gritting and snow clearance



Medway Pembroke campus areas

- | | | |
|--|---|--|
| ■ University of Kent footpaths | ■ University of Kent car parks | ■ University of Greenwich |
| ■ University of Kent roads | ■ Medway Council (public highway) | ■ Chatham Maritime Trust |

University of Kent roads and paths will continue to be treated throughout the day while the temperature remains below freezing as labour, equipment and materials permit.