PREMISES MANAGEMENT DURING PERIODS OF INCLEMENT WEATHER

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Manual Handling Policy			
Inclement Weather policy			
Health & Safety Policy			
Lone Working			
Emergency Planning			

Amendment History

Issue	Status	Date	Reason for Change	Authorised
01	Draft	January 17	Initial Draft	
02	Draft	May 17	To extend the scope of the policy	

Please note:
If you require a copy of this policy in an alternative format (for example Large Print, Easy Read) or would like any assistance in relation to the content of this procedure, please contact the Human Resources (HR) team on 01803 656680.

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1. Policy Statement

The Occupiers Liability Act 1957 (amended 1984) places an obligation on the owner/occupier of land or buildings to ensure safe access to and from that building, which includes an obligation to minimise the adverse effects caused by snow and ice. Snow and ice and other forms of inclement weather, such as high winds, heavy rainfall, resultant landslide and flooding may present risks to the continuation of the provision of services which are provided by the Trust and may present risks to service users, visitors, staff and others who access Trust grounds and buildings. It is therefore important to plan ahead for potential problems that may be caused by inclement weather. The Trust is required to demonstrate that it is acting reasonably in the event of extreme weather conditions and that it has plans to reduce associated risks.

As a general rule it is the main occupier of a building who is responsible for maintaining safe passage, unless otherwise specified within a lease agreement.

2. Purpose/Introduction

This Trust policy outlines the risks presented by inclement weather and the approaches to be put in place to minimize the impact of these risks. The Trust covers a diverse geography and not all Trust sites will be affected by all aspects of inclement weather. As a result, this policy supports the need to assess the risks associated on a property by property basis. One generic risk that is likely to affect the majority of sites is that of snow and ice and as a result Trust-wide operational arrangements are described.

This policy applies to all buildings and grounds where the Trust provides services from, or are utilised by the Trust. The Trust provides its services from many buildings and has in place varying site management arrangements in relation to these. The information in this policy offers Trust staff guidance in relation to measures that should be taken to fulfill the Trust's duty of care during times of inclement weather.

The purpose of the policy is to ensure that the Trust has considered the risks from inclement weather and has plans in place to reduce the risks, including:

- Minimising the risks associated with ice and snow conditions;
- Establishing what other weather-related conditions may adversely impact users of each Trust premises;
- Maintaining effective management arrangements to minimise the risks to patients, visitors and staff health, safety and welfare;
- Working with partner agencies to communicate and minimise the risks

The risks documents in Policy should be considered in line with individual Business Continuity Plans.

3. Equality Impact Assessment

Shown at Appendix 1.

4. Roles and Responsibilities

4.1 Chief Executive

The Chief Executive has overall responsibility for ensuring that safe access and egress is provided for buildings that are utilised by Trust staff, patients and visitors and is responsible for ensuring that a policy is in place to mitigate these risks. The accountability for

implementation of these risks is devolved to Directors, Assistant Directors and Heads of Service.

4.2 Directors, Assistant Directors, Heads of Service and Matrons

Managers and Matrons should ensure that any building damage or hazardous event, such as falling trees, land movement or flooding is reported as soon as is practicable to the Estates Helpdesk (01803 (6)54426).

Managers and Matrons will need to ensure that amended fire evacuation plans are in place should some fire exits become blocked due to snow, fallen debris or trees etc.

Managers and Matrons responsible for services operating from community sites are required to nominate appropriate person(s) at each site/building during periods of inclement weather to ensure that any detrimental impact, including the effects of snow and ice are effectively managed.

Local procedures should be developed and implemented as described in section 5 of this policy, if necessary this can be done with assistance from the Trust EFM department. This procedure shall be reviewed at least two yearly with a thorough and appropriate site specific risk assessment.

Managers and Matrons should ensure that appropriate PPE is readily available for use by the nominated person(s) and that they have received training in both manual handling and gritting procedures, the latter of which can be provided via the EFM Division.

In severe conditions such as heavy snow it may not be possible to continue operating from a building and managers may have to consider closing non-essential buildings for safety reasons. Any such decision should be made in liaison with relevant Director of Executive on-call.

4.3 Estates and Facilities Management Division

The Estates and Facilities (EFM) Division is ultimately responsible for premises management which will include:

- Undertaking site-specific risk assessments to identify any environmental hazards and risks that could impact on the running of a site and/or its occupants, including the presence and condition of trees, general exposure of the site and the likelihood of flooding or land-heave/slip;

- Ensuring identified risks are shared with managers so that they can be built into local contingency plans as part of Business Continuity Planning;

- Providing an emergency response in relation to incidents such as building damage from high winds, fallen trees, ground movement or flooding. In exceptional circumstances, where conditions prevent immediate safe access to Trust premises, emergency procedures, including serious incident procedures may be invoked.

- Ensuring a comprehensive gritting service is provided to patient sites, including the appropriate management of any sub-contractors engaged to perform gritting duties and ensuring that managers are aware of what arrangements are in place on a site-by-site basis.

- Providing advice and support to managers of services, particularly those known to be at

risk from the impacts of inclement weather.

- Providing salt bins and shovels at all major sites and liaison with managers in charge of sites where space constraints prevent this to agree an alternative approach.

4.4 Nominated Person in Community Settings

Where staff carry out ice/snow clearance and/or gritting operations, appropriate equipment, personal protective equipment (PPE) and training will be provided by the Trust. All persons carrying out gritting operations should be provided with a site specific risk assessment.

Information can be found at the following:
Appendix 2 **-** Guidance for staff involved in Gritting and Snow Clearing Operations;
Appendix 3 - Standard Operational Procedure Gritting/Snow Clearing: Torbay Hospital Site;
Appendix 4 - Operational Procedure Gritting/Snow Clearing: Community Sites.

Any equipment provided should be cleaned and returned to an appropriate store after use to ensure that equipment is always readily available and in a serviceable condition.

Staff carrying out ice/snow clearance may be responsible, depending on local procedures, for completing a log which will assist with recording actions taken in the event of a serious incident. Staff must also report back to their manager when grit is running low or if there are any problems with equipment.

4.5 All Trust Staff

All staff are responsible for reporting building damage, areas of ice or snow and other potential hazards such as listing/fallen trees to their Line Manager if they may present a hazard to others, for example a blocked fire exit.

In the absence of an nominated person, any member of staff encountering a situation where the spreading of grit will prevent injury or harm, is encouraged to take immediate steps to use the self-help (grit bins) strategically placed on sites to ensure safe access to and from the premises. PPE as identified within the gritting products manufacturers Safety Data Sheet should be available for use.

Staff should always be aware of their own health and safety and when inclement weather is forecast should wear appropriate clothing and suitable footwear to help reduce the risk of slipping.

In severe conditions when snow makes vehicular access difficult staff should not park in such a way as to cause further disruption to services or other site users.

Staff not directly employed in patient care may be called upon in severe conditions to assist with site clearance to help maintain essential services.

Staff should familiarise themselves with the Trust's Inclement Weather Policy which documents requirements of staff when there is severe disruption affecting travel to and from work.

5. General Principles

During periods when inclement weather is widespread and causing major disruption, central responses will be allocated to sites determined to be most at risk and where travel permits.

As a result, outlying properties should have contingency plans in place to manage risks locally.

The Trust does not have central resource capacity to apply snow clearance and/or gritting to all buildings and grounds where the Trust has control of the building or from buildings where the Trust provides services. An operational risk assessment has established that the sequence of providing ice and snow clearance from central resources should be prioritised at inpatient sites which include:

- Torbay Hospital (including Haytor and Beech Unit)
- For community sites please see the local procedure Appendix 5

Patient activity areas will be given priority as high risk. Staff bases may have a lower risk and it is not practicable to provide an ice and snow clearance service from central resources to these sites. The arrangements at these sites will vary and typically range from locally based staff taking appropriate measures, to host organisations or external contractors providing safe access to and from buildings.

6. Procedure/Implementation

A site specific risk assessment is required to establish what action may need to be taken in the event of inclement weather and any preventative actions required, such as felling poor condition trees. The risk assessment should be completed by the Site Manager or Grounds and Gardens Team in conjunction with staff that may be required to carry out ice/snow clearance at the site.

Local procedures (Appendix 3 and Appendix 4) should specify the conditions under which ice/snow clearance will be undertaken and the extent to which these procedures will cover. Where footpaths and car parks are accessible to visitors all areas should be incorporated into the clearance procedure where practicable.

Poor weather conditions can often be widespread, but very often can also be localised. It is therefore imperative that conditions at each site are checked thoroughly when ice/snow conditions are forecast. The local Met Office or the BBC Local weather reports online may be used for forecasting ice and snow. If the forecast predicts snow or the temperature to fall to +1 degree Celsius or below, pro-active operations to reduce the effects of ice/snow may be implemented.

7. Training and Awareness

All Trust staff should be made aware of the key points within this policy, and any local procedures that may accompany this policy. Awareness campaigns will be communicated through the Trust intranet, Trust publications, and departmental team brief and organised training days (including manual handling).

The Trust will publish advice and guidance documents annually to coincide with the onset of winter, and to remind people of their responsibilities during periods of inclement weather.

Where appropriate, either by legislative requirement or as identified in a risk assessment, information, training and any associated equipment will be provided by the Trust. This should take place at local induction to a service.

Appendix 5 provides instructions which will be on display inside of the grit bins, where in situ.

8. Risk Assessment

All sites should be risk assessed (Appendix 6**)** with a copy held by the site manager. Aspects of the risk assessment relating to snow and ice clearance should be taped to the inside of the grit bin.

9. Process for Monitoring Compliance and Effectiveness

An annual review of EFM generated Site Specific Risk Assessments will be undertaken by the Health & Safety Committee. Divisions will similarly be asked to confirm the existence of Business Continuity Plans, including details of actions in the event of inclement weather.

This policy will be subject to a planned review every 3 years. It is recognised however, that there may be updates required in the interim, arising from amendments or release of new regulations, Codes of Practice or statutory provisions or guidance. These updates will be made as soon as practicable to reflect and inform the Trust's revised policy and practice.

10. References

Met Office Weather Reports
The Occupiers Liability Act 1957 (amended 1984)

11. Contact Details

Estates Helpdesk 01803 (6)54426 or Switchboard 01803 614567.

Appendix 1: Equality Impact Assessment

NHS South Devon and Torbay Clinical Commissioning Group — Torbay and South Devon NHS NHS Foundation Trust

Rapid Equality Impact Assessment *(for use when writing policies and procedures)*

Policy Title (and number)	***MANAGEMENT OF SNOW AND ICE POLICY***	**Version and Date**	V1
Policy Author	Joanne Brimblecombe & Collette Gennon		

An equality impact assessment (EIA) is a process designed to ensure that a policy, project or scheme does not discriminate or disadvantage people. EIAs also improve and promote equality. Consider the nature and extent of the impact, not the number of people affected.

EQUALITY ANALYSIS: How well do people from protected groups fare in relation to the general population?
PLEASE NOTE: Any 'Yes' answers may trigger a full EIA and must be referred to the equality leads below

Is it likely that the policy/procedure could treat people from protected groups less favorably than the general population? (see below)

Age	Yes ☐ No☒	Disability	Yes ☒ No ☐	Sexual Orientation	Yes ☐ No☒
Race	Yes ☐ No☒	Gender	Yes ☐ No☒	Religion/Belief[2] (non)	Yes ☐ No☒
Gender Reassignment	Yes ☐ No☒	Pregnancy/ Maternity	Yes ☒ No ☐	Marriage/ Civil Partnership	Yes ☐ No☒

Is it likely that the policy/procedure could affect particular 'Inclusion Health' groups less favorably than the general population? (substance misuse; teenage mums; carers[1]; travellers[2]; homeless[3]; convictions; social isolation[4]; refugees)	Yes ☐ No☒

Please provide details for each protected group where you have indicated 'Yes'.
Suitable risk assessment will be completed depending on staff circumstances.

VISION AND VALUES: Policies must aim to remove unintentional barriers and promote inclusion	
Is inclusive language[5] used throughout?	Yes ☒ No ☐
Are the services outlined in the policy/procedure fully accessible[6]?	Yes ☒ No ☐
Does the policy/procedure encourage individualised and person-centered care?	Yes ☒ No ☐
Could there be an adverse impact on an individual's independence or autonomy[7]?	Yes ☒ No ☐

If 'Yes', how will you mitigate this risk to ensure fair and equal access? See individual Risk Assessment.

EXTERNAL FACTORS	
Is the policy/procedure a result of national legislation which cannot be modified in any way?	Yes ☐ No☒

What is the reason for writing this policy? (Is it a result in a change of legislation/ national research?)

To minimize the risks associated with ice and snow conditions over the winter period. Maintaining effective management arrangements to minimise the risks to patients, visitors, staff health, safety and welfare. To also ensure correct operating procedures are in place.

Who was consulted when drafting this policy/procedure? What were the recommendations/suggestions?

Health and Safety
Environment Group
Staffside

ACTION PLAN: Please list all actions identified to address any impacts

Action	Person responsible	Completion date
none		

AUTHORISATION:
By signing below, I confirm that the named person responsible above is aware of the actions assigned to them

Name of person completing the form	Collette Gennon	**Signature**	C Gennon
Validated by (line manager)	Jo Brimblecombe	**Signature**	J Brimblecombe

Please contact the Equalities team for guidance:
For South Devon & Torbay CCG, please call 01803 652476 or email marisa.cockfield@nhs.net
For Torbay and South Devon NHS Trusts, please call 01803 656676 or email cfd.sdhct@nhs.net
This form should be published with the policy and a signed copy sent to your relevant organisation.

[1] Consider any additional needs of carers/ parents/ advocates etc, in addition to the service user
[2] Travelers may not be registered with a GP - consider how they may access/ be aware of services available to them
[3] Consider any provisions for those with no fixed abode, particularly relating to impact on discharge
[4] Consider how someone will be aware of (or access) a service if socially or geographically isolated
[5] Language must be relevant and appropriate, for example referring to partners, not husbands or wives
[6] Consider both physical access to services and how information/ communication in available in an accessible format
[7] Example: a telephone-based service may discriminate against people who are d/Deaf. Whilst someone may be able to act on their behalf, this does not promote independence or autonomy

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Appendix 2: Gritting and Snow Clearing - Operational Staff Guidance

Clearing ice/snow and grit spreading in winter can be hazardous and care should be taken to ensure your own safety. No gritting should take place without first completing or evaluating existing site specific risk assessment.

Always:

- **Ensure you are up to date with Statutory Manual Handling Training**
- **Dress appropriately for the conditions**
- **Wear good sturdy footwear**
- **Be aware of your own capabilities**
- **Wear High Visibility clothing when gritting car parks and access roads**
- **Let other staff know you are outside gritting/snow clearing**
- **Complete a log where appropriate of gritting operations including any problems you encountered**
- **Clean and return to storage all equipment used**

Wherever possible 2 people should be involved in the gritting operation as the inherent risk of injury from slipping is high and with subzero temperatures this poses a high risk assessment rating.

Snow Clearing

Take care when shoveling snow. Cold air makes it harder to work and breathe, which adds extra strain on the body. Take your time, rest when you need to, make sure you have plenty to drink and be safe.

Fresh snow is relatively easy to clear. As traffic starts to compact it then it becomes harder. It is therefore better to clear snow as soon as it has settled. Dry powdery snow is best cleared simply by use of a sweeping brush. Wet snow will require more effort using a snow shovel or ordinary shovel.

When clearing snow it is important to think about where to put it, wherever possible move it to the bottom of a slope rather than the top. This prevents the ensuing melt water re-freezing across the path/road. Paths should be gritted as soon as possible after clearing snow.

For light snow (less than 2 inches) it is not always necessary to remove the snow as grit salt will be effective, especially if applied before the snowfall. **NB. It is an offence to move snow onto a public highway or public footpath.**

Gritting

Gritting paths and roads on private land that is open to the public is necessary to fulfil our duty of care under the terms of the Occupiers Liability Act 1984. The Trust is liable to prosecution if it does nothing to reduce the risk of slipping on ice and snow. By gritting our sites we are reducing the risk of people slipping and therefore reducing the risk of a claim being sought against the Trust.

Grit salt is most effective in temperatures down to -10 degrees Celsius. In temperatures below this road salt becomes less effective although it can still melt ice down to -21 degrees, however the effect is much less and grit sand r ash is advised to be added for extra grip.

Grit salt is also effective under snow as the salt will form a barrier between the pavement and the snow so reducing the chance of slipping, however when snow is deeper than 2 inches salt becomes ineffective and manual snow clearance is recommended before gritting.

Do Not use too much grit salt, a light coverage is all that is necessary to achieve a safe environment, using too much grit is wasteful, can cause pollution of ground waters and can actually create a slip hazard especially for cars.

Salt is corrosive so all equipment used should be washed immediately after use and left serviceable for the next person.

Take care when handling bags of salt, bags are heavy and the cold conditions make handling more hazardous. Follow advice as given during manual handling training, and if necessary complete a manual handling risk assessment.

Personal Protective Clothing (PPE) will be provided by the Trust for any staff member required to apply grit or clear snow. As a minimum requirement PPE should include:

Gloves, Hi Vis Jacket. Any other PPE deemed necessary should be considered by managers according to the individuals need such as wellington boots, hats and coveralls.

For advice on clearing snow and ice at home visit the government advice pages online:
https://www.metoffice.gov.uk/barometer/advice/your-home/the-snow-code

Appendix 3: Operational Procedure Gritting/Snow Clearing - Torbay Hospital Site

Purpose and Scope

To minimise the risks associated with ice and snow conditions over the winter period.

To provide, as far as is practicably possible, safe access to and from, for both vehicles and pedestrians.

This procedure covers the Torbay Hospital, Annexe & Regents House sites only. All other Trust premises should adapt the localised procedure to meet their individual situation. PFI Hospitals, GP surgeries and some shared sites, the landlord has the responsibility for implementing materials and mobilising team(s).

Responsibilities

It is the responsibility of all staff to report the presence of ice and snow to their line manager, especially when it is unexpected and there are isolated pockets of ice.

The Grounds & Gardens Supervisor is responsible for ensuring there is a system in place for dealing with adverse weather conditions.

The Grounds & Gardens Supervisor on call is responsible for ensuring where possible that two Trust staff always attend.

It is the responsibility of the Site Services Team, FM On Call Mangers to cascade met office adverse weather reports to relevant staff who will initiate the call out procedure to ensure gritting is effective and timely.

Procedure

The Site Services team during office hours and the FM On Call Managers out of office hours will check the Met Office Cold Weather Alert Planning Advice reports and if the met office reports temperatures to fall to Average temp of 2C or less for at least 48 hours, or we anticipate issuing a warning for heavy snow or widespread ice. On Call Snow & Ice Clearing team will be contacted and asked to stand by for duty.

The On Call Snow & Ice Clearing team will monitor weather conditions and when snow or ice is forecast will take precautionary action to minimise the effects in advance.

If the presence of ice is reported or is noticed by staff then regardless of the forecast the On Call Snow & Ice Clearing team shall be called in for duty.

On Call Snow & Ice clearing team will respond to call outs as quickly as possible and apply grit/salt appropriate to the conditions.

Due to the heightened risk of slips and cold conditions when using machinery, it is essential that two staff members always attend when responding to adverse weather conditions.

If for any reason one of the on call gardeners/snow and ice team is not able to attend he/she must contact the Grounds and Gardens Supervisor, either directly or through the Switchboard, so they can make immediate alternate arrangements.

The Grounds & Gardens Supervisor will keep a diary of all gritting, including times, where gritting has taken place and any problems encountered.

Gritting will be prioritised on the day according to the severity of the conditions. Where several areas are badly affected then gritting will be prioritised by the Grounds & Gardens Supervisor.
Areas of concern:

- Car parks (where access is possible)
- Footpaths where access to main entrances, buildings is not possible using roads
- Patient areas taking priority over staff entrances
- All other roads and footpaths not covered above

The main access road through the site will be completed by Torbay Council.

Warning signs may be put out to warn of the potential of icy conditions in the car parks and the walkways.

Each bin will contain bags of salt, spade and instructions taped to the inside of the lid (**Appendix 5:** Instructions for Grit Bins**.** Staff should source appropriate PPE.

Appendix 4: Operational Procedure Gritting/Snow Clearing – Community Sites

Purpose and Scope

- To minimise the risks associated with ice and snow conditions over the winter period.
- To provide, as far as is practicably possible, safe access to and from, for both vehicles and pedestrians.
- This procedure can be adapted as appropriate for community settings. PFI Hospitals, GP surgeries and some shared occupied sites; the landlord has the responsibility for implementing materials and mobilising team(s).

Responsibilities

It is the responsibility of all staff to report the presence of ice and snow to the Manager of the site, especially when it is unexpected and there are isolated pockets of ice. The role of the named matron or site manager is to cascade to appropriate personal/resources.

It is the responsibility of the On-Call Senior Managers and Clinical On-call to cascade met office adverse weather reports to relevant staff who will initiate the call out procedure to ensure gritting is effective and timely.

Procedure

Throughout the months of Nov – March (but not limited to), the local weather conditions will be monitored by individual Managers of the sites. Due to the large geographical area covered this will ensure any changeable conditions locally are responded to appropriately.

The Head of EFM will ensure a notice is posted on the Trust Intranet, Team Brief and weekly bulletins prior to the start of the “on call” period, advising staff of what to do if they discover ice on site. The notice will reflect this procedure.

The On-Call Senior Managers and Clinical On-call out of office hours will check the met office Cold Weather Alert Planning Advice reports and if the met office reports temperatures to fall to Average temp of 2C or less for at least 48 hours, or we anticipate issuing a warning for heavy snow or widespread ice. On Call Snow & Ice Clearing team will be contacted and asked to stand by for duty if available or adopt local procedures.

If it is found that the temperature is to fall below 2’c or any adverse weather warnings are received from the Met Office on any given day or night, the carparks and walkways will be gritted before the key personnel staff leave to help prevent the roadways and walkways from icing up.

The On-Call Senior Managers and Clinical On-call out of office hours will make a decision on a Friday regarding the weekend weather and before a bank holiday in order to ascertain whether gritting will be required.

Grit/salt supplies are to be kept plentiful to ensure adequate supplies at all times. Stocks can be obtained from grounds and gardens by email sdhct.generalservices1@nhs.net.

Salt spreaders are to be kept in good working order. Please report any faults to Site Services via email sdhct.generalservices1@nhs.net.

Shovels and hard brooms (for sweeping snow) should be readily available during the time period.

The following PPE (gloves, high visibility vest/jacket) should be available at all sites. Please identify the location/source.

Warning signs may be put out to warn of the potential of icy conditions in the car parks and the walkways.

Appendix 5: Instructions for Grit Bins

Location _____

Please contact _____who can obtain further supplies from Grounds and Gardens.

Please report any gritting to _____

1. Ideally when working in icy/snowy conditions you should not be working alone or wearing unsuitable footwear e.g. sandals.
2. Please wear gloves during gritting as the salt can be abrasive to the hands.
2. Wear Hi Vis Vest, essential when working in areas where there is vehicle movement.
3. Apply salt/grit to wet surface to prevent the salt being blown away.
4. Using the shovel provided please scoop a level shovel of salt spreading the salt evenly, apply more if still icy.
5. Once the salt has melted the ice there should be no clumps. If there are, too much has been used which can be wasteful and cause grit to trodden internally.
6. Salt is more effective when ground in by pedestrians and vehicles.
7. Spreading before snow and ice fall will prevent settling.
8. The salt will not work in compacted snow. Snow clearance should be undertaken prior to apply salt.

Date updated: _____

Appendix 6: Copy of Risk Assessment Pro-forma

For a copy of the Risk Assessment associated to a particular site please contact the site manager or look inside the lid of the grit bin.

Site Name	
Address	
Postcode	

	Yes	No	N/A
Has the site got a suitable callout procedure?			
Have all staff been briefed on the guidance and procedure?			
Is the grit bin in good condition?			
Is the grit bin stocked with salt/grit?			
Can the grit bin be easily opened?			
Is the salt in good condition? Loose and easy to scoop?			
Is the shovel in good condition?			
Is the PPE accessible (gloves, high visibility vest)?			
Has the person gritting received adequate training?			
Where applicable, is the salt spreader in good working order?			
Are grit supplies accessible? List location of keys or door codes where applicable			
Room for additional questions bespoke to individual sites			

Potential risks e.g. vehicle movement, steep slope, poor lighting/visibility

If the answer to any of the above questions is **no** ensure action is taken to rectify the failing

If any training is required please contact Site Services via sdhct.generalservices1@nhs.net / telephone (6)55715.

Completed by		Date	
Job Title			