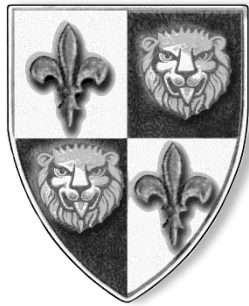


SHAFTESBURY TOWN COUNCIL

*Delivering Excellence across the
Shaftesbury Community*



Snow and Ice Policy

Date of Adoption: 12th January 2021

Review Date: 30th November 2024



External Operations Policies



Snow and Ice Policy and Procedures

1. Purpose

- 1.1. To provide staff and members of the public with a clear statement of the measures that will be taken by the Town Council in the event of snow and ice conditions occurring in the Shaftesbury area. The Town Council's objective is to use the resources available to assist in the continuance of safe access to businesses and facilities for all in the town.

2. Background

- 2.1. The experience of the recent past winters highlighted the importance of co-operation between Shaftesbury Town Council, which does not have a statutory duty to prepare for and deal with snow and ice, but is in a good position to inform the principal authorities about local needs. We want to do whatever else we can do for our community.
- 2.2. Guidance has been published on preparing for winter events and on community resilience. This document draws from all of those in preparing The Shaftesbury Town Council Snow and Ice Policy which sets out to clarify what the community can expect from the principal authorities and what the Town Council has put in place, so we can be better prepared to help ourselves. The plan will be reviewed annually.

3. Introduction

- 3.1. Dorset Council is the Highway Authority for public roads. This means Roadways and pavements in Shaftesbury.
- 3.2. The Highway Authority have a duty to ensure safe passage along a road is not endangered by snow or ice so far as is reasonably practicable.
- 3.3. To comply with this duty, roads are gritted to help prevent or remove ice and ploughed to clear snow.
- 3.4. Unfortunately, due to the severe winter weather encountered in the last few years there are areas which the Dorset Council cannot access or fit into their priority schedule.
- 3.5. The Town Council has no responsibility in this. We have approved a limited budget and whilst not responsible for this type of operation we will carry out snow and ice clearance duties as far as is reasonably practicable.
- 3.6. Communication between Dorset Council and the Town Council is vital to achieve the clearance of snow and ice from pavements, car parks and other accessible sites which are of high priority. Working closely together a greater area may be covered, minimizing the risk of accidents.
- 3.7. A web link is available on www.dorsetcouncil.gov.uk/emergencies-severe-weather/emergencies-and-severe-weather which will inform the public as to when the gritters will be on the roads and the latest weather conditions, school closures and other relevant information.

4. Legal Advice

- 4.1. Throughout the country people have been hesitant to clear snow because of fears of litigation if someone should slip on the treated area. This contrasts strongly with winters of a few decades ago when the community would mobilise to clear footways.
- 4.2. **Litigation:** In a recent letter sent by the Ministry of Justice it stated that "The prospect of a person who volunteers to clear snow from a pavement being successfully sued for damages by a person who subsequently slips on the cleared area and is injured are very small".
- 4.3. A snow clearer does have a duty to clear with reasonable care so as not to create a new and worse risk.

Do's

- Follow the Town Council Snow and Ice Policy



- Move snow to a porous surface such as grass verge or garden
- Spread salt / grit evenly and at the appropriate spread rates
- Clear any excess salt or grit once the snow/ice has melted.

Don'ts

- Use water to melt snow and ice, if there is a risk it will refreeze
- Move snow to a location where it will create another risk such as another part of the pavement, road or where people are likely to walk.
- Use excessive salt, grit or other material so as to create a new or worse risk.

Full details of the “Snow Code” can be found at www.direct.gov.uk.

5. Contacts

- 5.1. The Town Clerk of Shaftesbury Town Council will take the lead in co-ordinating local resources during adverse weather. The Town Clerk will liaise with key personnel and local contacts as to any actions to be taken.

Co-ordinator

- Takes a lead in co-ordinating local resources
- Liaises with other key personnel and local contacts.
- Makes decision on triggering the implementation of the Winter Plan.

Town Clerk: - Mrs Claire Commons

Tel: 01747 852420
Mobile: Made available to staff and councillors
Email: townclerk@shaftesbury-tc.gov.uk

6. Town Council Resources

- 6.1. In very severe weather conditions, the Grounds team will supply the Town Clerk with regular updates to allow timely decisions to be made concerning the limiting or closing of any services or facilities.
- 6.2. Contact between Shaftesbury Town Council and Dorset Council will be established in serious conditions to communicate on badly affected areas or areas which extra resources are necessary.
- 6.3. Overall control of day to day decisions on Town Council resources will be by the Town Clerk.
- 6.4. The Town Clerk will be responsible for work prioritisation and staff organisation, making available suitable equipment and materials, stock check materials and order as necessary to ensure cover seven days a week if necessary.

7. Snow and Ice Procedure

- 7.1. If bad weather conditions are anticipated, the Town Clerk will make a decision whether or not to grit the Town Centre. Gritting will either be done by asking staff to stay after their normal working day finishes or to come in early prior to their normal starting time.
- 7.2. The environmental conditions, either current or predicted, can be categorised as follows:

Category 1 – Heavy snow, complete coverage of all surfaces, freezing

Category 2 – Heavy snow, complete coverage of all surfaces

Category 3 – Snow, light coverage, freezing conditions



Category 4 – Heavy frost, all surfaces frozen

Category 5 – Light frost (No response)

Category 6 – Freak changes in weather involving hail, ice, snow and blizzards

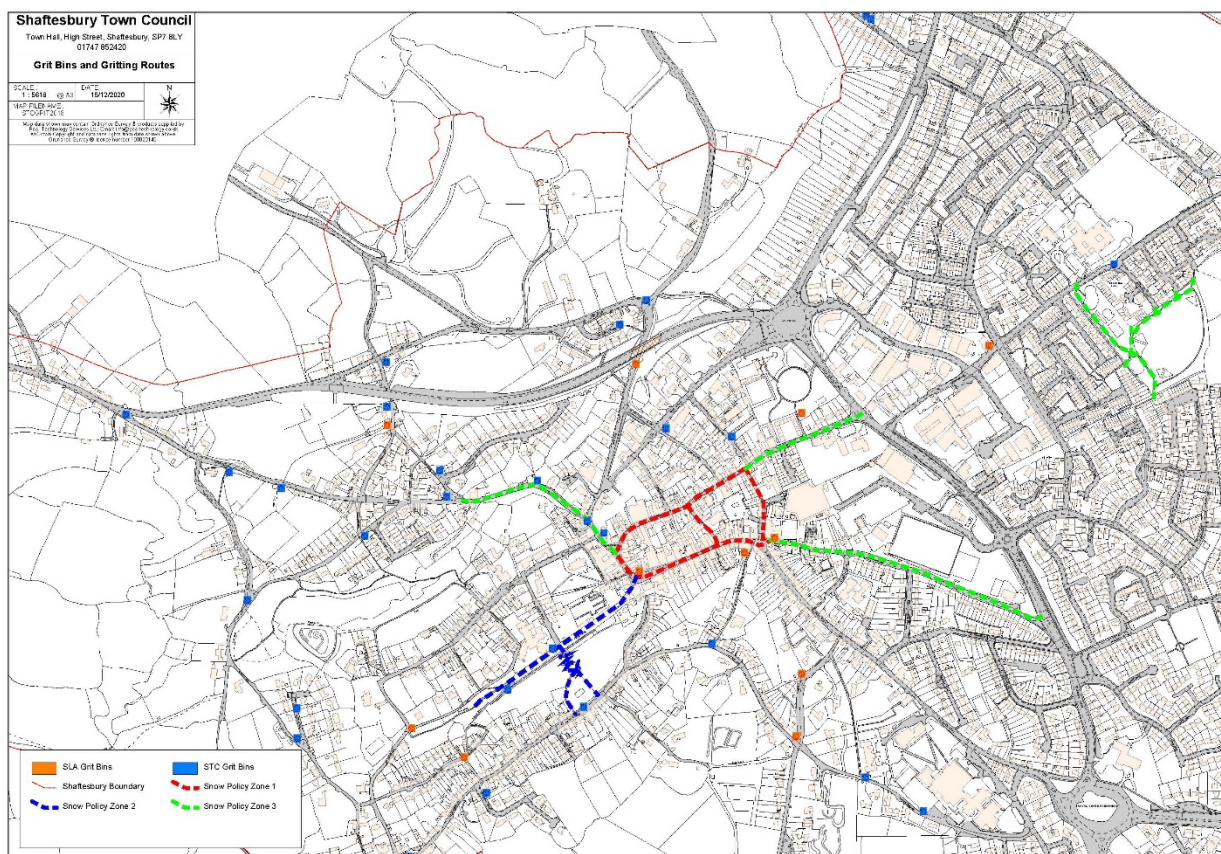
- 7.3. In the case of **Categories 1 / 2**, all Grounds staff should be alerted by the Town Clerk and will be expected to give assistance in the operation under the direction of the Town Clerk. Where possible, staff will be asked to work after their normal working hours and/or attend work prior to 8.00am or be invited to work weekends. Normal arrangements for additional hours/overtime will apply.
- 7.4. In the case of **Categories 3 to 5**, the level of response will be determined by the Head Groundsman in consultation with the Town Clerk based on need and resources available. Daily Assessments will be made by the Head Groundsman and/or delegated Office staff throughout the operation and teams will only be disbanded when it is deemed that the situation has been dealt with and the Town is in a safe condition.
- 7.5. In the case of prolonged bad weather, the Town Clerk and delegated Office staff will meet to discuss plans for the following day(s) and Grounds staff will be informed accordingly.
- 7.6. Usage of salt will be recorded in the form of a Log Book, which will give date, location, amount and signed by the member of staff. Keeping records will show where it all goes, and also help to assess the amount of salt required each winter. Monitoring of Grit Bins will be carried out weekly in category 1 – 4 scenarios.
- 7.7. These records can be used to identify areas which require grit bins to be topped up with the expectation that Dorset Council will provide the grit/salt. Extra bins to be placed and to keep a check on areas which are over using the supply.
- 7.8. The corrosive nature of salt makes careful cleaning and maintenance of the vehicles and equipment essential.

8. Snow Clearance

- 8.1. A light covering of snow will be dispersed by spreading salt. However, if the snow is deep, then it will need to be cleared away before the salt procedure can begin. This should be done with snow shovels that will be located at the Bell Street Toilets and the Grounds Team unit. The routes to be cleared as priority are highlighted red on the town centre map which is included in this document as well as displayed in the toilet storage. For larger areas a snow plough may be required.
- 8.2. When clearing snow, it is impractical to clear the whole path or road. On the pathways, at least 1m wide should be cleared. The moving traffic will transfer the salt onto the rest of the surface. The Roads and Car Parks are the responsibility of Dorset Council. Officers will phone the appropriate officer to advise if gritting has not been carried out or additional runs are required.

9. Priority Areas

(See Map below)



- 9.1. When assessments are made on the Town before/after snow and ice, decisions will be made on prioritising area's which are deemed high priority in relation to public safety.
- 9.2. Shaftesbury is split into 3 Zones (map above) -
 - Zone 1 – Red
 - Zone 2 – Blue
 - Zone 3 – Green
- 9.3. Zone 1 is the Town Centre; this is of high priority as it's the busiest part of the Town. The grounds team will clear the high street using the pedestrian spreaders and brushes. This must be attended to before work starts on other areas.
- 9.4. Zone 2 is to include Stoney Path; Jubilee Steps; Park Walk
- 9.5. Zone 3 is a pedestrian access route on Tout Hill, Coppice Street, Barton Hill and Wincombe Recreation Ground.
- 9.6. Particular attention must be made to sloped areas and narrow paths close to the road.
- 9.7. Once the Head Groundsman deems Zone 1 Safe, then Zones 2 and 3 can be attended to.

10. Methods for Salt Distribution

- 10.1. **Method 1: Spreading by hand.** This is done by filling a bucket with grit/salt and spreading on pathways with a trowel or scoop. To avoid an uneven spread, salt should be thrown from about waist height with an under-arm bowling action. If it is spread by flicking it, it can end up in spots without clearing a good amount of the surface.
- 10.2. Spreading salt with bare hands should be avoided even if wearing gloves. Although rock salt is non-toxic, it is very abrasive and will damage skin.
- 10.3. Staff must be aware that if bags of salt are being used, they are heavy to handle so safe lifting and handling procedures should be used. (See risk assessment – Manual Handling)
- 10.4. **Method 2: Pedestrian Spreader:** To operate, fill hopper with grit/salt, open the shutter and push if the salt stops running, close shutter and shake hopper, re-open shutter and continue. Repeat



procedure until area is complete. This should only be used on small areas but is unsuitable when the snow is too deep.

- 10.5. **Method 3: Brush:** To operate, fit brush attachment to 'weed ripper' to clear snow prior to grit spreading.

11. Materials used

- 11.1. All coarse grade rock salt used on the highway by Dorset Council for winter service purposes is purchased by annual tender and is supplied to comply with BS3247 (Salt for spreading on highways for winter maintenance). English mineral rock salt complying with the current BS3247 is treated with Sodium Ferrocyanide as an anti-caking agent. To be most effective, the treatment should be applied before either ice forms or snow settles. Coarse grade rock salt (red grit) will be used in all areas except the town centre where English Mineral Salt (white) to minimise impact to high street businesses. It is advisable that for planned actions, salt is never spread at a rate greater than 40gm/sq. m.
- 11.2. NOTE: Sustained low temperatures are rare in England. For each degree drop below 5°C the amount of salt needed to maintain the equivalent melting effect increases by about 14 gm/sq. m. Salt will melt ice and snow at temperatures as low as -21°C but below -10°C the amount needed increases to become environmentally and economically undesirable. Melt water from thawing accumulations of snow on roads or verges, can spread over the carriageway and then re-freeze, particularly at night.
- 11.3. Extra treatment may be needed and potential hazards such as these should be closely monitored.
- 11.4. Rock salt will quickly rot or make rusty all the tools and equipment used so it is important to clean tools properly before storing.
- 11.5. Materials and equipment can be located at Bell Street Toilets with additional salt at Barton Hill Unit.
- 11.6. Low salt stock or equipment should be reported to the Town Clerk.

12. Protective Clothing

- 12.1. Gloves and Hi-Viz wet weather gear should be worn where possible, although if manually spreading salt, it is quite possible to get very hot. Please ensure you put clothing back on when you stop moving. If using machinery, protective safety footwear must be worn.

13. Health and Safety

- 13.1. All works carried out by Town Council staff must be done so in a safe working manner. Particular attention must be taken while working alongside roads, Hi-Vis clothing must be worn, and signs put out where appropriate.
- 13.2. The safety of staff and members of the public must be taken in to account before any works are started, and where appropriate risk assessments must be completed.
- 13.3. Staff should be trained in house or by another body, in the safe clearance of snow and ice.
- 13.4. Ideally work should be carried out in teams of 2 minimum; communication equipment should be carried at all times. Councillors are requested to assist in the clearance of snow, should other staff be unable to travel to Shaftesbury due to the road conditions.
- 13.5. Anything considered to be dangerous or unclear, must be reported to the Town Clerk.

14. Grit Bins

At present the Town has 33 grit bins (appendix b).

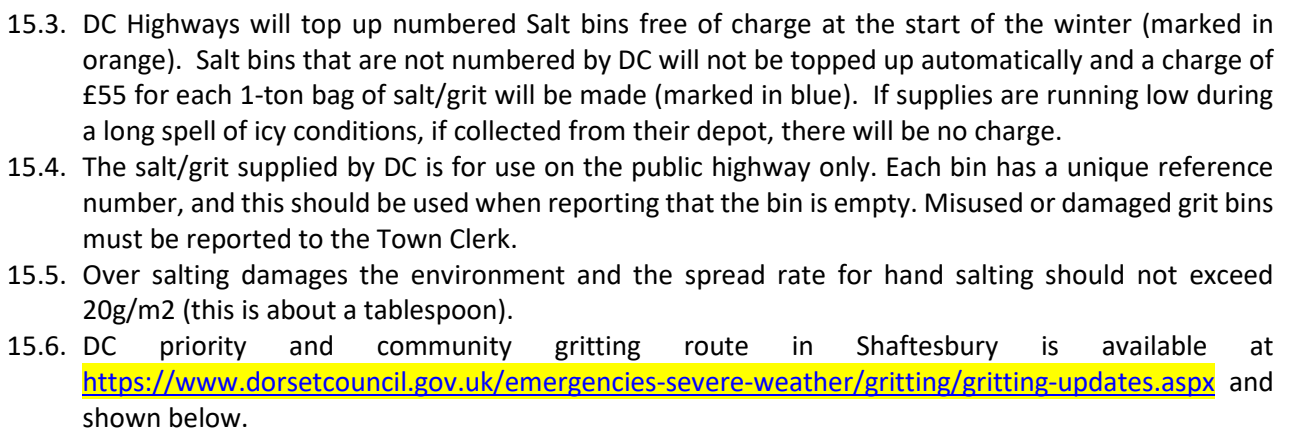
1	Town Hall
2	Tesco outside Post Office Yard
3	Hawkesdene Lane outside School
4	Boyne Mead Footpath, Hawkesdene Lane
5	Great Lane Cross Roads
6	Boyne Mead Footpath outside Great Lane

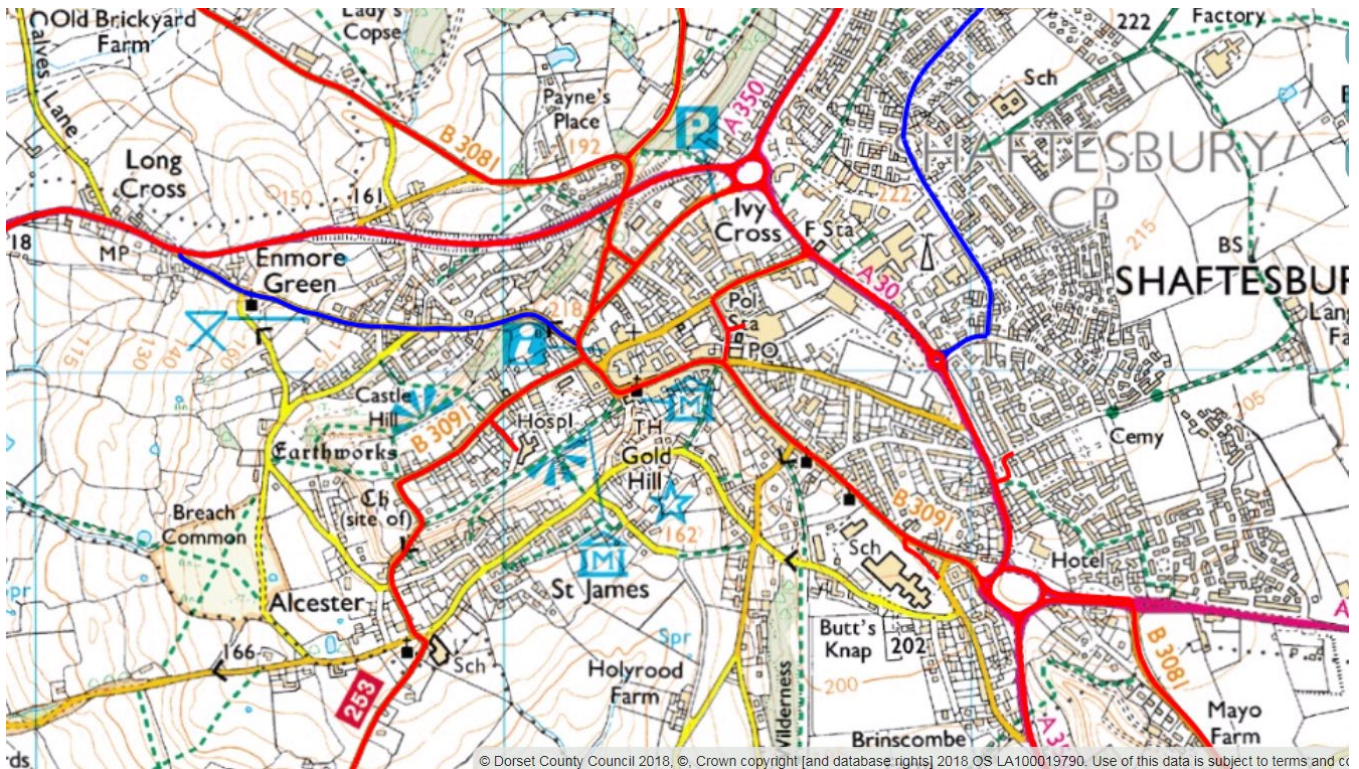


7	Layton Lane opposite Shooters Lane
8	Shooters Lane
9	St James opposite Two Brewers
10	Ratcliff Gardens
11	Umber hill
12	The Butts
13	Church hill outside Church Enmore Green
14	Donkey Field Church Hill Enmore Green
15	Well Lane, Outside No 18 Enmore Green
16	Well Lane, outside Springbank, Enmore Green
17	Old A30 opposite Well Lane
18	The Butts, Yeatmans Lane
19	Breach Lane, outside Fountains Inn
20	Tout Hill, by steps of Footpath
21	Tout Hill at the top opposite the Ship inn
22	Park Walk, Outside the Hospital
23	Top of Stoney path
24	Bell Street car park, outside WC
25	New Road and the Beeches Junction B3081
26	B3081 outside junction of Motcombe Road
27	Nettlebed Nursery, outside no. 2
28	A30 Longcross, junction of Church Hill
29	Victoria Street
30	Haimes Lane, junction of The Beeches
31	Homefield outside no.22
32	Homefield, outside no 21 opposite no.10
33	Breach Lane, junction to Umbers Hill opposite Castleton House

15. Public Information

- 15.1. The Town Clerk will provide regular updates through the Town Council's Facebook page and website relating to the clearing efforts and other relevant information that may arise including community requests for help from other social media pages.
- 15.2. Notices will be placed in strategic locations to identify the nearest grit bins





Primary Gritting Routes – Red
Community Links - Blue