

ESTATES COMPLIANCE ARRANGEMENT (ECA)

ECA 16 – Winter Maintenance Compliance



1.0 Policy Link (Level 1 Document)

This arrangement has been written in line with the relevant UoL PUWER (if applicable) Policy and Guidance notes which can be found at,

[Health and Safety Department \(sharepoint.com\)](#)

2.0 Purpose

We have a duty to provide safe access and egress to and from our buildings under the Health and Safety at Work Act 1974 section 2 (2) therefore we will strive to

Maintain a safe working environment for all campus users, particularly students and staff during periods of frost, snow, and ice (in the designated winter months).

3.0 General

We will operate a snow clearing and gritting regime over the winter period defined as between mid-November and the end of March.

Due the extensive area of the campus, it is not possible to clear all routes across campus therefore a network of prioritised routes will be cleared and maintained. All these routes are marked on the appendix below which are:

Appendix 1 - details the specific prioritised gritted areas at the Brayford, Riseholme and Holbeach campuses.

During the defined winter period, Met. Office weather forecasts will be monitored on a daily basis and early planned gritting on campus by our nominated personnel will be instigated when snow fall, or an air frost is forecast.

Grit bins are to be strategically placed around the campus to assist in execution of this arrangement.

Communications on the current weather status and specific advice for students, members of staff and visitors will emanate from the UoL Communications Office.

Dissemination and implementation

Dissemination

After approval, the Deputy Director of Estates will communicate this Arrangement to relevant operational staff and contractors.

Implementation

The Security Contract Manager/Head of Grounds Team (Riseholme) are responsible for ensuring this Arrangement is implemented across the area of works specified in the relevant attachments and the instructions below.

4.0 Procedure

Duties and responsibilities

Role of the Security Contract Manager/Head of Grounds team

Security Contract Manager/Head of Grounds team must:

ESTATES COMPLIANCE ARRANGEMENT (ECA)



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ECA 16 – Winter Maintenance Compliance

- Monitor the national/local weather forecasts for inclement weather to identify if there are likely to be winter conditions the following morning or early to late evening that day. If snow and ice are likely this Arrangement for each location must be implemented.
- Ensure when an air frost (0°C or below) or snow is forecast this Arrangement is implemented at all relevant locations.
- Ensure that there are adequate amounts of grit available on site. Supplies of grit should be pre-ordered and stockpiled as required.
- Monitoring local conditions/incident reports relating to snow and ice and report using the MISHAP reporting procedure if required.
- Monitor if any repeat gritting is needed to be carried out during the working day.

Role of the UoL Facilities Security Manager

UoL Facilities Security Manager must:

- Ensure when additional supplies of grit are required, these stocks are ordered and delivered to ensure continuity of service.
- Monitor the Security Contract Manager to ensure this Arrangement is being implemented (when required) and give advice/help as required.

Nominated gritting personnel

Brayford campus:

- Security – 1 x security supervisor; 1 x deputy supervisor; 1 x JBL security; 5 x patrol staff and 2 x mobile patrol/response staff.
- Porters – 1 x porter supervisor and 5 x porters operating between 08.00 and 17.00 (although there is flexibility to bring them in earlier). 1 x evening porter 18.00 – 20.00.
- Prem Ops/litter pickers – 1 x prem op operating between 08.00 – 18.00 and 2 x litter pickers operating between 08.00 and 17.00.
- SAS Accommodation Technicians are requested to support this Arrangement by clearing/gritting the areas immediately around the entrances/exits to the student accommodation.

Holbeach campus:

- Prem Op – 1 x prem op.

Riseholme campus

- Riseholme grounds team (from 0730)
- Under exceptional circumstances the Riseholme security team and prem op may be required to assist the ground staff team on the understanding that primary security tasks continue, and the emergency response capability is not compromised.

The nominated gritting personnel listed above must:

- Carry out the work duties for gritting identified in conjunction with this Arrangement and the SPS risk assessment provided.
- Work safely at all times.
- Wear suitable PPE at all times.
- Use all equipment in line with the training provided.

ESTATES COMPLIANCE ARRANGEMENT (ECA)

ECA 16 – Winter Maintenance Compliance



- Report any potential near misses or areas of improvements.

Other staff within the Estates Department may be called upon to assist in the implementation of this Arrangement subject to extreme circumstances.

Definitions

Grit

For the purposes of this document, grit is a generic term used to cover salt, rock salt, sand, gravel or other aggregates and materials. The materials used to grit will depend on availability and circumstances.

Treatment

Treatment is the application of grit to surfaces such as pavements and walkways during periods of inclement weather (snow and ice) in the recognised winter months.

Specific location arrangements requirements

At a time decided (monitoring the current weather/forecasted weather) by the Security Contract Manager/Head of Grounds team on shift, the specific procedures listed below must be implemented.

Operational pressures and availability of the nominated gritting personnel will dictate if all priority areas will be gritted and in what time frame. For example, if a security incident occurs on site, staff may be taken from gritting work to respond to this incident. Depending on time frames and the situation redirected staff may then be unable to return to complete all routes identified on the gritting plan that day.

Limited gritting will be undertaken at weekends or bank holidays.

Brayford campus: This task is completed by the nominated gritting personnel team under control of the Security Contract Manager

The routes and areas to be gritted and/or cleared of snow on the Brayford campus are detailed, in order of priority, at Appendix 1. All routes and areas are to be gritted and/or cleared of snow (subject to time and resource constraints) and are prioritised to ensure areas presenting the greatest risk (steps/gradients) and those routes with the heaviest footfall are treated first.

First priority

The area immediately outside the main entrance to all academic buildings is to be treated and the main entrance to all academic buildings along the routes are to be connected to the treated route. The area immediately around cycle sheds is to be treated and connected to the route.

The routes identified as priority 1 are pedestrian routes that enable transit through the entire campus and connect all academic buildings. The highest priority is to be afforded to:

- The four sets of steps leading to the flyover.
- The steps to the Arts Bridge.
- The steps and gradient to the Sports Bridge.

Second priority

The routes identified as priority 2 are pedestrian routes with a lower footfall and are to be gritted and/or cleared of snow only after all Priority 1 areas have been completed.

ESTATES COMPLIANCE ARRANGEMENT (ECA)

ECA 16 – Winter Maintenance Compliance



On completion of the first/second priority **the following areas** will receive treatment with the resources available,

These routes include roads, car parks and pedestrian routes within student accommodation. The car parks detailed below are to be treated with particular attention to paid to gritting in the vicinity of disabled parking bays:

- P1 (Campus Way)
- P3 (Cygnet Wharf)
- P4 (ATB)
- P7 (Enterprise)
- P8 (Boulevard)
- P9/10 (Sports)
- P11 (Think Tank)
- P12 (CSB)
- Siemens Car Park –does not form part of this arrangement.

Riseholme campus: This task is completed by the nominated gritting personnel/Grounds staff

The routes and areas to be gritted and/or cleared of snow on the Riseholme campus are detailed, in order of priority, at Appendix 1. All routes and areas are to be gritted and/or cleared of snow (subject to time and resource constraints) and are prioritised to ensure areas presenting the greatest risk (steps/gradients) and those routes with the heaviest footfall are treated first.

First priority

Main areas of foot fall and in/around main working buildings.

Second priority

Roads and car parks on the campus.

Third priority

All remaining areas not covered in first or second priorities.

Holbeach campus: This task is completed by the nominated gritting personnel team under control of the Security Contract Manager/Security Supervisors

The routes and areas to be gritted and/or cleared of snow on the Holbeach campus are detailed, in order of priority, at Appendix 1. All routes and areas are to be gritted and/or cleared of snow (subject to time and resource constraints) and are prioritised to ensure areas presenting the greatest risk (steps/gradients) and those routes with the heaviest footfall are treated first.

First priority

The areas immediately outside the main entrance to Minerva House and NCFM are to be treated and are to be connected to the treated route. The area immediately around cycle sheds is to be treated and connected to the route. The routes identified as priority 1 are pedestrian routes that enable transit through the Holbeach campus and connect to Minerva House and NCFM Ph2.

ESTATES COMPLIANCE ARRANGEMENT (ECA)

ECA 16 – Winter Maintenance Compliance



Second priority

Roads and car parks on the campus.

Current equipment held

Brayford campus

- 3x hand push gritting machines, all stored in ATB plant room and used where needed.
- 1x towable gritting trailer stored in ATB plant room.
- 3x shovels which are held in Security.
- 20x scoops which are held in Security.
- 1x trolley to transport grit around buildings. Stored at rear of Brexit Cabin.
- 1x snow plough attachment for the litter pickers sweeper, stored in Litter Pickers shed.
- Grit - all stored in VC's garage.

Science park

- 2x hand push machines. All items stored in West end bin store.
- 6x scoops.
- 1x shovel.
- 1x trolley.

Holbeach

- 1x hand push machine. Currently stored in cleaning cupboard.
- 1x shovel.

Riseholme

- 1x shovel.
- 1x Wheelbarrow.
- 1x towable gritting machine stored at rear of Stable Yard.

5.0 Estates Dept points of contact

Please contact the Estates Compliance Team for clarification or further guidance on these arrangements.

6.0 Associated Documents

Internal

Level 2 Associated Documents

Reference	Title
N/A	N/A

Level 3 Documentation

Reference	Title
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ESTATES COMPLIANCE ARRANGEMENT (ECA)

ECA 16 – Winter Maintenance Compliance



ISO 14001	Environmental Management System (held by Space Management Team)
SPS	UoL Gritting SOPs

External

Source	Title
Internet	Occupiers Liability Act 1957
Internet	Health and Safety at Work Act 1974
Internet	Workplace (Health, Safety and Welfare) Regulations 1992
Internet	Management of Health and Safety at Work Regulations 1999

7.0 Change History

Version	Date	Summary of Changes Made
1	10/01/2021	Estate Compliance Arrangement for WM Compliance created.
2	24/03/22	RW and SJ review

8.0 Appendixes

Appendix	Title
1	Brayford, Riseholme and Holbeach Grit Maps

ESTATES COMPLIANCE ARRANGEMENT (ECA)

ECA 16 – Winter Maintenance Compliance



APPENDIX 1

Brayford, Riseholme and Holbeach Gritting Maps



Attachment 1
-Brayford Grit Map.pc



Attachment 2 -
Riseholme Grit Map.p



Attachment 3 -
Holbeach Grit Map.pc