

Document Control

Title			
Gritting at North Devon District Hospital Standard Operating Procedure (due to inclement weather)			
Author		Author's job title Head of Estates	
Directorate Facilities		Department Facilities	Team/Specialty Maintenance
Version	Date Issued	Status	Comment / Changes / Approval
0.1	Oct 2010	Draft	Initial draft version for consultation.
0.2	Dec 2010	Draft	Document control report added.
1.0	Dec 2010	Final	Approved by Director of Facilities in December 2010.
1.1	Oct 2012	Revision	Plan updated at request of Health and Safety Manager to include diagrammatic instruction by the Trust's Operations and Maintenance Manager
1.2	Nov 2012	Revision	Minor amendments by Corporate Governance to document control report, formatting for document map navigation and semi-automatic table of contents.
1.3	Nov 2012	Revision	Amendments to the procedure following consultation with the Health and Safety Committee held on 22 nd November 2012. Amendments to sections 4 (Roles and Responsibilities), 5 (Procedure), 6 (Equipment) and 12 (Monitoring)
2.0	Dec 2012	Final	Approved by Health and Safety Committee on 22 nd Nov 2012. Version 2 incorporates roles and responsibilities. Appendix A provides a map of the site highlighting the pavements and walkways to be gritted
2.1	Feb 2013	Revision	Minor amendment. Patient drop off point for Endoscopy patients added. Included under second priority category.
2.2	Aug 16	Revision	Minor amends to reflect gritting of new crossing points, patient drop off points, virtual walkways and access to temporary accommodation / modular offices. Options for outsourcing gritting services incorporated.
3.0	Nov 2018	Final	Minor amend to add the new A&E Entrance Steps and Disabled access slope for priority 1 gritting (1.29). Details outlining when an appointed contractor may be instructed to grit roads and car parks added (1.39). (Approved at 22 nd November H&S meeting)
3.1	Nov 2019	Revision	Gritting priorities rationalised to priority 1 & priority 2. Additions to gritting map include: Cancer and Wellbeing Centre footpath and entrance, footpath from the extended bottom staff car park, access road from top of site. Site map replaced with newer version (Appendix A)

Gritting at North Devon District Hospital Standard Operating Procedure
(due to inclement weather)

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1. Introduction

- 1.1. This procedure sets out Northern Devon Healthcare NHS Trust's system for treating priority route pavements and walkways with grit at North Devon District Hospital site during spells of severe weather (snow and ice).
- 1.2. The procedure applies to the North Devon District Hospital site. Work will be undertaken by staff working in the Facilities directorate who may be required to assist in the clearing of and treatment of pavements and walkways.
- 1.3. It provides a robust framework and identifies which walkways will (and will not be) treated, to ensure all staff are aware of the reasonably practicable measures to be taken.
- 1.4. Local procedures outside the scope of this document apply at all other Trust controlled sites such as community hospitals and will be held at the locality by the nominated / responsible person (such as the business / administration manager).

2. Purpose

- 2.1. The purpose of this document is to acknowledge duties under the:
 - Occupiers Liability Act 1957
 - Health and Safety at Work Act etc 1974
 - Workplace (Health, Safety and Welfare) Regulations 1992
 - Management of Health and Safety at Work Regulations 1999
- 2.2. Implementation of this procedure will ensure that, at North Devon District Hospital:
 - Staff are aware of the routes that will be treated and also the routes that will not be treated during periods of inclement weather (snow and ice).
 - Reasonably practicable actions will be taken to treat priority route pavements and walkways to reduce the risk of slips, falls and harm to staff, service users and other persons attending the North Devon District Hospital site by making the treated routes less hazardous.

3. Definitions

Grit

- 3.1. For the purposes of this document, grit is a generic term used to cover salt, rock salt, sand, gravel or other aggregates and materials.

- 3.2. The materials used to grit will depend on availability and circumstances.

Treatment

- 3.3. Treatment is the application of grit to surfaces such as pavements and walkways during periods of inclement weather (snow and ice).

4. Responsibilities

Role of the Head of Estates

- 4.1. The Head of Estates (Facilities) receives inclement weather forecast from the MET office to identify if there are likely to be icy conditions the following morning or early to late evening that day. If snow and ice are likely:
- The Gritting Procedure will be implemented by the Maintenance Team during normal working hours, Monday to Friday typically between 07:30 – 16:30 and will not routinely be undertaken at weekends or bank holidays.
 - A nominated member of Facilities staff will liaise with external agencies such as Devon County Council in respect of dealing with snow and ice on access roads.

Role of Emergency Preparedness Resilience and Response Officer

- 4.2. The Emergency Preparedness Resilience and Response (EPRR) Officer has responsibilities regarding Major Incident Planning. In relation to emergency preparedness, cold weather planning and the management of “internal incidents” the EPRR Officer will:
- Ensure that any relevant National Severe Weather Warnings provided to the Trust by Met Office Advisers (Civil Contingencies) are cascaded to the Head of Estates in a timely manner.

Role of Operations and Maintenance Officer

- 4.3. The Operations and Maintenance Officer will ensure that there are adequate amounts of grit available on site. Supplies of grit will be pre-ordered and stock piled
- 4.4. Outside the scope of this document, the Operations and Maintenance Manager will also ensure that and grit is delivered to other Trust controlled sites such as community hospitals and Barnstaple Health Centre.

Role of the Maintenance Team

- 4.5. Maintenance staff will be responsible for carrying out the work duties for gritting identified walkways.
- 4.6. In exceptional circumstances maintenance staff may be requested to complete these work duties out of normal working hours.

- 4.7. Other staff within the Facilities Directorate may be called upon to assist in the implementation of the gritting procedure subject to circumstances.

Health and Safety Manager

- 4.8. The Health and Safety Manager and Local Security Management Specialist is responsible for:
- Monitoring incident reports relating to snow and ice.
 - Supporting the Operations and Maintenance Manager and Risk Manager.

All staff

- 4.9. All staff must be aware of the gritting procedure and the routes that will be gritted in a prioritised order (see Appendix A) on the site of North Devon District Hospital.
- 4.10. Where a gritted route is provided or access or egress can be achieved via covered walkways or link corridors, staff must keep to these routes and reduce the risk of slips trips and falls on treated surfaces.
- 4.11. A level of personal responsibility has to be applied during spells of snow and ice including:
- The selection of appropriate footwear.
 - Forward travel planning.
 - Not putting themselves or others at undue risk of harm.
- 4.12. All staff must ensure they:
- Take reasonable care of their own health and safety.
 - Co-operate with the Trust.
 - Report incidents in a timely manner.

5. Gritting of pavements and walkways procedure at NDDH

- 5.1. If snow or icy conditions occur during the normal working day, then members of the Maintenance Team will be allocated pavement and walkway clearance duties as agreed by the Head of Estates, Operations and Maintenance Manager and / or the Health and Safety Manager (or nominated deputy) for the Trust.
- 5.2. At the NDDH site, areas to be gritted are as per the North Devon Hospital, Site map. This identifies the order in which routes highlighted will be treated (See Appendix A).
- 5.3. Pavements and walkways are categorised into two priority groups.

First Priority

- Building entrances and drop off points (as indicated on map):
 - Cancer and Wellbeing Centre entrance
 - Emergency Department pedestrian and ambulance entrance
 - Endoscopy patient drop off point (leading to link corridor)
 - Ladywell entrance
 - Level 2 main tower block entrance and drop off
 - Old David Barlow Unit entrance
 - Psychiatric Outpatients entrance (to link corridor)
 - Seamoor Unit entrance
 - Vanguard unit pedestrian ramp entrance
- Footpaths immediately surrounding building entrance and drop off points listed above.

Second Priority

- Footpaths leading from Munro, Chichester House and Residencies
- Visitors car park virtual walkway
- Route along access road from Chichester House, past overspill parking areas leading to virtual walkway in car park
- Pedestrian exit points, steps, ramp and crossing points from visitors car park leading to main tower block / emergency department
- Footpaths from staff car parks (as indicated on map)
- Pedestrian access footpath from main road (opposite Ladywell)
- Footpath from roundabout at site entrance

Record Keeping

- 5.4. Records of gritting works completed will be kept via the Estate Helpdesk electronic system. Job dockets raised via the helpdesk as actioned by the Deputy Head of Estates and / or the Acute Maintenance Officer will be issued to the Facilities Department staff allocated to complete tasks.

Resources available to complete gritting

- 5.5. It must be noted that Maintenance Team staff available to grit will carry out such duties during normal working hours, Monday to Friday typically between 07.30 and 16.30.
- 5.6. Typically resources allocated to gritting will be two operatives who will commence work from the Facilities Workshops and radiate out across site (one clockwise, the other anti-clockwise) to grit following site map and agreed gritting routes. Available resources may vary subject to circumstances and dynamic risk assessment completed by persons in control at the time of allocation of girting resources.

- 5.7. There is a likelihood that there may be a requirement for staff to be called in early to assist with path clearance, this should be indicated by the previous evening's weather forecast. In these circumstances staff may be called to attend site to carry out the Gritting Procedure. The Supervisor or in some cases the Estates Professional Technical Brief Officer (PTB) can request Facilities Directorate staff to attend from 05:00 in order to meet the hospital services.
- 5.8. Gritting of pavements and walkways will not routinely be undertaken at weekends or bank holidays.
- 5.9. Operational pressures and availability of staff, will dictate if all priority areas will be gritted and in what time frame. For example, if a major electrical or mechanical failure occurs on site, staff may be taken from gritting work to respond to an emergency. Depending on time frames and the situation re-directed staff may then be unable to return to complete all routes identified on the gritting plan that day. This will be documented by the Maintenance Team.
- 5.10. Any repeat gritting to be carried out during the working day will be decided by the Head of Estates in conjunction with the Operations and Maintenance Manager and / or Health and Safety Manager and / or the Maintenance Management Team.
- 5.11. If the severity of snowfall dictates, and there is availability, at the discretion of the Deputy Head of Estates (or nominated deputy), mechanical means and contract labour may be contracted to clear snow that may be significantly hindering site operations.
- 5.12. If Maintenance staff cannot attend NDDH but live near other community sites they can be asked to undertake snow clearance duties or other maintenance tasks. In some cases a track onto the road may have to be cleared for safe entrance points to the site and where roads have to be accessed.
- 5.13. The Facilities Department may choose to sub contract some or all of the services and / or labour directed to undertake any gritting or snow and ice clearance. The option to sub contract subject to circumstances and Estate Strategy is left to the discretion of the Deputy Head of Estates and other responsible persons such as the Maintenance and Contracts Manager or Acute Maintenance Officer.
- 5.14. The Trusts Control of Contractors Policy will apply for any services that may be out sourced.

Temporary and other semi-permanent structures

- 5.15. Where temporary and other semi-permanent structures are located, for example modular offices, the requirement for gritting of walkways will be assessed and actioned by the Deputy Head of Estates.

Roads and Car Parks

- 5.16. The Acute Maintenance Officer and / or the Head of Estates will contact the Highways Department, Devon County Council on 01392 383 329 to indicate if we have a problem on site and will request that they attend site to assist with road gritting.
- 5.17. The Council will routinely grit the bus route from the traffic lights leading onto the site to the main entrance, level 2 and the turning circle for the buses.
- 5.18. By arrangement the Council may agree to assist in the gritting of the access road to the loading bay and helicopter landing pad. It must be noted however the Council are not obligated to grit this route.
- 5.19. Subject to assessment of the severity of weather conditions (e.g. snowfall that has settled or is likely to settle as opposed to frost) and upon review of Met Office Weather reports, the Operations and Maintenance Manager, Facilities Department may instruct an approved contractor to attend the NDDH site at night between 21:00 and Midnight to grit car parks and roads. The time chosen to grit should coincide with a reduced number of vehicles on site to achieve maximum coverage. White salt will be specified where feasible to minimise the transfer of salt staining under foot into buildings.

6. Equipment

- 6.1. All equipment for this procedure is held within the estates workshops.
- 6.2. Once used the equipment must be returned to the department and all supplies restocked as a matter of urgency.
- 6.3. Situated at various locations around the NDDH site are grit storage bins. The Maintenance Supervisor will ensure available supplies of grit are distributed to these storage points.
- 6.4. Where appropriate and safe to do so, staff may use grit from these bins to treat icy surfaces, especially outside of the priority routes designated on Appendix A.

7. The Development of the Procedure

Prioritisation of Work

- 7.1. A requirement was identified to improve assurance of the gritting arrangements for the North Devon District Hospital.

Document Development Process

- 7.2. As the author, the Deputy Head of Estates is responsible for developing the procedure and for ensuring stakeholders were consulted with.
- 7.3. Draft copies were circulated for comment before approval was sought from the relevant committees.

8. Consultation and Approval Process

Consultation Process

- 8.1. The author consulted widely with stakeholders, including:
- Divisional Director of Facilities
 - Health and Safety Manager
- 8.2. Consultation took the form of a request for comments and feedback via email.

Procedure Approval Process

- 8.3. Final approval will be sought from the Health and Safety Committee.

9. Review and Revision Arrangements including Document Control

Process for Reviewing the Procedure

- 9.1. The procedure will be reviewed every three years. The author will be responsible for ensuring the procedure is reviewed in a timely manner.
- 9.2. The reviewed procedure will be approved by the Health and Safety Committee subject to approval from key stakeholders including the Director of Facilities.
- 9.3. All reviews will be recorded by the author in the Document Control Report.

Process for Revising the Procedure

- 9.4. In order to ensure the procedure is up-to-date, the author may be required to make a number of revisions, e.g. committee changes or amendments to individuals' responsibilities. Where the revisions are minor and do not change the overall procedure, the author will present the revised version to the Head of Estates for approval.
- 9.5. Significant revisions will require final approval by the Health and Safety Group.
- 9.6. All revisions will be recorded by the author in the Document Control Report.

Document Control

- 9.7. The author will comply with the Trust's agreed version control process, as described in the organisation-wide Guidance for Document Control.

10. Dissemination and Implementation

Dissemination of the procedure

- 10.1. After approval, the Deputy Head of Estates will provide a copy of the procedure to the Governance Support Officer to have it placed on the Trust's intranet.

Implementation of the Procedure

- 10.2. Line managers are responsible for ensuring this procedure is implemented across their area of work.
- 10.3. Support for the implementation of this procedure will be provided by the Facilities Directorate.

11. Document Control including Archiving Arrangements

Library of Procedural Documents

- 11.1. The author is responsible for recording, storing and controlling this procedure.
- 11.2. Once approved, the author will provide a copy of the current procedure to the Compliance Administrator, Corporate Governance so that it can be placed on the Trust's Intranet site. Any future revised copies will be provided to ensure the most up-to-date version is available on the Trust's Intranet site.

Archiving Arrangements

- 11.3. All versions of this procedure will be archived in electronic format within the Facilities Directorate archive. Archiving will take place by the Head of Estates once the final version of the procedure has been issued.
- 11.4. Revisions to the final document will be recorded on the Document Control Report. Revised versions will be added to the procedure archive held by the Facilities Directorate.

Process for Retrieving Archived Procedure

- 11.5. To obtain a copy of the archived procedure, contact should be made with the Head of Estates, Facilities.

12. Monitoring Compliance With and the Effectiveness of the procedure

Process for Monitoring Compliance and Effectiveness

- 12.1. Monitoring compliance with this procedure will be the responsibility of the Head of Estates. This will be undertaken with support of the Health and Safety Manager, reactively by the monitoring of incident reports and anecdotal feedback, and proactively by supervision and monitoring of work by managers and supervisors within the Facilities Department.

- 12.2. Where non-compliance is identified, support and advice will be provided to improve practice.
- 12.3. The order routes are gritted may alter subject to monitoring. Approval by the Health and Safety Group would be sought for any significant alterations to the Gritting Procedure.

Standards/ Key Performance Indicators

- 12.4. There are no specific key performance indicators for this document

13. References

- Health and Safety Executive Website. [Icy conditions and winter weather](#)
- North Devon Council Website. [Severe Weather](#) [Winter Travel](#)
- Gov.UK Website [Clear snow from a road, path or cycleway](#) (public places)

14. Associated Documentation

- [Health and Safety Policy](#)
- [Incident Reporting and Management Policy](#)
- [Risk Management Policy](#)
- [Incident Response Plan](#)
- [Control of Contractors Policy](#)
- [Uniform, Standards of Dress and Personal Appearance Policy](#)

Appendix A – Gritting Plan of North Devon District Hospital

Gritting priorities of pavements, walkways and access points at North Devon District Hospital

1ST Priority

2ND Priority

Important safety notice: only footpaths, walkways and access points highlighted will receive gritting. Pedestrians must follow gritted priority routes, not taking shortcuts. Where walking on un-gritted surfaces is unavoidable, pedestrians must take reasonable care of themselves.

