



GIG  
CYMRU  
NHS  
WALES

Bwrdd Iechyd  
Cwm Taf  
Health Board

Ref:FAC07

## WORKPLACE SAFETY AND HEALTH POLICY

# Adverse Weather, Snow and Gritting Procedure

<b>INITIATED BY:</b>	Board Secretary / Director of Corporate Services and Governance
<b>APPROVED BY:</b>	Senior Managers Meeting
<b>DATE APPROVED:</b>	November 2013
<b>VERSION:</b>	1.0
<b>OPERATIONAL DATE:</b>	December 2013
<b>DATE FOR REVIEW:</b>	3 years from date of approval or if any legislative or operational changes require
<b>DISTRIBUTION:</b>	All staff via intranet
<b>FREEDOM OF INFORMATION STATUS:</b>	Open

## Summary

### Who this document is aimed at:

The Procedure is aimed primarily at Grounds and Gardens staff supported by nominated external contractors.

### Key issues:

The main issue is the outlining of respective responsibilities of critical NHS staff during adversely cold weather conditions.

### Brief summary of document:

This procedure is intended to inform and instruct managers and staff alike that are employed by Cwm Taf Health Board in relation to the arrangements that have been put in place to aid their safety during adversely cold weather conditions. It describes how the service of gritting and snow clearing will be carried out by a combination of internal Grounds and Gardens staff supported by nominated external contractors. Further information lists the critical areas that are covered by this procedure.

### Definition of a Procedure

A procedure is a set of detailed step-by-step instructions that describe the appropriate method for carrying out tasks or activities to achieve a stated outcome to the highest standards possible and to ensure efficiency, consistency and safety.

### Minor Amendments

If a minor change is required to the document, which does not require a full review please identify the change below and update the version number.

Type of change	Why change made	Page number	Date of change	Version 1 to 1.1	Name of responsible person

**CONTENTS**

Summary ..... i

Definition of a Procedure..... i

Minor Amendments ..... i

1. Purpose..... 1

2. Principles..... 1

3. Procedure..... 2

4. Training ..... 2

5. Personal Protective Equipment (PPE) ..... 2

6. Vehicle Safety ..... 3

7. Monitoring and Reviewing Arrangements ..... 3

8. Audit Arrangements..... 3

9. Roles and Responsibilities..... 3

    9.1 The Organisation ..... 3

    9.2 The Head of Hotel Services ..... 4

    9.3 The Facilities Manager ..... 4

    9.4 Contractors..... 4

    9.5 Internal Adverse Weather Staff ..... 4

    9.6 Cwm Taf HB Staff ..... 4

10. Non Conformance..... 5

11. Equality Impact Assessment Statement..... 5

Appendix A - External Contractor Precautionary Salting Routes ..... 6

Appendix B - External Contractor Priority and Secondary Snow Clearing ..... 8

Appendix C - Internal Staff Areas for Gritting and Snow Clearing Across the Health Board ..... 11

Appendix D - Weather ..... 13

    Action Card 1 - Grounds and Gardens “On-call” Winter Teams – Ice ..... 14

    Action Card 2 - Grounds and Gardens “On-call” Winter Teams – Snow..... 15

    Action Card 3 - Switchboards Adverse Weather Callout for Gritting and Snowfall ..... 16

    Action Card 4 – External Contractors ..... 17

    Action Card 5 - Under Emergency Adverse Weather Conditions Only ..... 18

## 1. Purpose

The purpose of this Procedure is to clearly identify who has specific responsibilities for the gritting and snow clearing during and cold related adverse weather. The aim is to maintain or reinstate as quickly as possible, the free and safe use of roads, pedestrian walkways and car parks during these periods. At these times areas will be prioritised for the clearing of ice and snow by the Grounds and Gardens Management team.

In order to achieve these objectives the Health Board is divided into three distinct areas. These areas are:

- precautionary salting of identified sites, prior to the formation of ice or an accumulation of snow;
- post treatment of identified sites following the formation of ice or an accumulation of snow;
- provision and servicing of salt / gritting bins at strategic site locations.

## 2. Principles

The specific winter services described in this procedure are provided over the period running from November to April to take in those months where the likelihood of ice formation or snowfall is the greatest. Outside this period, any incidents of snow or ice formation will be treated on a "reactive basis" in accordance with the general principles set out in this document.

The service of gritting and snow clearing will be carried out by a combination of internal Grounds and Gardens staff supported by nominated external contractors. The external contract will cover seven main sites for gritting and snow clearing; these sites are:

- Prince Charles Hospital;
- Keir Hardie Health Park;
- Ysbyty Cwm Cynon;
- Dewi Sant Hospital;
- Royal Glamorgan Hospital;
- Ysbyty Cwm Rhondda;
- Ysbyty George Thomas. (This listing is subject to variation).

Each area to be gritted for individual sites is identified in Appendix A. Each area to be cleared of snow for individual site is identified in Appendix B. Each site is split into priority areas and secondary areas for snow clearing. The internal Grounds and Gardens staff will cover all other areas in the Health Board that require gritting and snow clearing services (Appendix C).

### **3. Procedure**

The Facilities Department, Helpdesk, Grounds and Gardens and Switchboard on both acute sites will receive daily weather forecasts via e-mail or fax from the National Severe Weather Warning Service (NSWWS) on a daily basis (Appendix D).

If the temperature is predicted to fall below 0°C the Facilities Manager or their Deputy will inform the relevant internal staff of the forecast. The passing of this information at the earliest possible stage will ensure time is provided to take necessary preventative measures.

Before pre-salting applications are carried out staff will consider the following:

- surface temperature;
- dampness of surface areas;
- air temperature and humidity.

Once staff have been informed of the potential for cold weather they will ensure equipment and materials are transported to key locations as directed by site specific plans.

### **4. Training**

All Estates and Grounds and Garden staff involved with adverse weather gritting or snow clearing related tasks is required to have participated in all of the following training sessions:

- Manual Handling Training (Modules A&B);
- N.P.T.C. tractor training (Grounds and Gardens staff only);
- 4 x 4 off road vehicle training (Grounds and Gardens staff only);
- In-house training for spreading of rock salt, snow clearing and the use of Logic Multi Spreaders. In addition, there must be a safe system of work in place for each of the identified tasks, to which all staff must work in strict accordance with.

### **5. Personal Protective Equipment (PPE)**

PPE must be worn by all Health Board staff that are expected to undertake snow clearing or gritting tasks. All PPE must be provided free of charge to end user by the Health Board during adverse weather and is listed as follows:

- thermal type gloves;
- hi visibility vests, coats or jackets;
- safety boots;
- overalls;

- heat retaining headwear – hat or cap;
- lip salve / balm;
- safety glasses.

## **6. Vehicle Safety**

All vehicles are subject to a planned maintenance and inspection programme. Staff responsible for the vehicles on a daily basis will carry out daily and weekly checks to help ensure vehicular roadworthiness. These will be provided by their manager / supervisor.

They must also ensure that log books provided are completed on a daily basis and any identified faults, damage or concerns relating to the vehicle are reported to the relevant supervisor.

All drivers must comply with road traffic regulations and the Highway Code during the course of their undertaking. All loads will be securely fastened to the vehicle by staff prior to travel. More information can be found in the organisation's MORR driver's handbook.

## **7. Monitoring and Reviewing Arrangements**

This Procedure will be reviewed at least once every three years. An earlier review may be warranted if one or more of the following occurs:

- as a result of regulatory / statutory changes or developments;
- due to the results and effects of "critical incidents";
- for any other relevant or compelling reason.

## **8. Audit Arrangements**

In order to help maintain a good standard of service for the organisation the Grounds and Gardens Team will undertake an annual audit at a time which is agreed to be suitable (this may vary in relation to climatic circumstances).

The audit is intended to identify any gaps or shortfalls in the process enabling additional controls to be applied to help maintain a suitable and sufficient, sustainable service for the organisation.

## **9. Roles and Responsibilities**

### **9.1 The Organisation**

Responsibility for service provision of gritting and snow clearing lies with the Board Secretary / Director of Corporate Services and Governance.

## **9.2 The Head of Hotel Services**

The Head of Hotel Services is responsible to the Board Secretary / Director of Corporate Services and Governance for ensuring that:

- a gritting and snow clearing procedure is in place, reviewed and audited as necessary and that it is adhered to so far as is "reasonably practicable";
- the appropriate trained staff are appointed to undertake the tasks that are set out within this document;
- all complaints are effectively investigated and dealt with to an acceptable level.

## **9.3 The Facilities Manager**

Is responsible for running the day to day activities related to adverse weather gritting and snow clearing during the periods of time where the nature of the weather demand it. This is applicable across all areas under the responsibility or ownership of Cwm Taf HB.

## **9.4 Contractors**

When the temperature reaches zero degrees Celsius, this is the "trigger point" upon which the nominated contractors come to site to undertake gritting tasks only, however if it is identified that the temperature is going to fall to that level gritting will be done in advance of this.

For the contractors to undertake "snow clearing" tasks there must be an approximate average of 50mm snow on the ground.

Any hospital sites where it is felt that gritting or snow clearing services are required should be obtained by contacting either hospital switchboard in the first instance. They will then contact the relevant "on call" managers to deal with the request. Please refer to appendices for full details of sites controlled.

## **9.5 Internal Adverse Weather Staff**

The on-call adverse weather team are available from the end of November to the end of March subject to review of conditions on an annual basis. Please refer to appendices for full details of sites controlled.

## **9.6 Cwm Taf HB Staff**

Cwm Taf staff are not advised to put themselves or others at risk by gritting areas themselves unless it is deemed to be absolutely critical to do so and they are physically fit to undertake the activity safely. In the first instance staff should always call the appropriate switchboard for assistance.

**10. Non Conformance**

All Health Board personnel will comply with this Procedure. The consequence of non-conformance will result in the appropriate Workforce and Organisational Development policies and procedures being implemented as the circumstances demand.

**11. Equality Impact Assessment Statement**

This Procedure has been subject to a full equality assessment and no impact has been identified.



## **Appendix A - External Contractor Precautionary Salting Routes**

### **Precautionary Salting Route Prince Charles Hospital**

- All main entrances and fire exits.
- Main circuit road around hospital site.
- Main entrance to Emergency Care Centre (ECC).
- Estates compound and oxygen bank.
- Mortuary entrance and road.
- Rear delivery entrances area.
- Macmillan Centre entrance and car park.
- Oxygen bank next to Macmillan Centre.
- Maternity entrance.
- Renal entrance and road leading to car park 2.
- All car park areas.
- All pedestrian access ways.

N.B. no gritting is to be carried out on the Heli-Pad.

### **Precautionary Salting Route Keir Hardie Health Park**

- All main entrances and fire exits.
- Main road in the hospital.
- Medical gas store room.
- All car parking areas.
- Waste compound.
- All pedestrian access ways.

### **Precautionary Salting Route Ysbyty Cwm Cynon**

- All main road areas into the hospital.
- All main entrances and fire exits.
- Service yard and mortuary (rear).
- All pedestrian access ways.
- All car park areas.

### **Precautionary Salting Route Dewi Sant Hospital**

- All main entrances and fire exits.
- All main road areas into the hospital.
- Estates yard.
- Mortuary access.
- Oxygen tanks.
- Bungalow offices building.
- All car park areas.

### **Precautionary Salting Route Royal Glamorgan Hospital**

- All main entrances and fire exits.
- All main road areas into the hospital.
- Main entrance to Accident and Emergency (A & E) and car park.
- Estates compound at rear and mortuary and critical surrounding areas.
- Ansari Court (hospital accommodation).
- All car park areas.
- All bridges (x2).

N.B. No gritting is to be carried out on the Heli-Pad.

### **Precautionary Salting Route Ysbyty Cwm Rhondda**

- All main entrances and fire exits.
- All main roads on hospital site.
- Estates yard.
- Mortuary entrance (rear).
- All car park areas.

### **Precautionary Salting Route Ysbyty George Thomas**

- All main entrances and fire exits.
- All main roads on hospital site.
- Estates yard.
- Mortuary entrance (rear).
- All car park areas.

#### **Generic Note:**

Due to the nature of the wearing surface (where applicable), dedicated fire access routes do not require adverse weather maintenance for gritting.

## **Appendix B - External Contractor Priority and Secondary Snow Clearing**

### **Snow Clearing Route, Prince Charles Hospital**

#### **Priority areas:**

- All main entrances and fire exits.
- All main roads on hospital site.
- Main entrance to Emergency Care Centre (ECC).
- Estates compound and oxygen bank.
- Mortuary entrance and road.
- Rear delivery entrances area and kitchen access ramp.
- Macmillan Centre entrance and car park.
- Oxygen bank next to Macmillan Centre.
- Renal entrance.
- Heli-Pad.

#### **Secondary areas:**

- All car park areas.
- All pedestrian access ways.

### **Snow Clearing Route, Keir Hardie Health Park**

#### **Priority areas:**

- All main entrances and fire exits.
- All main roads on Health Park site.

#### **Secondary areas:**

- All car park areas.
- All pedestrian access ways.
- Waste compound and rear services.

### **Snow Clearing Route, Ysbyty Cwm Cynon**

#### **Priority areas:**

- All main entrances and fire exits.
- All main roads around the hospital.
- Rear service yard and mortuary entrance.

#### **Secondary areas:**

- All car park areas.
- All pedestrian access ways.

## **Snow Clearing Route, Dewi Sant Hospital**

### **Priority areas:**

- All main entrances and fire exits.
- All main roads around the hospital.
- Estates yard.
- Mortuary area.
- Oxygen tanks.

### **Secondary areas:**

- All car park areas.
- All pedestrian access ways.

## **Snow Clearing Route, Royal Glamorgan Hospital**

### **Priority areas:**

- All main entrances and fire exits.
- All main road areas into the hospital.
- Main entrance to Accident and Emergency (A & E) and car park.
- Estates compound at rear and mortuary and critical surrounding areas.

### **Secondary areas:**

- All car park areas.
- Ansari Court (hospital accommodation).
- All pedestrian access ways.
- All bridges (x2).

## **Snow Clearing Route, Ysbyty Cwm Rhondda**

### **Priority areas:**

- All main entrances and fire exits.
- All main roads around the hospital.
- Rear service yard.
- Mortuary entrance.

### **Secondary areas:**

- All car park areas.
- All pedestrian access ways.

## **Snow Clearing Route, Ysbyty George Thomas**

### **Priority areas:**

- All main entrances and fire exits.
- All main roads around the hospital.
- Rear service yard and mortuary entrance.

### **Secondary areas:**

- All car park areas.
- All pedestrian access ways.

### **Note:**

Due to the nature of the wearing surface of the dedicated "Fire Route" snow clearing will only take place under emergency conditions.

## **Appendix C - Internal Staff Areas for Gritting and Snow Clearing Across the Health Board**

### **Team 1 (RGH)**

#### **Priority Gritting and Snow Clearing (also secondary support to nominated contractor)**

- RGH Hospital – Ansari Court, bridges, pavements, entrances.
- Heol Draw and Laundry.
- Dewi Sant – pavements, bungalow offices, entrances.

#### **Secondary Gritting and Snow Clearing**

- Talbot Green Health Clinic.
- Tonteg Hospital.
- Llwyn-Y-Eos Clinic.
- Pontypridd Health Centre.
- Cwm Gwyrdd Health Centre.
- Maritime Mental Health Day Services Pontypridd.
- Tonyrefail Clinic.
- Gilfach Goch clinic.

### **Team 2 (YCR)**

#### **Priority Gritting and Snow Clearing (also secondary support to nominated contractor)**

- Pontypridd and District Hospital – entrances, roads, pavements and car parks.
- Ysbyty Cwm Rhondda - pavements, entrances.
- Ysbyty George Thomas - pavements, entrances.
- Central Processing Unit (CPU), Treorchy.

#### **Secondary Gritting and Snow Clearing**

- Carnegie Clinic.
- Tonypandy Health Centre.
- Tylorstown Health Centre.
- Leith House Dental Teaching Unit, Porth.
- Penygraig Clinic.
- Pinewood House, Treorchy.
- Trealaw Mental Health Unit.
- Ynyswen Clinic.
- Ystrad Clinic.

## **Team 3 (PCH)**

### **Priority Gritting and Snow Clearing (also secondary support to nominated contractor)**

- Prince Charles Hospital- pavements, entrances;
- Keir Hardie Health Park - pavements, entrances;
- Ysbyty Cwm Cynon - pavements, entrances.

### **Secondary Gritting and Snow Clearing**

- Treharris Primary Care;
- St John's Medical Practice within Aberdare Health Centre;
- Aberfan Clinic;
- Ynysmeurig House Abercynon.

## Appendix D - Weather

<b>Green</b> No severe weather	<b>Yellow</b> Be aware	<b>Amber</b> Be prepared	<b>Red</b> Take action
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Location	>LOCATION ID<																							
COLOUR STATE	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100
Minimum RST	6.5	6.6	6.3	5.9	5.5	4.9	4.2	4.5	3.9	3.6	3.1	2.7	2.2	1.8	2.5	2.1	1.9	1.4	1.1	1.7	2.4	3.5	3.9	5.1
Falling Snow	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Road State	Dry	Dry	Dry	Dry	Dry	Damp	Damp	Damp	Damp	Damp	Damp	Damp	Damp	Damp	Damp	Damp	Damp	Damp	Damp	Damp	Damp	Damp	Damp	Dry

Location	>LOCATION ID<																							
COLOUR STATE	1200	1300	1400	1500	1600	1700	1800	1900	2000	2100	2200	2300	0000	0100	0200	0300	0400	0500	0600	0700	0800	0900	1000	1100
Minimum RST	6.8	6.7	6.5	5.9	5.2	4.5	3.9	5.2	5.4	3.9	2.5	0.2	-1.2	-0.9	-1.1	-0.2	0.1	0.0	-0.9	-1.2	-0.1	0.9	2.2	3.9
Falling Snow	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0.5	0.8	1.1	0.1	0	0	0	0	0
Road State	Dry	Dry	Dry	Dry	Dry	Dry	Dry	Rain	Rain	Wet	Damp	Damp	Icy	Icy	Icy	Icy	Snow	Snow	Icy	Icy	Icy	Icy	Damp	Dry

	Very Low	Low	Medium	High
<b>Impact and advice applying to adverse weather</b>	The weather is not expected to have any noticeable impacts.	<b>BE AWARE</b> and ensure you access the latest weather forecast for up to date weather information.	<b>BE PREPARED</b> Take precautions where possible and ensure <b>you</b> access the latest weather forecast.  <b>BE PREPARED</b> for some disruption to normal daily routines.  Travel only if prepared and <b>BE PREPARED</b> for longer journey times.	<b>TAKE</b> precautionary <b>ACTION</b> and remain extra vigilant.  Follow orders and any advice given by authorities under all circumstances.  <b>EXPECT</b> significant disruption to normal daily routines. Avoid all non-essential journeys.  If you must make a journey carry emergency food, clothing, blanket etc.



## **Action Card 1 - Grounds and Gardens "On-call" Winter Teams – Ice**

### **Adverse Weather Ice Conditions**

- Weather reports checked from Met Office by garden supervisor at midday on weather conditions for the next 24 hour weather period.
- If icy conditions are forecast (drops to zero degrees or below) the on-call garden supervisor or on-call Hotel Service Manager will initiate the on-call adverse weather teams to respond to the icy conditions.
- Switchboard at Royal Glamorgan is contacted by the on-call garden supervisor or on-call Hotel Service Manager to call out the adverse weather teams.

The adverse weather teams are split into 3 regions:

- **Royal Glamorgan Hospital;**
- **Ysbyty Cwm Rhondda Hospital;**
- **Prince Charles Hospital.**

The adverse weather team will have designated areas across the Health Board to grit.

## **Action Card 2 - Grounds and Gardens "On-call" Winter Teams – Snow**

### **Adverse Weather Snow Conditions.**

- Weather reports checked from Met Office by garden's supervisor at midday on weather conditions for the next 24 hour weather period.
- If snow is forecast the on-call garden supervisor or Facility Manager will initiate the on-call adverse weather teams to respond to the snowy conditions.
- Site managers (RGH) or bed managers (PCH) will contact switchboard either at Royal Glamorgan Hospital or Prince Charles Hospital who then contacts the on-call garden supervisor or on call Hotel Services Manager.
- The on-call garden supervisor or on call Hotel Service Manager will ask switchboard to call out adverse weather teams.

The adverse weather teams are split into 3 regions:

- **Royal Glamorgan Hospital.**
- **Ysbyty Cwm Rhondda Hospital.**
- **Prince Charles Hospital.**

The adverse weather team will have designated areas across the Health Board to clear snow.

## **Action Card 3 - Switchboards Adverse Weather Callout for Gritting and Snowfall**

### **Gritting**

- The gardening supervisor will provide the local switchboards with an adverse weather on-call rota from November to April.
- The Switchboard receives Met Office weather reports.
- Royal Glamorgan and Prince Charles Hospital switchboards receive calls from other Cwm Taf Health Board sites to alert them to potentially higher risk, adverse icy conditions.
- The Switchboard contacts on-call garden supervisor or on-call Hotel Service Manager to agree whether to initiate adverse weather team for the area.
- The Switchboard to arrange transport for relevant adverse weather team.

### **Snowfall**

- The gardening supervisor will provide the switchboard with an adverse weather on call rota from November to April.
- The Switchboard receives Met Office weather reports.
- Royal Glamorgan and Prince Charles Hospital switchboards receive calls from other Cwm Taf Health Board sites to include site managers (RGH) and bed managers (PCH) who in turn contact the on-call garden supervisor or the on-call Hotel Services Manager.
- The Switchboard contacts the on-call garden supervisor or on-call Hotel Services Manager to agree whether to initiate adverse weather team for the area.
- The Switchboard is responsible for arranging transport for relevant adverse weather team.

## **Action Card 4 – External Contractors**

### **Adverse Weather Gritting and Snow Conditions**

The contract of the nominated snow and gritting control contractor runs from late November to the end of March. The contractor has delegated ownership of seven nominated sites:

- Prince Charles Hospital.
- Keir Hardie Health Park.
- Ysbyty Cwm Cynon.
- Dewi Sant Hospital.
- Royal Glamorgan Hospital.
- Ysbyty Cwm Rhondda.
- Ysbyty George Thomas.

## **Action Card 5 - Under Emergency Adverse Weather Conditions Only**

### **Estates Department (PCH) Adverse Weather Snow Clearing**

- The Switchboard (PCH) to contact on-call Estates Manager.
- The on-call Estates Manager to contact Estates staff as required on an ad-hoc basis.
- The Estates staff to work alongside the adverse weather team to clear priority areas.