



NORTH LINCOLNSHIRE COUNCIL OPERATIONS



WINTER SERVICE POLICY

2018-19

Policy Statement

North Lincolnshire Council as Highway Authority is responsible for maintaining the highway in a safe manner. Legislation places the Council under a duty “to ensure, so far as is reasonably practicable, that safe passage along the highway is not endangered by snow or ice” (Section 41 Highways Act 1980, as modified by Section 111 of Railways and Transport Act 2003).

North Lincolnshire Council aims to provide a winter service which, as far as reasonably possible, allows the safe movement of vehicular traffic on the more important parts of the highway network, while minimising delays and accidents directly attributable to the adverse weather conditions.

The principles and guidelines for the provision of a winter service are outlined in section B.7 of the Code of Practice for Well Managed Highway Infrastructure issued by the UK Roads Liaison Group (COP).

This policy document in the following sections clarifies and details how the Code of Practice will be implemented within North Lincolnshire. Appendices to this policy document provide further details as referenced in the policy sections.

A Winter Service Operational Manual (WSOM) utilised by winter service operational staff, provides detailed information on weather monitoring, decision making processes, standby rotas etc.

1.0 Winter Service Policy

This Policy has been developed following a full review of the Winter Service during the summer of 2018 and a wide consultation exercise that was carried out across North Lincolnshire. This Policy is designed such that our operational response to a similar event is managed in a more efficient and effective manner. This document does not purport to be a panacea to ensure that no disruption occurs on our network this winter but merely incorporates initiatives and improvements into our service delivery processes. The Policy will be reviewed annually to take further account of any continual improvements to ensure the network is as safe as possible for the travelling public.

The overall winter period is defined as 1 October to 30 April in any year. The core winter period is defined as 1 November to 15 March. Differing levels of staffing, rotas and standby are provided during these periods, as discussed in later sections. The treatments to the network as required and as described below, are provided throughout the overall winter period. Guidance on the selection and prioritisation of gritting routes is given in section B.7.5.35 of the COP.

1.1 Precautionary Salting:

The selection of which roads to treat on a precautionary basis is primarily based upon the amount of traffic using the route. The COP provides guidance on the level of service to be provided. Furthermore, consultations with Road Users and stakeholders during the summer of 2011 established the following criteria for the provision of a precautionary salting network :

- Principal and main roads (defined as those carrying at least 3000 vehicles per day)
- Important bus routes
- Routes to hospitals
- Roads leading to ambulance stations, fire stations and police stations
- Bus routes adjacent to or serving schools
- Selected hills.

The 2018 review confirmed that this criteria is still relevant.

North Lincolnshire Council aims to treat all defined precautionary salting routes within 3 hours of the gritting vehicles being mobilised.

There are currently 9 precautionary routes established within North Lincolnshire. Details of the routes are published on the North Lincolnshire Council web site, and are included as Appendix 1 to this policy.

The Council does not currently routinely pre-treat any of the footway network, but provides salt/additional salt bins to the parishes in order that they may prioritise any pre treatment of footways locally (see section 1.6 below)

1.2 Reduced Precautionary Salting Network at times of Salt Shortage

Contingency plans exist for the supply of rock salt from national strategic stockpiles; there may be occasions when salt usage has to be reduced to preserve stocks. In order to achieve this, a reduced precautionary network has been established. This reduced network includes the priority 1 routes outlined in section 1.4 below, and routes to other key infrastructure, and selected routes with particular access difficulties. Details of the reduced network are included in Appendix 1. When the reduced network is implemented, information will be provided on the web site, and in the press.

1.3 Secondary Salting Routes

In addition to the precautionary salting routes identified in section 1.1, criteria for a network of secondary routes have been established as follows:-

- A route which is on a relatively steep hill.
- A route, which for a significant length, is adjacent to a deep drainage ditch, river or similar
- Local bus routes not included elsewhere.
- Pedestrianised areas of Brigg and Scunthorpe, Frodingham Footbridge and Ashby Broadway.
- Additional links that provide contiguous routes for gritting vehicles
- Main routes adjacent to schools (that can be accessed by a gritting vehicle)
- Main industrial estates.

Details of the routes are published on the North Lincolnshire Council web site, and are included as Appendix 1 to this policy.

Secondary routes are only treated when all precautionary route salting has been carried out, and subject to the following criteria being met:-

- Air temperatures have remained below zero degrees centigrade for more than 24 hours continuously. And/or
- There is a clearly identified problem caused by the formation of snow and/or ice on the highway.

Carriageway routes within the secondary routes are treated between the nearest adjacent “give-way” markings or other priority junction, before and beyond the hazard.

1.4 Treatments and Priorities in snow/ice conditions

In certain snow/ice conditions, as defined below, there is a need to further prioritise precautionary salting and snow ice clearance routes as resources may become stretched. **The principals of priority route selections are to permit access to identified critical infrastructure, and to provide at least one clear route in/out of all communities.** The Priority 1 routes are detailed below. The criteria for Priority 2 routes are also given below, although specific routes will be dependant upon the geographic range of the snow/ice conditions, and the extent of affected communities. Scenario plans for Priority 2 carriageway routes will be developed. A priority listing for footways is shown below. These lists are also published on the North Lincolnshire Council web site:-

Priority 1 Routes

A15 North	Between M180 junction 5 and Humber Bridge
A15 South	Between M180 junction 4 and Council boundary
A18	Kirmington - Barnetby - Brigg - Scunthorpe (including Briggate Lodge link to junction 4 M180) - M181 - A161 - Thorne High Levels.
A159	Scunthorpe - Scotter
A1077	Scunthorpe (M181 junction) - Winterton – South Ferriby - Barton – Barrow - Ulceby
A161	A18 South - Council Boundary
A161	A18 North – Eastoft – Council boundary
B1206	A15 - New Holland
B1216/C105	A1077 - Neap House - Flixborough Industrial Estate
A1173	Manby Road roundabout - NLC boundary.

Priority 2 Routes

One route to all centres of population.

Access to hospitals.

Access to Emergency Services.

Local Bus Routes not covered above or in Priority 1 routes.

NLC Council Car Parks at Pittwood House, Church Square House, The Angel, and Hewson House, to enable critical Council services to be staffed and provided. (Additional car parks may be added depending upon the severity of the event.)

Main public car parks:

Scunthorpe:

Carlton Street

Mary Street

West Street

Chapel Street/King Street

Holme Street

High Street East

Deyne Avenue

Dunstall Street/Laneham Street

Scunthorpe Market Car Park

Ashby

Ashby High Street

Alexander Road/Victoria Road

School Road

Ashby Market

Brigg

Old Courts Road

The Angel

Other car parks as resources permit

Mapping will be developed for priority 2 routes

Footway Priorities

Appropriate treatment to pedestrianised areas:

Scunthorpe Precinct including Jubilee Way.

Brigg Precinct.

Frodingham Footbridge (Station Road to Rowland Road)

Ashby Broadway (Bottesford Lane to High Street)

When conditions and resources permit appropriate treatment to other heavily used footways as follows:

Crowle A161 High Street from Fieldside to Fieldside.
Crowle, Mill Road, from Fieldside to Cemetery
Epworth High Street from A161 to Albion Hill Sheltered Housing complex.
Epworth Church Street from High street to Market Place.
Epworth Market Place from Church Lane to Albion Hill.
Winterton Market Place from High Street to Park Street.
Messingham High Street from Temperance Avenue to Butterwick Road.
Messingham, Wendover Road from High Street to School (Briggate Drive)
Kirton Lindsey Market Place from North Cliff Road to Queen Street.
Brigg Bridge Street from A18 to Market Place.
Brigg Queen Street from Market Place to Bigby Street.
Broughton, High Street from Brigg Road to Appleby Lane
Broughton, Brigg Road from High Street to Greyfriars Road (Junior School Area)
Barrow upon Humber High Street from A1077 to Churchside.
Barton upon Humber, High Street from Fleetgate to Whitecross Street.
Barton upon Humber, George Street/King Street from Market Lane to High Street.
Barton upon Humber, Market Lane from George Street to Whitecross Street.
Scunthorpe, Allanby Street from High Street to West Street

Scunthorpe, West Street from Allanby Street to Frodingham Road
Scunthorpe, Mary Street from Oswald Road to Cole Street.
Scunthorpe, Oswald Road from Mary Street to Cliff Gardens.
Scunthorpe, Frodingham Road from Doncaster Road to Ferry Road.
Scunthorpe, High Street from Frances Street to Oswald Road.
Scunthorpe, Doncaster Road from High Street to Exeter Road.
Scunthorpe, Holme Street from Winterton Road to High Street.
Scunthorpe, Robert Street from Frances Street to High Street.
Scunthorpe, Laneham Street from High Street to Mary Street.
Scunthorpe, Dunstall Street from High Street to Mary Street.

With reference to section 1.5 below, additional supplies of salt will be provided to towns and parishes by agreement. Parish Councils/Snow Wardens will agree local priorities which may include:

Vulnerable People
Schools
Doctors Surgeries
Access to shops
etc

1.4.1 Treatments in Forecasted Light Snowfall Conditions (up to 25mm)

- **Carriageways**

Pre-treatment of precautionary routes.
Pre-treatment of secondary salting routes.

- **Footways**

Appropriate treatment to pedestrianised areas as outlined in the footway priorities listing in section 1.4

1.4.2 Treatments in Forecasted Moderate Snowfall Conditions (over 25mm, less than 150mm)

- **Carriageways**

Pre-treatment: Precautionary and Secondary salting routes.

Snow Clearance: Priority 1 routes and priority 2 routes as resources permit, followed by remaining lengths of precautionary and secondary routes.

Respond to any other blocked roads as resource is available.

NLC Winter Control Team to consider activation of the Parish Council's snow clearing role for which they have been provided budget provision. NLC Winter Control Team to liaise with Lead Snow Wardens in regards to potential authorisation of activation and advise which sub-contractors are available.

- **Footways**

Pre-treatment: Pedestrianised areas of Brigg and Scunthorpe, Frodingham Footbridge and Ashby Broadway.

Snow Clearance: As resources permit, appropriate treatment to pedestrianised areas on the footways priorities list.

1.4.3 Treatments in extreme weather conditions – Continuous prolonged freezing conditions which restrict the natural dissipation of snow, high winds causing drifting, heavy snowfall in excess of 150mm, high proportion of roads blocked

It is possible under these conditions that council wide emergency procedures will have been invoked and additional resource from other council departments and external contractors will be deployed. The resource issues are considered further in Section 4.0 of this policy.

- **Carriageways**

Pre-treatment: Precautionary and secondary salting routes

Snow Clearance: Priority 1 routes and priority 2 routes as resources permit followed by remaining lengths of precautionary and secondary routes

Contractors will be engaged to assist in the clearance of priority 1 and 2 routes and remaining lengths of precautionary/secondary routes as outlined above, followed by:

Other routes on a risk assessed basis (eg additional bus routes)
Other non-estate roads as resources permit.
Estate roads as resources permit.
Car parks as resources permit.

NLC Winter Control Team will activate the Parish Council's snow clearing role for which they have been provided budget provision. NLC Winter Control Team to liaise with Lead Snow Wardens in regards to authorisation for activation and advise which sub-contractors are available.

Assistance to be provided to Lead Snow Wardens /Snow Wardens/ Parish Councils to deliver locally derived priorities.

- **Footways**

Pre-treatment: Pedestrianised areas of Brigg and Scunthorpe, Frodingham Footbridge and Ashby Broadway.

Snow Clearance: As resources permit, appropriate treatment to pedestrianised areas on the footways priorities list.

Contractors to be engaged to assist with the clearance of footways, on the footway priority list, followed by other footways on a community basis as resources permit.

Assistance to Lead Snow Wardens to deliver locally derived priorities.

1.5 Criteria for the Provision of Salt Bins or Heaps

Salt heaps or yellow salt bins are provided at specific locations in order to provide a localised stock of salt for “self help”. These salt bins/heaps are intended for use on the **CARRIAGEWAY** at the locations provided. It is intended that members of the public utilise the salt stocks at these locations as a “self help” facility. Salt bin stocks are replenished throughout the winter season as required. Details of the salt bin/heap locations are published on the North Lincolnshire Council web site, and are included as Appendix 2 to this policy. Requests for salt bins or salt heaps are assessed against set criteria as follows:-

- Presence of hazards (i.e. hill / bend / problem junction / speed limit).
- The proposed bin/heap site is **not** already on precautionary salting route.
- Other Factors (bus route / local factors / availability of resources to spread the salt
- Is the site appropriate ?
- Environmental impact.
- Restrictions on overall cost as determined from time to time

The evaluation sheet for salt bin provision is included in Appendix 2 to this policy.

1.6 Additional Salt bins/stocks for parishes

Following discussions at winter consultation workshops held in July 2011, it was agreed that 3 salt bins and initial pre season salt supplies would be provided to each parish requesting them.

It is intended that each parish would agree suitable locations with the Head of Service.

Salt from the bins/stockpiles would be utilised by the Lead Snow wardens in consultation with snow wardens and Town and Parish councils (see section 4.7) at their discretion, to deliver local priorities.

2.0 Resilience

2.1 Salt Stockpile Levels

The main bulk salt stocks are currently held in an indoor “bunker facility” at the Highways & Community Services depot on Billet Lane in Scunthorpe. The current capacity of the salt storage area is of the order of 6,000T.

Salt stock levels will constantly be monitored in order to consider such elements as climate change and variations in winter weather patterns.

2.2 Salt Procurement

Salt is currently purchased through a joint purchase arrangement administered by the East Riding of Yorkshire Council. All of the current UK suppliers of rock salt are included within the purchase arrangement. Contacts and supplier information is included in the WSOM.

In prolonged periods of cold weather/snow conditions, salt supplies may become more difficult to obtain. In this situation, salt supplies from the national strategic stockpile are likely to become available. The strategic stockpile supplies are administered by the Department for Transport, and local authorities will be advised when strategic supplies become available. The cost of salt from the strategic stockpile is significantly higher than those of normal supplies, and stockpile management to allow normal UK supplies is the preferred option at all times.

Furthermore mutual aid through neighbouring authorities is always considered, although in practice this is difficult to obtain during widespread severe conditions. Where salt stocks cannot be adequately replenished, an option to reduce the precautionary network length is discussed in section 1.2 above.

2.3 Procurement of Vehicles and Fuel

During spells of severe weather, in particular heavy snow conditions, it is essential that operational staff can access the depot at all times. Four wheel drive vehicles are essential to enable gritter drivers and staff to be brought to the depot if required, and that these vehicles are available for highways staff to reach all areas of the authority to direct and supervise any snow clearance operations. Fleet services maintain a listing of currently available vehicles within the authority, and will ensure that any available vehicles are able to supplement the winter service during severe weather conditions. Fleet services will additionally arrange priority external hire of appropriate 4 wheel drive vehicles during periods of extreme weather.

3.0 Communication

3.1 Pre – season advice and information

Prior to every winter season, information will be provided to the residents of North Lincolnshire, informing them of the need to prepare for winter conditions, and advising on the winter service to be provided by North Lincolnshire Council. An example of an information leaflet is included in Appendix 3. The main source of information will also be provided on the website under Transport and Streets and Winter Service pages.

3.2 Advice during the winter season

During the season further information and advice as required will be posted on the North Lincolnshire Council web site. This will include a daily notification on the pre-treatment of the precautionary network. Advice will also be provided of anticipated road conditions over the following few days.

In severe weather conditions further relevant information will be provided in terms of roads that are blocked/clear and updates on any severe weather situation via local radio stations and the North Lincolnshire Council web site.

4.0 Winter Service Delivery

North Lincolnshire Council maintain a Winter Service Operational Manual (WSOM), which is utilised by the decision making Officers. The operational manual includes flow charts for the precautionary salting process, operational rotas, contact numbers, weather data access codes etc.

4.1 Staffing

From October 1 until March 31 each year the authority provides a 24 hour weather forecasting service, road condition monitoring and decision making service. Outside normal working hours a Duty Manager interrogates the information and makes operational decisions. All decisions are made by suitably experienced and qualified staff. The operational function is monitored and controlled by a Senior Operative outside normal working hours who will maintain the appropriate records using an electronic system that is specifically designed for the Winter Service.

Where weather/road conditions are marginal, all options will be discussed with the Group Manager: Community Operations or the Head of Transport, Highways and Environment.

4.2 Weather Forecasting and Site monitoring

A weather forecasting service is provided by Meteo Group. The service provides daily information and advice on weather and road surface conditions. This information is utilised to make decisions on the timing of any necessary treatments. Two weather stations located at Elsham Wold and Neap House provide up to date road surface conditions to assist the decision making process. The weather station service is provided by Vaisala Ltd, and all data is accessible by winter decision makers via web sites. Log on details are provided in the WSOM. Decision makers also liaise with adjacent authorities and agencies in order to consider consistency of response.

4.3 Record Keeping

Records and logs of forecasts, roadside sensor data, events and decisions made are stored electronically on the Winlogix Winter Service system. Records of all movements of the Spreader fleet are monitored using an on board GIS system which is provided and administered by EXACTRAK Limited. All records that relate to movements and all ancillary details including spread rates, spread widths, timings, vehicle speeds etc are retained for future reference as required.

4.4 Gritter/snow plough fleet and drivers

The operational winter service is provided by Highways and Community Services. The Group Manager Community Operations provides the gritter and snowplough fleet, and administers their operation. There are currently 10 operational gritters on the fleet covering 9 precautionary salting routes. Each gritter can be fitted with a snow plough blade. In addition the Council has three pedestrian snow blower units for the clearance of snow/ice from footpaths. These will be utilised in accordance with the priorities detailed in previous sections. In addition, a quad bike unit with rock salt and liquid de-icing facility is available for treatment of footways. Drivers/operators are arranged and provided through the Group Manager Community Operations. The Group Manager Community Operations maintains an operational manual, providing details of plant and rotas. Provision is made for “double manning” where required, consideration of driver hours regulations etc. Additional drivers/operators, as required, for the winter season are arranged by the Group Manager Community Operations.

4.5 Use of Contractors/farmers in Severe Weather Conditions

The Group Manager Community Operations maintains a list of contractors, farmers and others who can be called upon to carry out snow/ice clearance. Contractors/farmers are invited to complete an “application” form with details of the plant available, insurance information etc. The application form and guidance pack is included in Appendix 5. The list of available Contractors/farmers is provided to all Parish Council snow wardens. Parish Councils may wish to engage a listed Contractor/farmer directly, at their own expense, to provide local clearance of footpaths and carriageways in order to deliver their local priorities. However, where Contractors/farmers are utilised on the public highway, the Duty Manager must be notified at all times, in order that a record is maintained. It must be borne in mind that Contractors/farmers will be utilised to deliver the priorities for snow/ice clearance as outlined within this policy. It may well be, therefore, that a contractor will not be immediately available to deliver local priorities if they are required elsewhere on the network. Also, in severe conditions, operatives from other areas of the Council may be utilised to clear snow and ice. They will be utilised appropriately to deliver the stated priorities.

It is North Lincolnshire Council's intention to provide each Town and Parish Council with a specific budget to cover some of the costs of employing Contractors/Farmers during heavy snow conditions. This budget will not be available until conditions are deemed necessary and the NLC Winter Control Team advise the Lead Snow Wardens that permission to access this budget is authorised. The Town & Parish Councils will settle all invoices with the Contractors/farmers used and will send a covering invoice to the Head of Transport, Highways and Environment before the 31st March 2019 to recover costs up to the maximum amount of the budget set.

Invoices produced outside of authorised times will not be paid.

4.6 Training and Development

All staff utilised to provide the Winter Service will have received adequate training for the role required. The training requirements will be evaluated at the Employee Performance Management Framework meetings. In situations where staff from other areas and Contractors are brought in to assist in severe weather conditions, they will be adequately supervised by Highways and Community Services staff at all times.

4.7 Lead Snow Wardens

NLC have identified a number of Lead Snow Wardens who will provide the link between the local areas and the NLC Winter Control Team. Parish Snow Wardens will liaise with the Lead Snow Warden directly and not the NLC Winter Control Team.

The Lead Snow Wardens will be the Lead Ward Members in the main.

4.8 Parish Snow Wardens

A network of Parish Snow Wardens has been established. Nominated Snow Wardens in each parish are provided with direct contact details for the Lead Snow Wardens. During severe weather events Parish Snow Wardens will provide direct two-way communication into local areas, and will advise on snow/ice clearance requirements within the Town or Parish. They will also feedback on the performance of any snow clearance contractors working within the parish, and liaise with the Lead Snow Wardens to advise on progress. The snow wardens will advise the Parish Councils on priorities for the clearance of snow and ice from carriageways and footways within their parish. Utilisation of the additional salt stocks and bins provided to the parishes, as advised in the Parish Snow Wardens will direct section 1.6. Further guidance for Snow Wardens is included in Appendix 4.

4.9 Snow Code

The Department for Transport have issued a document titled “The Snow Code” giving guidance and information to members of the public on “self help” clearance of snow and ice, for example, on footways outside their properties. The document represents good practice and guidance for those involved in snow and ice clearance. The document is included in Appendix 4.

5.0 Salt and De-Icing Materials

Rock salt is the prime material utilised for dealing with snow and ice on roads and footpaths. Grit sand may also be mixed with salt or used on its own depending upon prevailing conditions. Salt for de-icing purposes is required to meet the standards of BS 3247:2011, and its grade shall be appropriate to the plant utilised and storage facilities available. Liquid de-icer may also utilised to clear footways of snow and ice in severe conditions.

The latest industry guidance on the appropriate use of rock salt/sand, rates of spread etc. will always be utilised and adapted as necessary to suit local plant and conditions.

6.0 Exercising, Document Review and Performance

6.1 Exercising

In conjunction with the Humberside Emergency Planning Service (HEPS), periodic exercising to test the winter service plan will be undertaken. These will primarily be desktop exercises directed and monitored by HEPS. Any recommendations for improvements to the plan will be carried forward to the annual review.

6.2 Annual review and report to Cabinet Member

An annual review of the winter service policy will be undertaken and a report submitted to the Cabinet Member (Safer, Greener and Cleaner Places) with a view to an appropriate amendment to the policy to reflect:

- Any lessons learned from the previous winter season
- Outcomes of any emergency planning exercises
- Any Changes to National Guidance
- Requests for additional salting route inclusions

6.3 Performance Monitoring

Throughout the winter service season, performance standards relating to the times achieved to carry out precautionary salting are monitored against each route. A target of 98% compliance to achieve salting within a 3-hour period has been established. Data is provided to the Council's performance management system, and reviewed by the Cabinet Member. Other potential performance measurement parameters will also be considered as part of the overall annual review process.

Appendices:

Appendix 1: Route maps for precautionary, secondary and reduced gritting routes.

Appendix 2: Salt bin/store location information
Salt bin assessment proforma.

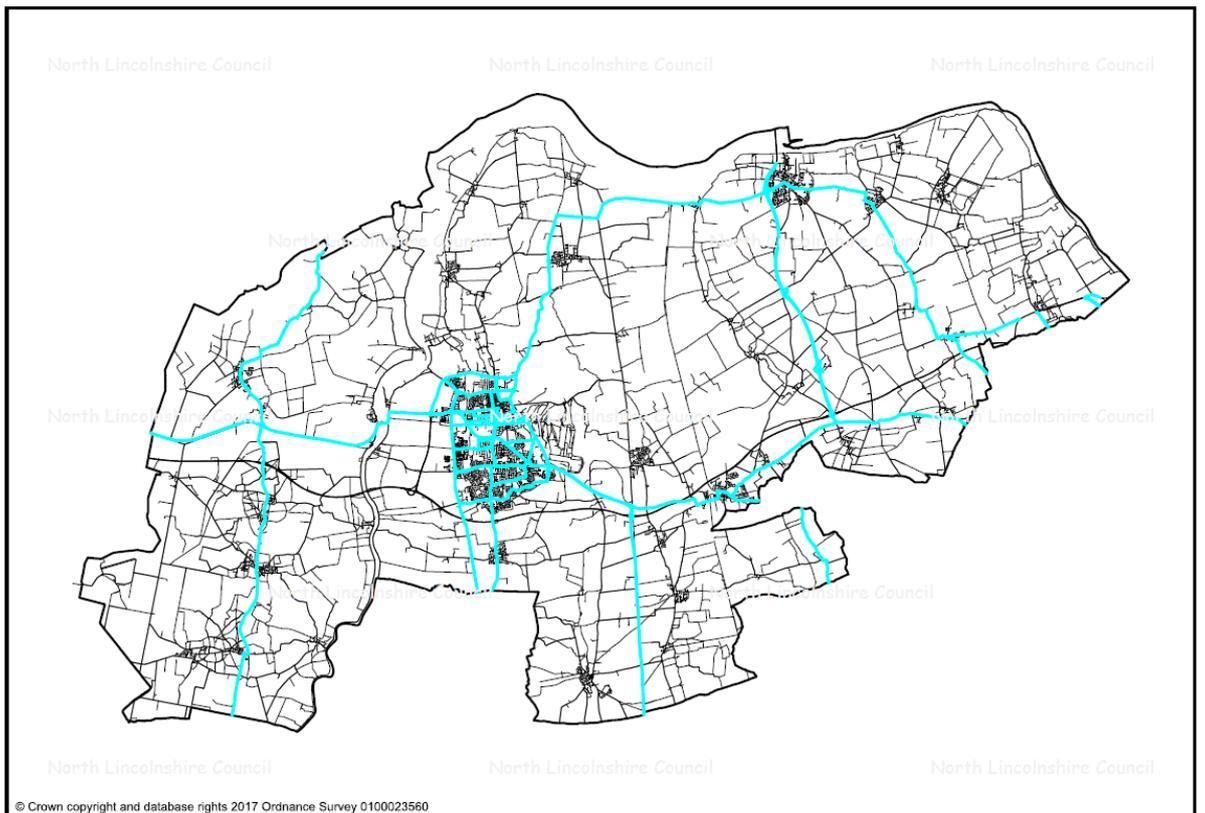
Appendix 3: Example of an advisory leaflet for motorists.

Appendix 4: Guidance for Snow Wardens and Parish Councils.
The Snow Code.

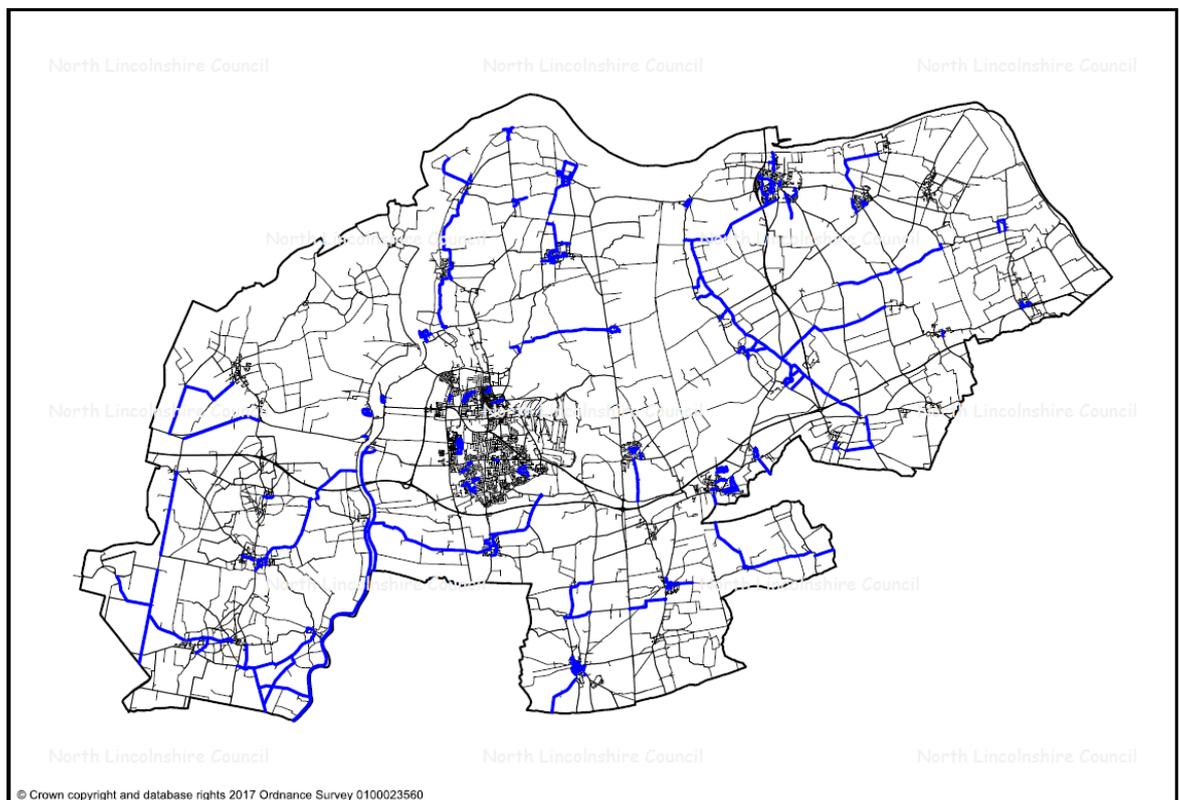
Appendix 5: Application information for Contractors/farmers.

APPENDIX 1

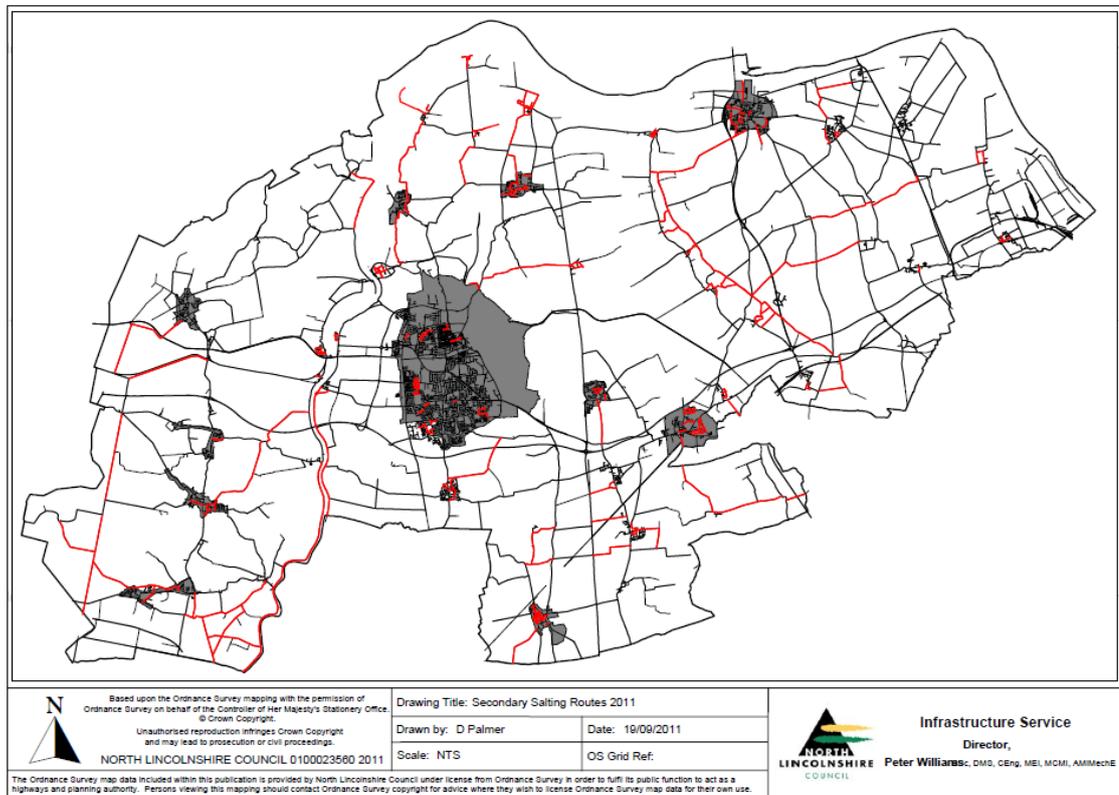
Precautionary Route Map



Secondary Route Map



Reduced Route Map



APPENDIX 2

ASSESSMENT FORM FOR PROPOSED SALT BIN/HEAP

Parish
 Proposed
 Location

 Requested by Contact No
 Address

ESSENTIAL REQUIREMENTS

A. Is the location on a precautionary salting route?

<u>Yes</u>	<u>No</u>

B. Is the bin/heap to be used for salting footways only?

<u>Yes</u>	<u>No</u>

If the answer to either of the above 2 questions is **YES** then the request is rejected.

If **NO** to both questions continue to Sheet 2.

REJECT	CONTINUE

ASSESSMENT CRITERIA - (Attach plan & photograph)

1. HAZARDS

1.1 Gradient

Points

FLAT 0 points	SLIGHT 5 points	STEEP 20 points	VERY STEEP 30 points

1.2 Bend

STRAIGHT 0 points	SLIGHT 5 points	MODERATE 10 points	SEVERE 20 points

1.3 Junction

NO JUNCTION 0 points	ON TO PRECAUTIONARY ROUTE 5 points	ON TO NON SALTED ROUTE 10 points

1.4 Speed Limit

30 MPH OR LESS 0 points	40 MPH 5 points	OVER 40 MPH 10 points

2. OTHER FACTORS

2.1 Bus Route – 10 points

<u>YES</u> 10	<u>NO</u> 0 points

2.2 Local Factors – 5 points

e.g. OAP Sheltered housing/School/Medical Practices

<u>YES</u> 5 points	<u>NO</u> 0 points

2.3 Availability of resources to spread salt

NO RESOURCES AVAILABLE 0 points	ADJACENT TO HOUSES 5 points	PARISH COUNCIL COMMITMENT 5 points	NOMINATED INDIVIDUAL 5 points

2.4 Environmental Impact

Points

2.4.1 Visual

NONE 0 points	MINOR -5 points	MAJOR -10 points

2.4.2 Physical – e.g. Adjacent watercourse, S.S.S.I., etc..

NONE 0 points	MINOR -5 points	MAJOR -10 points

TOTAL POINTS

3. Recommendation

3.1 A salt bin will be provided if points total is ___ points or more

3.2 Location

Can the bin be located safely and is it accessible to users?

<u>Yes</u>	<u>No</u>

3.3 If answer to Question 3.2 is **NO**, a bin will not be provided and alternatives for salting need to be considered if the location scores above ___ points.



4.	DECISION	APPROVE		REJECT	CONSIDER ALTERNATIVES
		BIN	HEAP		

Assessed by

 Comments

 Date

APPENDIX 3

Safer roads

Come ice or snow, the council aims to keep the area moving

Getting ready for winter

Despite a relatively mild winter last year, the council is prepared to respond to even the harshest conditions this winter, and is advising all road users to do the same.

The council responds by:

- Spreading salt on the roads to reduce the risk of ice forming on the surface.
- Giving priority to certain routes (see map).
- Giving the following types of roads top priority for snow clearing work:
 - Major routes
 - One route opened to each community
 - Access to hospitals and emergency services
 - Main bus routes

Pedestrianised areas and other heavily-used footways will be given first priority among footways. Other roads and footways will be treated during prolonged extreme weather as soon as resources become available.

Over 700km of roads are salted in North Lincolnshire – 51 per cent of the total network. This is higher than the national average.

The council monitors forecasts and road conditions between October and April – crews are called out about 50 times each season. Gritter crews are on standby to tackle sudden cold snaps. The nine gritting routes take about four hours to cover.

The council is careful not to use more salt than necessary to protect the environment.

For further details of winter road maintenance in North Lincolnshire, call **01724 297000**.

Other useful contacts:

East Riding of Yorkshire Highways: 0845 600 1666

North East Lincolnshire Council enquiries: 01472 313131



Ready: the council's fleet of gritters is on standby throughout the winter.



This map shows the roads which the council salts when freezing conditions are forecast (shown in green).

Remember – not all roads are treated, so plan your route.

During extreme weather conditions, certain other routes may be treated in addition to the priority routes shown on the map. These are:

1. Steep hills
2. Roads next to deep water
3. Other main bus routes

During national salt shortages, a reduced road network may be salted.

For full details of roads which are salted, go to www.northlincs.gov.uk (search for 'winter service')

Are you prepared?

If the weather is bad (ie if there's ice, snow, fog, wind or rain) and you're thinking of driving you should:

- Ask yourself if your journey is really necessary – will it wait until the weather improves?
- If you have to travel, give yourself extra time for the journey – don't put pressure on yourself by rushing.
- If your journey is taking longer than you thought, don't worry: it's better to arrive late than not at all.
- Slow down and take extra care. It is your responsibility to drive to the prevailing road and weather conditions
- If you get into trouble, especially in snow, stay with your vehicle until help arrives.

- Make sure you and your vehicle are properly prepared (see below).

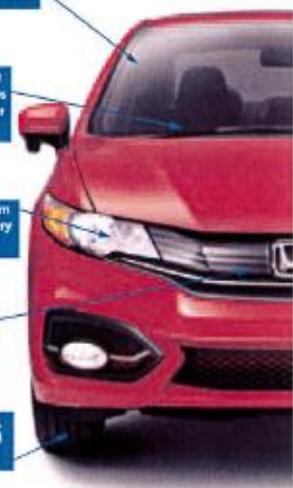
Always carry warm clothing and suitable footwear in your vehicle

Keep screen washer bottle full and make sure windows are clean. Carry spare water on long journeys

Check lights and keep them clean and ensure the battery is fully charged

Add anti-freeze to the radiator and check fluids

Check tyres for condition, correct pressure and tread depth



APPENDIX 4



North Lincolnshire Council Parish Snow Warden Scheme



Background Information

In response to the Winter Service consultation process in July 2011, there was overwhelming support for the idea of “Snow Wardens” to be established within those parishes that wished to participate. North Lincolnshire has supplied each Parish with 3 salt bins (additional ones may be purchased) and a supply of bulk salt. Parish Snow Wardens provide a vital point of contact within their communities, which will enable direct liaison with their appointed Lead Snow Warden during the winter period. An elected North Lincolnshire Council Member (Councillor) has been identified as a “Lead Snow Warden” for each Parish, and they will be supported by local volunteer Parish Snow Wardens. The Lead Snow Warden will have direct contact with the Winter Service Control Room.

The provision of salt bins is to support those areas which fall outside the remit of our Winter Service Policy and for which we do not have the capacity or resource to deliver a direct service. They are intended to enable each parish to respond to the needs of their community and the Parish Snow Warden is encouraged to develop local priorities for snow and ice clearance and include these within their Community Emergency Plans. It has been agreed with Adult Social Services that, in the event of adverse weather, they will contact our service to request assistance for their most vulnerable clients within the community. The Parish Snow Warden will then be advised whom to contact within Adult Social Services for the required details.

The salt is for use on public areas only. It is not intended to be used by the general public to clear their own driveways, paths etc. It is up to the Parish Councils to define their own priorities for clearance and any salt spreading within their communities. The emphasis is on encouraging the clearance of snow from footpaths and then spreading a very thin layer of salt once the area is clear of snow.

Over recent years there has been a growing urban myth that if you clear snow from an area and someone consequently has an accident, you would be held liable. Central Government has issued guidance confirming it is unlikely you’ll be sued or held legally responsible for any injuries on the path if you have cleared it carefully. This is contained within the “Snow Code” issued by the Department for Transport and included within the Winter Service Policy issued by North Lincolnshire Council.

Lead Snow Warden Main Duties:

- Communicate and liaise with NLC Winter Control Team
- Collate information from the Parish Snow Wardens on the local situation during any period of severe weather
- Liaise with the NLC Winter Control Team on the engagement of any local contractors/farmers and activation of Parish Budget availability

Parish Snow Warden Main Duties:

- To provide information to the Lead Snow Warden on the local situation during any period of severe weather
- To liaise with the Lead Snow warden on the engagement of any local contractors/farmers
- To contact local contractors/farmers based upon the approved list (available from the council's Group Manager: Community Operations) and appoint them directly using the documentation supplied at Appendix 5 of the council's Winter Service Policy
- To locally supervise gritting and snow/ice clearance based upon predetermined priorities
- To provide information to the Lead Snow Warden on the work of any locally appointed contractors/farmers and to advise Highway Operations on the status of roads and footways within their parish
- To assist in the development of the community emergency plan with respect to severe weather conditions
- To coordinate the work of any additional council workforce eg. to direct Operatives to priority areas for snow/ice clearance

A Simple Guide to Snow Clearing for Snow Wardens

The following information is provided to act as a simple guide on how to clear snow and spread salt. It expands upon advice provided by the Department for Transport within their "Snow Code" document, which is included within North Lincolnshire Council's Winter Service Policy.

Salt:

The most popular de-icing material is salt or sodium chloride. Rock salt, which is the product North Lincs Council use on the highway, is a mined salt. The majority of rock salt used in the UK comes from mines located in Cleveland, Winsford (Cheshire) and County Antrim.

How salt works:

Water has a freezing point of 0 °C. When salt is dissolved into the water / moisture on the highway it lowers the freezing point. The freezing point will depend on the levels of concentration. Sea water has a low concentration of about 5% and will freeze at -2°C. When temperatures get down to about -6°C, the levels of salt required preventing freezing become impractical. Salt stops being effective below this temperature.

With regard to snow and ice, salt is generally ineffective when spread upon compacted snow/ice. For salt to work effectively, moisture is required for it to dissolve into. Without some trafficking or perhaps ambient temperatures increasing to permit a film of moisture to develop on the surface, salt will be ineffective. In general terms, to clear snow and ice it must be manually removed by hand before the salt is applied.

Basic Principles:

Removing or dealing with snow is basic common sense. Before going into details there are a few principles that need to be understood that will make the job easier.

The only effective way of removing snow is by mechanical means or put simply - hard graft and elbow grease!

Undisturbed snow is the easiest to remove as once walked on it becomes compact and turns to ice, making it more difficult to work with.

Pre-salting an area prior to snowfall is useful in preventing the compacted snow from bonding to the pavement surface but it will not remove snow on its own.

Once the area has been cleared of snow a very thin layer of salt should be spread to prevent any melt water from refreezing on the pavement creating a risk of black ice.

Suitable Tools:

Plastic light weight snow shovels or wide bladed shovels are the most appropriate tools.

A regular metal shovel is the next best alternative but not as efficient, as the snow will stick to it and need to be cleared regularly.

To spread the salt you could use a domestic grass spreader or lawn feeder (make sure you wash out any salt before using on grass unless you want to kill the grass!).

A small scoop or garden trowel to distribute the salt, if doing it by hand.

A wheel barrow to move tools, carry salt or move snow.

Planning Ahead:

- Define the areas which you will take on responsibility for and clear the snow from.
- Walk the route and identify where there is open space, grass verges, and front gardens into which snow can be deposited.
- Store the equipment and salt in a location that will remain accessible when there is snow.
- Consider the risks that you may face when undertaking the task of snow clearance and write all the information on the provided risk assessment form.

Preparing for Snow Clearing:

Before venturing outside make sure you are properly kitted out with warm clothing and suitable footwear.

Make sure you are close to a suitable refuge (building or vehicle) so you can take shelter in case the weather turns inclement or people get too cold. You can also use the refuge to take plenty of rests as the work is very physical.

If you are working near a road it is advisable to be as visible as possible and wear reflective vest/jacket.

If you are working alone, ensure you have informed someone of where you are and how long you intend to be, have a charged mobile phone with you and remain in contact every 1-2hrs and inform friends/family of any changes to location or estimated return time.

Those not used to physical work will tire quickly so be very conservative with what you think you can achieve. As a guide, an experienced labourer could only be expected to clear and treat by hand 50m of footway per hour.

Clearing the Snow:

Go out as early as possible so you can move the snow before it becomes compacted by people walking over it.

Ideally, when clearing a path you should aim to clear sufficient width to allow two pedestrians to pass and follow the most likely route taken by users. The cleared space should be widened at bus stops and areas where pedestrians congregate.

The cleared snow should be deposited in verges, front gardens or areas that are non trafficked – i.e. to the side of the pavement. It should not be deposited in the carriageway or drainage gullies as this will prevent melt water draining away, risking it refreezing and turning to black ice.

Care should be taken to avoid blocking access to properties, driveways and paths.

Spreading the Salt:

Clearing the snow allows the sun to warm up the pavement surface temperature which aids the process of melting and evaporating any remaining snow and ice.

Where salt is available it can be spread on to the cleared pavement. This will help prevent the melt water refreezing and turning to black ice.

The amount of salt required to treat an area is much less than you think. As a guide 15 - 20g/m² (about a very small hand full) should be sufficient to clear and protect a 1m (3ft) length of cleared surface. Provided the surface is cleared and uniformly treated it is possible to treat 400m of footway with a 20kg bag.

A method for spreading salt if being done by hand is to have the salt on a small trowel and gently shake it off as you walk along. A large shovel will be heavy to hold and one blade will contain sufficient salt to cover 80m. Spreading salt from a shovel is very inefficient and wasteful. One method that could be considered is the use of small plastic domestic garden fertiliser / seed spreaders. This gave an even coverage, was less labour intensive and quicker.

Remember, salt does not remove snow or compact ice and spreading salt in thick layers will only be wasteful, harmful to the environment and create a mess which will lead to complaints from local residents and shop keepers who have the salt walked into their properties.

Pre-salting in Preparation for Snow:

Pre-treatment before the onset of snow is a possible action and is advisable for areas likely to be trafficked before clearing operations can start or for key locations. The salt will not stop the snow settling but create a layer of moisture that will freeze at a lower temperature than the snow that is settling above it. Effectively this layer of salt helps stop the snow sticking to the pavement, making life a lot easier when it comes to removing the snow.

Pre-salting before the snow will not remove snow but it will reduce the risk of compacted snow bonding with the pavement surface.

Compacted Ice:

If you are too late and the snow has compacted and bonded to the pavement surface, do not despair. It is only possible to remove it via mechanical means – that good old elbow grease again! However, this will be hard work and not very productive.

The salt that we have provided will give a very small amount of traction by sitting on top of the ice but it will dissolve over time. It may be better to utilise a cheaper and more effective product such as coarse graded or sharp sand (not Builders Sand) and spread this uniformly over the ice to provide traction (alternatives include grit, cinders or cat litter). As people walk over the ice and sand the pressure will embed the sand providing a long term solution. If you do use sand or grit the only draw back is that pavement will need sweeping once the thaw has taken place!

Community Emergency Plans and Risk Assessments

North Lincolnshire Council's Winter Service Policy, provides some information on incorporating snow and ice clearance into the overall Community Emergency Plan. It recommends the identification of local priorities for snow/ice clearance, identification of sites for local salt bins, locations for bulk salt storage etc. There is also some guidance on the preparation of risk assessments and hazard identification associated with snow/ice clearance. Below are some further examples of risk assessments and items for consideration.

Risk Assessments:

As a Parish Snow Warden it is important to review your priority sites and consider the situation you will be in when the snow comes and you will be clearing snow/ice. This risk assessment form is an opportunity to set out your thoughts on what could be potential hazards / risks to you or others and what solutions (control measures) you have identified to minimise these risks. A series of general points have been added to start you off but please update the sheet to be relevant for your specific location.

Activity:

The movement and storage of XX bags of salt. Each bag weighs 20kgs
 The manual removal of snow from the footpath along priority site reference:
 EG - Church Road
 EG - Shops on forest Avenue
 etc

The spreading of a thin layer of salt over the cleared pavement

Significant hazards / risks

Cold and wet weather
 Slipping on ice or compacted snow
 Vehicles losing control in the vicinity
 Working in close proximity to roads / fast moving vehicles
 Manual handling of salt and physical clearing of snow
 The piled snow causing a blockage – blocking drainage channels preventing melt water to run off or blocking people’s access to their property.
 Skin irritation caused by salt
 Working in poor visibility conditions

Who could be harmed?

The volunteer
 Members of the public
 Property (buildings, vehicles, gardens)

Competence Requirement:

The most important thing is to look after yourself. If at any point you don’t feel confident to complete the task then you should not participate.

COMPLETE THIS SECTION

This section to be filled in by the Parish Snow Warden / Parish Council to identify the local concerns that are specific to each priority site.

Please identify the specific risk and suggest possible solutions that could be taken to minimise the risk to the volunteer.

The activity	Possible risks	Who is at risk	Possible Solutions to minimise

			the risk
EG - Clearing snow from the pavement along Church Road	Cold Weather	The volunteer	<p>The volunteer will have read the how to clear snow guidance note</p> <p>The volunteer will ensure they wear suitable clothing to keep warm including boots, gloves, hat and a high visible top</p> <p>They will make arrangements to have suitable shelter available near to the site</p>

General control measures which should be in place:

Prior to the snow, walk the route and identify where there is open space, grass verges, and front gardens into which snow can be deposited.

Clearing snow is hard physical work so make sure as a volunteer you are up to it, ensure you take plenty of breaks and know when to stop. Suitable clothing goes without saying, boots or wellington boots and plenty of warm and water proof clothing. 25% of your body heat is lost through your head and hands so wear gloves and a hat. When working, the body will build up a sweat so be prepared to shed layers as you work.

Make sure you are close to a suitable refuge (building or vehicle) so you can take shelter in case the weather turns inclement or people get too cold. You can also use the refuge to take plenty of rests as the work is very physical.

Minimise the effort required by going out as early as possible so you can move the snow before it becomes compacted by people walking over it.

If you are working near a road it is advisable to be as visible as possible and wear reflective vest/jacket and have a torch with you. Work towards the oncoming traffic so that you are facing the vehicles and can see if anything is out of control giving you the opportunity to react to the situation.

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Winter Service Policy**



If you are working alone ensure you have informed someone of where you are and how long you intend to be, have a charged mobile phone with you and remain in contact every ½ hr and inform friends/family of any changes to location or estimated return time.

Do not use water as this can refreeze and create black ice.

Be aware of pedestrians. Stop work if someone approaches.

Consider how you are going to get salt to the area to be treated. Never carry buckets of salt, you are at a far greater risk of slipping over in snow conditions and carrying buckets is a manual handling risk. Use a wheelbarrow or other suitable means.

If you are touching the salt, wear gloves that will protect your hands

On completion of the works ensure that all equipment is cleared and no trip hazards/ obstructions are left behind.

Form completed by (print):	Date:
Signed:	
Date reviewed:	
Initials:	

SNOW CODE

CLEARING SNOW AND ICE FROM PAVEMENTS AND PUBLIC SPACES



DfT December 2010

Why has the Government published this information?

During the severe winter of 2009/10 many people across the country worked hard to keep the transport network open including many members of the public who cleared pavements and public spaces around their homes. Some people, however, were deterred from taking action to clear pavements and other public places for fear of being sued. However there is no law to prevent you from clearing snow and ice on the pavement outside your home or from public places, so it is unlikely you would be sued or held legally responsible if someone was injured on the path, if you clear it carefully and do not make it more dangerous than it was.

People using areas affected by snow and ice also have responsibility to take reasonable care of themselves.

An independent review of the transport sector's response to the severe weather experienced during that winter season recommended that the Department for Transport should publish the note on good practice for members of the public engaged in clearing snow and ice from footways and other public spaces. The Local Government Association published a report on behalf of councils which reached the same conclusion.

CLEARING SNOW AND ICE FROM PAVEMENTS AND PUBLIC SPACES

This guide is designed to help you to act in a neighbourly way by safely clearing snow and ice from pavements and public places.

Practical advice from highway professionals is given below. This is not a comprehensive list.

- Start early; it is much easier to remove fresh, loose snow compared to compacted ice that has been compressed by people walking on it.
- **Do not use hot water.** This will melt the snow, but may replace it with black ice, increasing the risk of injury.
- Be a good neighbour: some people may be unable to clear snow and ice on paths leading to their property or indeed the footway fronting their property. Snowfall and cold weather pose particular difficulties for them gaining access to and from their property or walking to the shops.
- If shovelling snow, consider where you are going to put it, so that it does not block people's paths or block drainage channels. This could shift the problem elsewhere.

- Make a pathway down the middle of the area to be cleared first, so you have a clear surface to walk on. Then you can shovel the snow from the centre to the sides.
- Spreading some salt on the area you have cleared will help to prevent any ice forming. Table salt or dishwasher salt will work, but avoid spreading on plants or grass as they may be damaged by it. A few grams (a tablespoonful) for each square metre you clear should work. Do not use the salt found in salting bins; this will be needed for keeping the roads clear.
- Particular care and attention should be given to steps and steep gradients to ensure snow and ice is removed. You might need to apply additional salt to these areas.
- Use the sun to your advantage. Removing the top layer of snow will allow the sun to melt any ice beneath; however you will need to cover any ice with salt to stop it refreezing overnight.
- If there is no salt available, then a little sand or ash is a reasonable substitute. It will not have the same de-icing properties as salt but should offer grip underfoot.

Where can I find out more information about what to do in an emergency?

The **Preparing for Emergencies** web pages on www.gov.uk contain useful information on how you can prepare for the impacts of all emergencies. The pages can be found at www.gov.uk/government/publications/preparingforemergencies

APPENDIX 5

Example letter to Contractors/farmers

Dear Sir

Snow Clearing Operations

Last year we wrote to you regarding snow-clearing operations should we experience adverse weather conditions during the winter period. Following your reply, we entered you onto our register of approved contractors.

I would be grateful if you could confirm your availability in writing for this forthcoming season along with any changes to your hire rates, available plant and equipment and/or contact details, to enable you to do this I have enclosed a pro forma for you to complete and return to me in the envelope provided.

Your current insurance certificates should be enclosed with your reply documents.

All operations will be subject to our terms and conditions, along with the Guidance Notes for Contractors.

Please respond by Friday 14 July. When we receive and approve your application we will update your details onto our register, confirm this with you and contact you if you are required. You can reply either by letter to me at the above address or by email to highwaymaintenance@northlincs.gov.uk

If you need any further information please ring on 01724 298503.

Yours Faithfully

The Winter Service 2018/2019

Statutory Regulations

Contractors shall for the duration of the period of service be responsible for compliance with all applicable statutory requirements relating to the construction and use, operation, maintenance and licensing of the plant including those European Union Regulations which are binding on the United Kingdom as a member country and any additional insurances made necessary thereby.

Contractors shall be responsible for giving sight of the appropriate insurance policies, certificates, inspection reports and the like prior to and during the course of the hire when requested and for giving access to service/maintenance records when so required. Contractors must ensure that all items of plant requiring Thorough Examination Reports in accordance with statutory requirements are accompanied by a copy of the report at the time of hiring.

The Council reserves the right in accordance with statutory legislation to inspect all Plant used in the execution of this contract and to reject unsatisfactory Plant.

Owner Operated Plant

The contractor shall quote at an “all in” rate that covers operator’s wages, bonus, national insurance, holiday pay and all other statutory payments, maintenance and greasing time, travelling time, subsistence, insurance, consumable stores and fuel. The “all in” rate shall exclude operators overtime rates, which shall be shown separately on the relevant quote price schedule.

Notice of Accidents

If the contractor is involved in any accident resulting in injury to persons or damage to property the contractor shall inform the Council immediately and provide written confirmation to North Lincolnshire Council, Highway Operations, Billet Lane, Scunthorpe, North Lincolnshire, DN15 9YH.

Liabilities: Indemnities and Insurance

Where death or injury is caused to any person or any damage to the property of any person by reason of breach of this contract and/or negligence arising from the performance of the contract on the part of the contractor, his servants or agents, the contractor shall be liable and will indemnify the council in respect of any claims consequent thereon, always provided that the council is not himself at fault in connection therewith.

Acceptance of Conditions

By quoting to provide this service, the contractor shall be deemed to have accepted each and every condition herein, as well as accepting any relevant laws, rules and regulations in conjunction with providing this service.

Control of Work and Submission of Invoices

Placing of orders and instructions to hirers will be via the Head of Transport, Highways and Environment or his representative and countersigned daily work sheets will be required for all work undertaken, to be delivered to North Lincolnshire Council, Highway Depot, Billet Lane Scunthorpe on a weekly basis (Sunday – Saturday).

Payment will be made only for services supplied against an official order issued by Highway Operations in writing and no money shall become due or payable until work against this order has been satisfactorily carried out. Detailed invoices must be forwarded to North Lincolnshire Council, Highway Depot, Billet Lane, Scunthorpe, DN15 9YH clearly showing the following details: -

The correct North Lincolnshire Council order number and full details and description of service supplied with reference to daily work sheets.
The vehicle registration number and/or Contractors Plant Number.

Invoices must be submitted weekly on a Sunday to Saturday basis, and North Lincolnshire Council reserves the right to return all invoices not complying with these conditions.

SIGNATURE OF CONTRACTOR: DATE:

PRINT NAME: POSITION:

Data Protection Statement

The information supplied on the form will be used to process your application/enquiry and will be retained as a record. This will allow your personal details to be available if you contact North Lincolnshire Council in the future for information or other services. Please select the appropriate check box regarding the retention of your personal details. All personal information will be processed in accordance with the Data Protection Act 1998 and you have the right to see records relating to yourself and to ask that they be amended when inaccurate.

Please select one of the options below:

**North Lincolnshire Council - Operations
Transport, Highways and Environment
Winter Service Policy**



- I agree to the retention of my personal details by North Lincolnshire Council as outlined above.

- I do not agree to the use of my personal details by North Lincolnshire Council other than for processing of my application/enquiry.



TO BE COMPLETED BY TENDERER

NOTE: FAILURE TO BE COMPLETE AND RETURN THIS FORM WITH THE REQUIRED DOCUMENTS MAY INVALIDATE YOUR TENDER.

TO: North Lincolnshire Council

INSURANCE

- 1) I/We confirm that I/we have current insurance cover in respect of Employers Liability, Public Liability and Motor Vehicles and I/we certify that the respective policies contain a Principal's Clause which will indemnify North Lincolnshire Council in respect of any claims which may arise while the insured, his employees or agents undertake work for the Council. I/We further confirm that the Motor Vehicle policy includes use whilst hired or lent to Public Authorities for snow clearance works.
- 2) I/We hereby certify that the indemnity is provided by the Public Liability Policy. You should submit details when returning the tender form.
- 3) I/We attach a copy of the respective policies relating to my/our current insurance cover and proof of payment of my/our insurance premiums;
OR

I/We attach certification of my/our current insurance cover from my/our Company/Broker that confirms Policy Nos, periods of cover. Limits of indemnity and payments of premiums.

- 4) I/We agree to inform you of any change or discontinuance of this insurance cover.

Where the insurance terms submitted for approval provide an excess sum i.e. a provision under which the insurer is not liable for the first £x of a claim or for claims below that figure, I/we certify to undertake responsibility for dealing with third party claims, or parts of such claims, within the excess amount.

Signed : Date :

For and on behalf of :

Address:

.....

Data Protection Statement

The information supplied on the form will be used to process your application/enquiry and will be retained as a record. This will allow your personal details to be available if you contact North Lincolnshire Council in the future for information or other services. Please select the appropriate check box regarding the retention of your personal details. All personal information will be processed in accordance with the Data Protection Act 1998 and you have the right to see records relating to yourself and to ask that they be amended when inaccurate.

Please select one of the options below:

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SNOW CLEARING & PLOUGHING

GUIDANCE FOR CONTRACTORS

1) Introduction

Contractors should be aware of their obligations to themselves, their staff and members of the public under Health and Safety Legislation. This Appendix is intended to give guidance on the specific risks they need to consider when carrying out snow clearing and ploughing, but it is of a general nature and it is important that any uncertainty or situations not covered are brought to the attention of the Highway Operations staff.

2) Plant and Equipment

Any plant and equipment used on behalf of North Lincolnshire Council must be maintained in accordance with the manufacturer's instructions. All personnel using it must have received sufficient training and instructions and shall be certified by an approved accreditation company so as to operate the equipment in a safe and competent manner. All equipment shall conform to the requirements of The Provisional and Use of Work Equipment Regulations 1998. All equipment shall have roll over protection provided. Sufficient fuel shall be available to keep the equipment operating at all times while employed on snow clearing/ploughing. Where it is necessary to refuel any equipment this shall be carried out in accordance with the manufacturers operating instructions. No smoking shall be permitted when refuelling is being undertaken. Wherever possible proprietary refuelling equipment shall be used to carry out this operation. Drums of fuel should not be left at the side of the road for use later that day. This may cause an accident or may increase possible damage if hit by a vehicle.

All lights provided on the equipment should be in working order. A minimum of a single rotating amber beacon shall be provided. All rotating beacons shall conform to the requirements of Road Vehicles Lighting Regulations 1989. It shall be operated at all times while engaged on snow clearing operations. (This includes travelling with a blade).

3) Solo Working

Much of the work snow clearing/ploughing will generally only involve a driver and a machine. It is important that in these circumstances that the drivers location and route are known to both the Highway Operations' staff and to the employees employer or if a lone operator then his family. Drivers or their employers should advise Highway Operations staff of the progress made at regular intervals. Routes should be followed and any deviations for whatever reason shall be notified to both Highway Operations' staff and the employer/family. This is necessary so that if a driver gets into difficulties then the emergency services can be directed to the correct location.

Drivers should take care when visibility is reduced by snow blizzards or freezing fog. If they consider that it is unsafe to continue operating they should find somewhere safe to pull in and wait until conditions improve. They should inform Highway & Community Services staff of this.

Drivers are required to have with them means of two-way communication either a two way radio or mobile phone. If calling the emergency services on a mobile phone remember you will need to advise the operator what part of the country you are phoning from as well as the exact location of the incident. If a mobile phone is used then it should be capable of being kept charged at all times during the working day.

Drivers should be aware of any poor reception areas where such equipment may not fully operate correctly and should make appropriate arrangements to contact their base before and after entering and exiting such areas. In such areas drivers should make a note of any houses of public telephone boxes, which may be used to call for assistance.

4) Personal Protective Equipment

Drivers should be provided with such equipment as is necessary to protect them from the effects of inclement weather conditions, if they have to leave their cabs or the vehicle breaks down. It is suggested that the following items are the minimum that each driver should carry with them, namely: -

- Footwear, these may be waterproof boots or Wellingtons, which should have thermal insoles, safety toecaps and suitable socks;
- Waterproof and windproof over trousers;
- Suitable coat should be waterproof and windproof;
- Suitable protection for the head, such as a hat, cap or Balaclava;
- Torch or hand lamp and spare batteries;
- Fire extinguisher;
- Spade;
- Hi-visibility coat.

Protective clothing should be worn at all times when leaving the vehicle. Air temperatures outside the cab will vary significantly from those inside. Modern machines fitted with heaters etc can give a false sense of security. The presence of wind even at low speeds can significantly reduce the air temperature, this is commonly known as the “wind chill factor”.

If drivers/operators are required to work at any distance from their base then it may be prudent to provide blankets or sleeping bags. This will ensure that if weather conditions deteriorate then the driver/operator will have sufficient protection until the emergency services can get to help them.

Drivers/operators should carry with them sufficient food and warm drinks for the duration of the working day. Additional food and warm drinks should be provided in case of an emergency occurring.

5) First Aid

All vehicles should be provided with a travelling first aid kit that should be fully stocked before beginning any work on behalf of the Council. If the driver is trained in first aid they could assist any persons in need of first aid of a minor nature. They should request assistance from the emergency services if persons cannot be helped relatively quickly. If a driver or passenger/s of a vehicle are found to be trapped in their vehicle, do not attempt to remove them unless they are in immediate danger. Trying to move them may cause permanent damage. Try to keep them warm and call the emergency services immediately. They should not on any account, put themselves or their machines at risk.

Driver/operators should be aware of the symptoms of hypothermia. Hypothermia can develop without the person themselves being aware of their deteriorating condition, the symptoms associated with hypothermia are:-

Shivering,
Cold Pale, dry skin: the body feels “as cold as marble”,
Apathy, Confusion or irrational behaviour; occasionally belligerence,
Lethargy,
Failing consciousness,
Slow and shallow breathing, a slow and weakened pulse,
And, in extreme cases cardiac arrest.

Drivers/operators who suspect that they or a member of the public is beginning to suffer from hypothermia should contact the emergency services as soon as possible. In the mean time the first priority must be to prevent the person losing more body heat and to try to reheat the body slowly.

6) Assistance to Third Parties and Abandoned Vehicles

If during the clearing/ploughing operations, third parties encountered who require assistance, this should be given only where the clearing/ploughing operations will not be adversely affected. If necessary, call for assistance from the emergency services. Drivers/operators should not place themselves or their machines at risk by assisting third parties.

Abandoned vehicles should not be moved. If an abandoned vehicle obstructs or completely blocks the highway then you should advise Highways or the controlling staff of the situation and request guidance on what action to take. On no account should individuals attempt to move abandoned vehicles. Abandoned vehicles may only be moved by their owners or specialist contractors having the necessary insurance cover.

7) Traffic Calming Measures/Speed Humps

Highway Operations' staff will inform any contractors working for them of any Traffic Calming Measures or Speed Humps which could cause danger to the snow clearing operation.

Further Advice

If you are unclear about any advice contained in this Code of Practice please contact North Lincolnshire Council, Highway Depot, Billet Lane, Scunthorpe, North Lincolnshire, DN15 9YH.

<http://www.hmrc.gov.uk/index.htm>

2.3 Can any vehicle use rebated heavy oils as road fuel?

Only vehicles which are specifically excluded from the legal definition of 'road vehicle' may use rebated heavy oil as road fuel. These are known as 'excepted vehicles' and are listed in Section 8. Unless the vehicle is included in that section it counts as a 'road vehicle' and must use fully duty paid fuel.

8. Excepted vehicles

(referred to at paragraphs 2.3 and 4.2).

8.1 What vehicles can use rebated fuel?

Certain categories of vehicle are excluded from the definition of road vehicles, and can therefore use rebated fuel. The different categories of excepted vehicle are explained in the following paragraphs. However, operators should keep abreast of changes to the rules because it is their responsibility to ensure that their vehicles use the appropriate fuel. HMRC therefore recommends that they make regular checks on the HMRC website which publishes details of alterations to the rules and updates to this notice.

8.10 Snow clearing vehicles

A vehicle is an excepted vehicle when it is being used to clear snow from public roads by means of a snow plough or similar device (whether or not forming part of the vehicle) or when it is travelling to or from the place where it is to be or has been used for that purpose.

