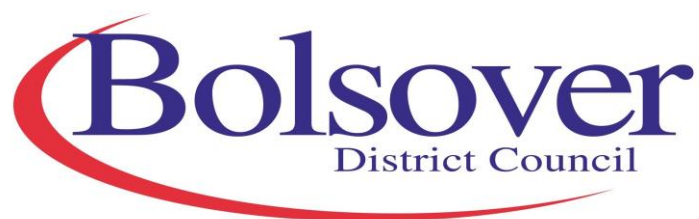


BOLSOVER DISTRICT COUNCIL

Winter Maintenance Policy

July 2009



This Policy addresses the following Corporate Aims (show those which are appropriate to the policy only):



COMMUNITY
SAFETY



CUSTOMER
FOCUSED SERVICES



ENVIRONMENT



REGENERATION



SOCIAL INCLUSION



STRATEGIC ORGANISATIONAL
DEVELOPMENT

Bolsover District Council Equalities Statement

Bolsover District Council is committed to equalities as an employer and in all the services provided to all sections of the community.

□ The Council believes that no person should be treated unfairly and is committed to eliminate all forms of discrimination in compliance with the Equality Strategy.

□ The Council also has due regard to eliminate racial discrimination and to proactively promote equality of opportunity and good relations between persons of different racial groups when performing its functions.

This document is available in large print and other formats from any of the Council offices or by contacting the Chief Executives Directorate on 01246 242323. Please bear in mind we will need a few days to arrange this facility.

If you need help to read this document please do not hesitate to contact us.

Our Equality and Improvement Officer can be contacted via [Email](#) or by telephoning 01246 242407.

Minicom: 01246 242450

Fax: 01246 242423

CONTROL SHEET

Details of Document	Comments / Confirmation
Title	Winter Maintenance Policy
Document type – i.e. draft or final version	Draft
Location of Policy	
Author of Policy	Head of Housing
Member route for Approval & Cabinet Member concerned	Patch Management
Reviewed by SMT	5 th November 2009
Date Risk Assessment completed	
Date Equality Impact Assessment approved	
Partnership Involvement (if applicable)	
Date added to the Forward Plan	
Policy Approved by	
Date Approved	
Policy Review Date	
Date forwarded to CSPD (to include on Intranet and Internet if applicable to the public)	

Version 1.0 – First draft

Version 1.1 – With comments from ‘gritting group’

Version 1.2 – Comments from PMWG August 2009

CONTENTS

1. The Introduction

The policy is concerned with gritting and the clearance of snow and ice within the Bolsover District Council area.

During periods of snow and freezing weather the Council receives an increased demand for services where people want snow and ice clearing. The Council does not have the capacity to fully meet this demand. The purpose of this policy is to clarify which areas are viewed as a priority for clearance, and which officer has responsibility for each area.

2. The Scope of the Policy.

This policy applies to land and buildings owned and/or operated by Bolsover District Council. This includes office buildings, housing schemes, leisure facilities and commercial property.

3. The Principles of the Policy.

The main responsibility for clearing ice and snow within the District lies with Derbyshire County Council. (The Highways Act 1980 Sections 41 and 58 as amended).

There is no legislation that places any specific responsibility on the District Council in this way. However, the Health and Safety at Work etc. Act 1974 emphasises the need for access to and egress from places of work to be kept "safe and without such risks", while the Workplace (Health, Safety and Welfare) Regulations specifically mentions keeping floors free from any substance that could cause a person to slip, trip or fall, "as far as is reasonably practicable".

In areas where the Council own pathways, there is a legal duty under the Occupiers Liability Act to take such care as is reasonably possible to ensure that the premises are safe to use. This will apply especially to sheltered housing schemes where tenants are more vulnerable.

4. The Policy Statement

a. Triggers: This policy will be triggered by one of two events.

Firstly, if we are aware from Derbyshire County Council that the weather conditions are such that they have started 'pre-emptive' gritting, and this is during normal working hours we will consider gritting priority one areas marked * only

Secondly, if there is snow and/or ice on the ground, and the weather forecast is that temperatures will remain below freezing for the next 24 hours we will aim to grit priority one areas, and if resources allow continue onto priority two, three, four and then five areas. However gritting and snow clearing activities will be limited to normal working hours, and only when resources allow.

In periods of prolonged cold weather, where there is snow and/or ice present, and the weather forecast suggests that the temperature will remain below freezing for 5 days or more, Senior Management Team may decide to increase resources available by recruitment of Agency staff. This would be funded from reserves or contingencies.

b. Priorities:

It is difficult to give a list of absolute priorities. Periods of bad weather may not lead to an even amount of snowfall or freezing across the District with some areas affected more than others. Similarly, the poor weather is likely to mean that not all employees are able to access their normal workplace, and may not be able to make alternative working arrangements.

Priority has been given to properties where the Council has specific legal responsibilities and/or to allow access to employees, some of whom will be involved in winter maintenance on other areas.

Priority will be given to areas that have previously been cleared where there is a risk of freezing, rather than prioritising clearing snow.

Maps of each area will be included in the appendix, and will focus on entrances and exits from each building.

Bolsover District Council will only clear snow or ice from areas listed below and not from any other area. .

Priority One: (usually within 3 hours)

- Riverside Depot *
- Sherwood Lodge *
- Shirebrook Contact Centre
- Clowne Contact Centre
- South Normanton Contact Centre
- Kissinggate Leisure Centre (Leisure services staff to clear)
- Creswell Leisure Centre (Leisure services staff to clear)

(areas marked * are the only areas where the Council will consider 'pre-emptive' gritting)

Priority Two: (target within 1 working days)

Sheltered Housing Schemes (where elderly residents live in flats or bedsits in one building that also has communal facilities) – main entrance and fire exits only

- Parkfields, Clowne
- Valley View, Hillstown
- Ashbourne Court, Shirebrook
- Woburn House, Blackwell
- Victoria House Creswell
- Jubilee Court, Pinxton
- Alder House, Shirebrook

Priority Three: (target within 3 working days)

Sheltered Housing Schemes (other than those above) – entrances and exits to communal facilities only

- Queens Court, Creswell
- Park View, Barlborough
- Recreation Close, Clowne
- Mill Lane, Whitwell

Community Houses

- 41 Hyndley Road, Bolsover
- 77 Eastfield Drive, South Normanton
- Rotherham Road, New Houghton

- Pleasley Mills – fire escapes (following inspection)

- Pleasley Mills, main entrance only

Priority Four: (no target – when resources allow)

- Council Owned Car parks (entrances only, not individual bays, and not including garage sites)

- Pathways to sheltered housing schemes not covered above

Priority Five: (no target – when resources all and other priorities are completed)

- Pathways across Council owed land (including housing estates) that provides residents with access to facilities such as shops or bus-stops.

Note: No other work or clearances will be carried out

c. Equipment

Responsible Heads of Service will ensure that sufficient equipment is available on each site to allow for winter maintenance. Street Services will check grit bins and ensure that in each November each bin is reasonably full and will top up bins when requested.

Building	No. Grit Bins	No. Snow Shovels	Responsibility for equipment
Riverside Depot	2	2	Head of Regeneration
Sherwood Lodge	2	2	Head of Regeneration
Shirebrook CC	1	1	Head of Regeneration
Clowne CC	1	1	Head of Regeneration
South Normanton CC	1	1	Head of Regeneration
Kissingate Leisure Centre	1	2	Head of Leisure
Creswell Leisure Centre	1	2	Head of Leisure
Parkfields, Clowne	1	1	Head of Housing
Valley View, Hillstown	1	1	Head of Housing
Ashbourne Court, Shirebrook	1	1	Head of Housing
Woburn House, Blackwell	1	1	Head of Housing
Victoria House Creswell	1	1	Head of Housing
Jubilee Court, Pinxton	1	1	Head of Housing
Alder House, Shirebrook	1	1	Head of Housing
Queens Court, Cresswell	1	1	Head of Housing
Park View, Barlborough	1	1	Head of Housing
Recreation Close, Clowne	1	1	Head of Housing
Mill Lane, Whitwell	1	1	Head of Housing
41 Hyndley Road, Bolsover	1	1	Head of Street and Community Services
77 Eastfield Drive, South Normanton	1	1	Head of Street and Community Services
Pleasley Mills	X	X	Head of Regeneration
Rotherham Road, New Houghton	1	1	Head of Street and Community Services

d. Other issues

The Council will remind commercial tenants of their responsibilities to their employees under Health and Safety legislation to ensure that that the entrances and exits of the leased property are kept clear.

5. Responsibility for implementing the Policy

The responsibility for equipment is shown on the table above.

Responsibility for co-ordinating clearance of ice and snow lies with the Head of Community Services & Street Services with the exception of Leisure Sites (responsibility with Head of Leisure), Sherwood Lodge (Responsibility of Head of Regeneration) and Pleasley Mills (Responsibility of Head of Regeneration). If these officers are not available responsibility will fall on the next tier of management.

In severe weather SMT may decide to close Council facilities, this may be for a number of reasons, these include: where accesses to the building are dangerous; or when there are insufficient numbers of staff to operate the facility safely. Such cases are covered within departmental business continuity plans.

6. Any Target Groups and Key Areas, if applicable

As covered in Section 4, the Council has a legal responsibility for the Health and safety of employees – the Council will therefore prioritise properties where employees work.

Similarly, priority will also be given to 'schemes' where the Council has responsibility for the access paths and additional priority will be given to schemes that are occupied by people who are unable to carry out gritting themselves (e.g. sheltered housing schemes).

In other areas the Council will advise residents of Derbyshire County Council's responsibilities and provide copies or links to the current County Council guidance.

(The web address of the Derbyshire County Council website page about gritting is shown below. However, this may change during the life of this policy)

http://www.derbyshire.gov.uk/transport_roads/roads_traffic/road_maintenance/gritting/

Appendix

The final version of this policy will have plans of the areas referred to in part b. appended to this report.