

Committee:	Sustainable Communities Scrutiny Committee	Agenda Item No.:	8.
Date:	28 <sup>th</sup> July 2010	Category	3
Subject:	Winter Maintenance Policy	Status	Open
Report by:	Director of Neighbourhoods		
Other Officers involved:	Patch Management Group Senior Management Team		
Director	Neighbourhoods		
Relevant Portfolio Holder	Councillor D. Kelly, Portfolio Holder for Environment		

#### **RELEVANT CORPORATE AIMS**

ENVIRONMENT – Promoting and enhancing a clean and sustainable environment  
 STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation.

#### **TARGETS**

To protect, enhance and improve the natural and built environment in a sustainable way

- Increase the standard of street cleanliness (litter and detritus) to 95% by March 2011
- Remove all fly tipping within 24 hours of being reported

To continue to monitor, review and improve the economy, efficiency and effectiveness of all Council Services

- Increase 'Value for Money' on the services we deliver by achieving our efficiency target of £2.471 million by March 2011

#### **VALUE FOR MONEY**

The proposals contained in this report clarify the arrangements for winter gritting which should reduce the need for additional one-off work and secure savings through prompt response to service demands.

#### **THE REPORT**

Members will recall that on 4<sup>th</sup> January 2010 (minute number 600) Executive approved the Winter Maintenance Policy which details the priority that will be given to providing salt and grit to Council owned premises and land to ensure the safety of our employees. It does not contain any provision for other types of winter maintenance.

Immediately prior to and during the time when this Policy was being considered for adoption, we suffered one of the worst periods of prolonged winter weather for over 30 years. As a result, the Patch Management Group reviewed the Winter Maintenance Policy for its effectiveness and for any changes that may be necessary as a result of the experiences during the winter months.

It is pleasing to note that the Council's services responded exceptionally well to a range of problems during this challenging period and that the Winter Maintenance Policy provided guidance in how to respond to the need for salt and grit. Based upon the experience it is considered that the Winter Maintenance Policy will benefit from some minor amendments to incorporate the lessons learnt.

Attached as an Appendix, is the Winter Maintenance Policy, with proposed changes highlighted in bold italics for Members ease of reference. Broadly, the changes propose that the car parks of the Council's Leisure Centres be added to Priority 3 and that in the event of prolonged winter weather the exact extent of salting and gritting be reviewed to reflect the circumstances and needs of the time under Business Continuity arrangements.

### **ISSUES FOR CONSIDERATION**

Members are requested to consider and approve the proposed changes to the Policy.

### **IMPLICATIONS**

Financial : None

Legal : None

Human Resources : None

### **RECOMMENDATION**

**That Members approve the proposed amendments to the Winter Maintenance Policy as outlined in the report.**

### **REASON FOR DECISION**

To assist the Council in ensuring that our employees are able to access Council owned premises during winter weather.

ATTACHMENT: Winter Maintenance Policy  
FILE REFERENCE: Director of Neighbourhoods file  
SOURCE DOCUMENT: Winter Maintenance Policy

# 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  
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 <sup>th</sup> 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

Version 1.4 – With comments from SMT

# 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
- Kissingate 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, Pinxtton
- 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

**Leisure Centres**

- ***Car parks to Kissinggate and Creswell Leisure Centres***

**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  
***During prolonged periods of bad weather the areas in need of winter maintenance will be reviewed and resources diverted as necessary following consideration of requests under the Council's business continuity arrangements.***

### **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.

<b>Building</b>	<b>No. Grit Bins</b>	<b>No. Snow Shovels</b>	<b>Responsibility for equipment</b>
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
Kissinggate 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/](http://www.derbyshire.gov.uk/transport_roads/roads_traffic/road_maintenance/gritting/)