**UNIVERSITY OF ESSEX**

**SNOW & ICE POLICY**

**Colchester Campus**

**2022/2023**

**Introduction**

Gritting/snow clearance will be completed predominantly by the Grounds Section and Soft FM Services and if necessary, with support from all other Estate Management teams, including Security and Facilities staff. If snow clearance is needed it will take priority over any other daily tasks, and these tasks may subsequently not be completed.

Areas will be gritted/cleared in a risk rated order, and in many areas a safe route will be cleared and not complete areas. Main roads including access into car parks, main cycle routes and main pedestrian routes are to be treated as main priority areas to reduce the risk of human injury on campus.

Following any heavy snowfall the Grounds Manager, Deputy Grounds Manager or Head Grounds Person will complete a walk of campus to ascertain whether the extreme weather clearance plan needs to be brought into action; this will be discussed and agreed with the Specialist Team Clean Manager who will action their team to take over their priority clearance routes.

Following heavy snowfall the UoE will endeavour to clear safe routes as soon as possible, but there may be delays in some areas such as car parks where vehicles will have parked on the snow for several days. There may be reduced usable car parking spaces on campus whilst snow clearance takes place.

*We do not expect to clear all areas before staff arrive on campus following heavy snowfall so the University community should use vigilance, common sense, drive, ride or walk with caution and wear the appropriate clothing and footwear and ensure they remove any snow from their person before entering buildings.*

**Pre and Post Season Preparation**

* By the end of September:
	+ All gritting equipment will be checked and serviced.
	+ The Grounds Manager or the Deputy Grounds Manager will check the quantities of brine/rock salt and ice melt and top up as required.
* By the end of October:
	+ The salt bins checked and filled as required.
	+ This document including, routes, details and the emergency team member list will be updated and distributed.

**Procedure - Normal Snow and Ice working hours**

06.30 to 15.30 Monday to Thursday and 06.30 to 14.00 Friday

The Grounds Manager, Deputy Grounds Manager or Head Grounds Person will decide whether forecasted or prevailing road and footpath conditions warrant de-icing or snow clearance to take place. If the temperature is predicted to be below 0oc or snow is forecast, the relevant Ground Section and Soft FM staff will be put into action to undertake de-icing and snow clearance works of dictated areas around campus dependant on how much snow has fallen. Campus Security Supervisors will ensure all Icy warning signs around campus are unlocked.

When the temperature is predicted to be below 0oc or snow is forecast for the following day, the Grounds Manager or the Deputy Grounds Manager will inform the Specialist Team Clean Manager/Team Clean Manger, Security Supervisor and Grounds Section Staff of a planned early morning start and which plan of action will be implemented.

If committed to attend, the Estate Management Help Desk should issue an information e-mail to all staff, all students re. de-icing or snow clearance to take place /icy conditions, as directed by the Grounds Manager or the Deputy Grounds Manager. Email to include details of particularly dangerous areas and ask staff and students to feedback information.

**Communication Actions:**

* Grounds Manager or the Deputy Grounds Manager to inform:
	+ Grounds Team;
	+ Specialist Team Clean Manager/Team Clean Manager;
	+ Security Supervisors;
	+ Estates Management Helpdesk;

That de-icing or snow clearance works are required immediately or an early start the following day and which plan of action is to be used.

During Soft FM’s operational window, the teams will respond to the presence of any snow and ice on all squares. If there is a need to notify the Soft FM teams of any snow and ice related information during the operational window, please email cleaning-supervisors@essex.ac.uk and softfm@essex.ac.uk.

**Soft FM operational window:**

***Monday – Friday 5.30am – 8pm***

***Saturday – Sunday 5.30am – 13.45pm***

For out of hour’s snow and ice clearance on all squares please contact below:

***Karl Boswick (Specialist Team Clean Manager): 07823669682 Mon - Fri***

***Chânel O’Beirne (Specialist Team Clean Manager): 07796313138 Sat - Sun***

**Procedure - Outside normal working hours including Bank Holidays and University** **Christmas shutdown**

**On-Call**

When the temperature is predicted to be below 0oc or snow is forecasted, the Grounds Manager, Deputy Grounds Manager or Head Grounds Person will, if necessary, put members of the Grounds Section ‘On-Call’. The on-call period will cover 24/7 outside of the Grounds team’s normal working hours.

The Specialist Team Clean Manager/Team Clean Manager will also be informed, so the Soft FM team members can be put ‘On-Call’ if deemed necessary.

**Communication Actions:**

* Grounds Manager, Deputy Grounds Manager or Head Grounds Person to inform:
	+ Grounds Team;
	+ Specialist Team Clean Manager/Team Clean Manager;
	+ Security Supervisors;
	+ Estates Management Helpdesk;

That predicted conditions require teams to be put ‘On-Call’.

**Call-Out**

If the temperature is predicted to be, or is below 0oc while outside normal working hours, the Grounds Manager. Deputy Grounds Manager or Head Grounds Person will call out members of the Grounds Section to undertake de-icing or snow clearance works. This will be initiated whether the team are ‘On-Call’ or not.

The Security Supervisors should contact the Grounds Manager, Deputy Grounds Manager or Head Grounds Person if the general campus requires de-icing outside normal working hours. If the de-icing relates to the squares, contact to the relevant Soft FM team Manager/Supervisor on the emergency call out contact list below. This will give a joined-up approach with communication between staff on site and staff off site.

**Communication Actions:**

* Grounds Manager, Deputy Grounds Manager or Head Grounds Person to inform:
	+ Grounds Team;
	+ Specialist Team Clean Manager/Team Clean Manager
	+ Security Supervisors;

That de-icing and snow clearance teams are being ‘Called-Out’.

* Security Supervisors to inform:
	+ Grounds Manager, Deputy Grounds Manager or Head Grounds Person.
	+ Specialist Team Clean Manager/Team Clean Manager, Domestic services supervisor (weekends)

That predicted conditions mean teams may need to be ‘Called-Out’.

* Specialist Team Clean Manager/Team Clean Manager:
	+ Soft FM Team;

That de-icing and snow clearance teams are being ‘Called-Out’.

**Snow and Ice Related Equipment Stored Locations:**

**PGB & Grounds barn**

* SnowEx SP8500 on VMT2500 Trailer
* 3 x SnowEx VSS-1000
* 2 x Team Sprayer Custom Sprayers
* 3 x John Deere Snow Plough 72-Inch XUV
* Albut Snow Plough for JD 5090
* 4 x Turbocast 300 Salt Spreader
* 5 x powered plough

**Launderette Store (green doors opposite the Hexagon Launderette)**

* 20 Brooms
* 9 x Earth way High Output Salt Spreader
* 2 x salt sprinklers
* 21 x metal snow shovels
* 7 x plastic snow shovels
* 12 x mini salt scoopers

***Only staff that have read the relevant risk assessment and have been fully trained should use the mechanical equipment.***

***After use all equipment should be cleaned and returned to the correct store.***

**PLEASE NOTE**:

**The University’s Snow & Ice Clearance Policy requires that weather forecasts are checked the day before to ascertain overnight conditions. We use the BBC Weather Centre’s 5 Day Forecast which is monitored every day. If the temperature is predicted to be below 0oc or snow is forecast the relevant staff will be organised. We also have call out arrangements if the weather suddenly deteriorates**.

*Please also be aware that both University entrance junctions are owned by Essex County Council and the gritting/clearance of these areas is their responsibility, so if you have a complaint about these areas, please contact Essex County Council direct.*

Emailed copies to:

* Chris Oldham
* Andy Sheppard
* Rob Davey
* Angie Flynn
* Estate Management Help Desk
* Richard Green
* Thomas Brown
* Security Supervisors

**TEAM 1 – WORKING ORDERS**

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| **Team 1** |  **Snow Or Ice No Thicker Than 50mm (2 Inches)** |
| **Name:** | **Soft FM Team** |
| **Machinery:** | Bucket, Trowel. Shovel, Hand plough.TurboCast 300, Earthway High Output Spreader |
| **Areas:**(In priority order) | Squares – 1, 2, 3, 4, 5Paths around Library Including fire escape route from the rear of the library extension to Lakeside Theatre entranceSilberrad Student Centre entrance, including fire escape route leading from the rear of the building to the plaza ICLH BridgeTeaching Centre RoofTeaching Centre StepsPath from Teaching Centre to Hexagon and then to Square 4Steps between Square 3 and 4Steps between Square 1 and 2Path from Square 3 to LTB up to back of Eddington TowerLTB back steps to under podia and parking areaBridge to Rab Butler BuildingWalkway and Bridge to SSRCPaving in front of SSRCWalkway from Health Centre access road to back bottom entrance SSRCSquare 1 Building bridgePaths around Square 1 Building and steps to under podia |

**TEAM 1 – WORKING ORDERS**

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| **Team 1** |  **Snow Or Ice Thicker Than 50mm (2 Inches)** |
| **Name:** | **Soft FM Team** |
| **Machinery:** | Bucket, Trowel. Shovel, Pedestrian Powered plough.TurboCast 300, Earthway High Output Spreader |
| **Areas:**(In priority order) | Squares – 1, 2, 3, 4, 5Paths around Library Including fire escape route from the rear of the library extension to Lakeside Theatre entranceSilberrad Student Centre entrance, including fire escape route leading from the rear of the building to the plaza ICLH BridgeTeaching Centre RoofTeaching Centre StepsPath from Teaching Centre to Hexagon and then to Square 4Steps between Square 3 and 4Steps between Square 1 and 2Path from Square 3 to LTB up to back of Eddington TowerLTB back steps to under podia and parking areaBridge to Rab Butler BuildingWalkway and Bridge to SSRCPaving in front of SSRCWalkway from Health Centre access road to back bottom entrance SSRCSquare 1 Building bridgePaths around Square 1 Building and steps to under podiaPath from Park Rd. along next STPPaths around Sports CentrePath from bus stops South Towers junction to start of South CourtsAll paths at South Courts and Harwich CourtPaths from South Courts to bottom of South TowersPath from bottom of South Towers to LTBPath from bottom of South Towers to HHSPaths from South Courts to HHSPaths from South Courts to Square 1Entrance to Brain Science and adjacent sloping pathValley Road PathsDay Nursery car park pathsPath from start of North Towers causeway down past Day Nursery to bollard, North Housing roads and pathsWest Lodge Path and Gate HouseNorth Teaching Centre/CTC & Wolfson Court paths \*bucket and chuck it.Path from North Housing down to The Teaching CentreThe Teaching Centre pathsPath from The Teaching Centre to North TowersHealth Centre (including route for the disabled going around TTC shrub bed)Cycle path from Boundary Rd. up to end of North Towers CausewayTarmac path from Cycle path, past SSRC to Square 2 bridgeConcrete access path from Boundary road to CausewayPathway from Wivenhoe House to Square 5 incl. Student Centre squareValley Car Park to Ivor Crewe LTB pathPathways from Valley Car Park to LTBPathway from LTB to Sports Centre and on to STPCar Park B to Sports Centre pathMulti Deck Car Park Stair WellsPathway from Tennis Court between Car Park A & B to Boundary Rd.Pathway from the Sports Pavilion to Wivenhoe Road entrancePark Rd. to STP pathPathway from Valley Car Park to Wivenhoe HouseEBS paths, ramp, cycle racks and fire exitsAll Innovation centre pathways front and back including Fire access roadPathway from NTCP to ParksideAll Parkside pathways including Nestfield road pathwaysPathway from Boundary Road around the back of The Copse accommodation to the meadowsAll external meadows accommodation pathwaysFootbridge to the Quays both sides |

**TEAM 2 – WORKING ORDERS**

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| **Team 2** | **2A Snow Or Ice No Thicker Than 50mm (2 Inches)** |
| **Name:** | **Graham Kerridge** |
| **Machinery:** | John Deere 5090 TractorSnowEx SP8500 on VMT2500 TrailerBucket and Trowel |
| **Areas:**(In priority order) | Constable Building Car ParkWivenhoe House Car ParkPark RoadValley Car ParkHammer Head junction near Glass PavilionCar Park ABoundary Rd.Car Park BSouth Towers RoadSouth Courts RoadsValley Rd. RoadsBoundary road to North Towers car park access roadKnowledge Gateway Roads incl. Nesfield Road \*potentially temporary access road |

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| **Team 2** | **2B Snow Or Ice No Thicker Than 50mm (2 Inches)** |
| **Name:** | **Mick Minshull/Michael Warren** |
| **Machinery:** | John Deere 1 Series TractorTeam SprayerBucket and Trowel |
| **Areas:**(In priority order) | Path from Park Rd. along next STPPaths around Sports Centre including rear access roadPath from bus stops South Towers junction to start of South CourtsAll paths at South Courts and Harwich CourtPaths from South Courts to bottom of South TowersPath from bottom of South Towers to LTBPath from bottom of South Towers to HHSPaths from South Courts to HHSPaths from South Courts to Square 1Entrance to Brain Science and adjacent sloping path |

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| **Team 2** | **2C Snow Or Ice No Thicker Than 50mm (2 Inches)** |
| **Name:** | **Craig Rafferty/Michael Green** |
| **Machinery:** | John Deere 3 Series TractorSnow PloughTeam SprayerBucket and Trowel |
| **Areas:**(In priority order) | Valley Road PathsDay Nursery car park pathsPath from start of North Towers causeway down past Day Nursery to bollard, North Housing roads and pathsWest Lodge Path and Gate HouseNorth Teaching Centre/Wolfson Court paths \*bucket and chuck it.Path from North Housing down to The Teaching CentreThe Teaching Centre pathsPath from The Teaching Centre to North TowersHealth Centre (including route for the disabled going around TTC shrub bed)Cycle path from Boundary Rd. up to end of North Towers CausewayNew tarmac path from Cycle path, past SSRC to Square 2 bridgeConcrete access path from Boundary Road to Causeway |

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| **Team 2** | **2D Snow Or Ice No Thicker Than 50mm (2 Inches)** |
| **Name:** | **Danny Cook/Karen Lord** |
| **Machinery:** | Gator XUV CAMO ATVSnow PloughSnowEx VSS-1000Bucket and Trowel |
| **Areas:**(In priority order) | In front of our barnLakeside House driveway Pathway from Wivenhoe House to Square 5 incl. Student Centre squareValley Car Park to Ivor Crewe LTB pathPathways from Valley Car Park to LTBPathway from LTB to Sports Centre and on to STPCar Park B to Sports Centre pathMulti Deck Car Park & Stair WellsPathway from Tennis Court between Car Park A & B to Boundary Rd.Pathway from the Sports Pavilion to Wivenhoe Road entrancePark Rd. to STP pathPathway from Valley Car Park to Wivenhoe HouseTarmac Fire Access Road to under Podia incl. new Student Centre fire ramp.2001 Building access roadUnder Podia to Health CentreHealth Centre to SSRC pathChaplaincy/Central stores Car Park |

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| **Team 2** | **2E Snow Or Ice No Thicker Than 50mm (2 Inches)** |
| **Name:** | **Barrie Morris & Blair Imrie** |
| **Machinery:** | Gator XUV CAMO ATVSnow PloughSnowEx VSS-1000Bucket and Trowel |
| **Areas:**(In priority order) | Paths from main barrier to Knowledge GatewayParkside new development Path from North Towers junction up to bollardDay Nursery access ramp to front doorAll North Towers Car ParksNorth Towers CausewayKnowledge Gateway cycle path to Salary Brook farmKnowledge Gateway pathsBoundary Rd. to Quays pathWivenhoe TrailSteps between Car Parks (Valley Road Car Park)Bus Stops South Towers junction Bus stops Valley Rd. junctionBus stops near North Towers junctionPathways inside the Day NurseryTaxi rank start of North Towers CausewaySteps and Wheelchair slope start of path to QuaysBus stops at Knowledge GatewayBridge over railway to The QuaysFire Exits from Students Union BarsSteps either side of Biological Sciences Building 2001 pathwaysFilling grit bins |

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| **Team 2** | **2F Snow Or Ice No Thicker Than 50mm (2 Inches)** |
| **Name:** | **Karl Ravenhill** |
| **Machinery:** | Bucket and TrowelTurboCast 300 |
| **Areas:**(In priority order) | Wivenhoe House Hotel paths all round Pathway from Wivenhoe House to Lakeside House \*Minus VC’s front door stepsFront of Constable BuildingPath at back of Constable BuildingArea between John Tabor and Constable BuildingIvore Crewe LTB steps by back exitSteps to bottom of Pathway from LTB to Valley Road Car Parks Steps and paths rear of LTB CourtyardsSteps next to Bertrand Russell South TowersSteps at front of Sports CentreStep from South Towers to Sports CentreSteps on path from South Towers to HHSHypericum bed steps at Harwich Courts |

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| **Team 2** | **2G Snow Or Ice No Thicker Than 50mm (2 Inches)** |
| **Name:** | **Graham Kemp** |
| **Machinery:** | Gator XUV CAMO ATVSnow PloughSnowEx VSS-1000Bucket and Trowel |
| **Areas:**(In priority order) | EBS paths, ramp, cycle racks and fire exitsInnovation centre all pathways including emergency access road and path to cycle shelterInnovation Centre car park Pathway from NTCP to ParksideAll Parkside Pathways |

**TEAM 2 – WORKING ORDERS**

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| **Team 2** |  **Snow Or Ice Thicker Than 50mm (2 Inches)** |
| **Name:** | **Full Grounds Team** |
| **Machinery:** | John Deere 5090 Tractor & SnowEx SP8500 on VMT2500 TrailerJohn Deere 3 Series Tractor & Team Sprayer Brine machine with PloughJohn Deere 1 Series Tractor & Team Sprayer Brine machine 3 x Gator XUV CAMO ATV & 3 x SnowEx VSS-1000 with Plough1 x Gator XUV CAMO ATV & 1 x SnowEx Vee Pro 3000 TurboCast 300 x 3Bucket and Trowel x 10 |
| **Areas:** | Constable Building Car ParkLake House DrivewayWivenhoe House Car ParkPark RoadAll Valley Car Parks and Emergency access routesHammer Head junction near Glass PavilionCar Park ABoundary Rd.Car Park BSouth Towers RoadSouth Courts RoadsValley Rd & Under Podia Access Including out to Ivor Crewe bankKnowledge Gateway Roads incl. Nesfield Road \*potentially temporary access roadCapon Road, Annan Road All North Housing Carparks & Emergency Access routes |

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| **Team**  |  **Loughton Campus/Southend Campus** |
| **Name:** | Ben Lawson Southend & E15/E15 Facilities Supervisor and EMS team |
| **Machinery:** | As required for task |
| **Areas:**(In priority order) | All East 15 and Southend Pathways, Fire Exits and StepsEast 15 and Southend Main Entrance and RoadsEast 15 and Southend Carparks and access routes |

**EMERGENCY CALL OUT SERVICE**: Team members and contact information

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| **Contact Name** | **Contact mobile number** | **Remarks** |
| **Deputy Registrar (Infrastructure & Environment)** |  |  |
| Chris Oldham | 07500952574 |  |
| **Director of Estates** |  |  |
| Andy Shepherd | 07823327398 |  |
| **Head of Sustainability and Grounds** |  |  |
| Rob Davey | 07584150649 |  |
| **Grounds Manager** |  |  |
| Marcus Clayton | 07825861282 |  |
| **Deputy Grounds Manager** |  |  |
| Graham Kemp | 07787668545 |  |
| **Head Grounds Person** |  |  |
| Mick Minshull | 07769613860 |  |
| **Senior Facilities Manager (Southend & E15)** |  |  |
| Ben Lawson | 07795685348 |  |
| **E15 Campus Facilities Manager** |  |  |
| Mark Spicer (E15 Loughton) | 07770787735 |  |
| **Soft FM Team, Specialist Team Clean Managers** |  |  |
| Karl Boswick  | 07795685304 | 20.00pm – 05.30am Monday – Friday |
| Chanel O’Beirne | 07796313138 | 13.45pm – 05.30am Saturday - Sunday |
| **Soft FM, Team Clean Manager** |  |  |
| Masum Shaheed | 07387549529 | 05:30am-8am Mon-Fri No weekends |
| Kevin Murthay | 07387549307 | 5pm-8pm Mon-Fri No weekends |
| **Soft FM, Domestic Service Supervisor** |  |  |
| Laura Mcdougall | 07500815550 | 05:30am – 13:45pm Sat, Sun No weekdays |
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**SALT BIN CONDITION REPORT DATE:** January

Note: If salt bin is damaged describe damage in the condition’s column, its size (small/medium/large) and colour.

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|  | **Locations** | **Condition** | **Salt Type** | **Amount** |
| 1 | John Tabor |  | White | Full |
| 2 | Grounds Barn – Side of Double Doors |  | White | Full |
| 3 | Lakeside House Driveway |  | White | Full |
| 4 | Constable Building – Near Entrance |  | White | Full |
| 5 | Wivenhoe House – Small one near John Tabor |  | White | Full |
| 6 | Valley Car Park (Were Porta Cabins used to be) |  | White | Full |
| 7 | Ivor Crewe Lecture Theatre |  | White | Full |
| 8 | Sports Centre – Corner of new Arena |  | White | Full |
| 9 | Hammer head junction (Pavilion)  |  | White | Full |
| 10 | Multi Deck Car Park – STP end stair well |  | White | Full |
| 11 | Multi Deck Car Park – South Courts end stair well |  | White | Full |
| 12 | Recycling Area South Towers |  | White | Full |
| 13 | Footpath between HSS building & South Towers |  | White | Full |
| 14 | South Courts Phase 1 |  | White | Full |
| 15 | South Courts Phase 2  |  | White | Full |
| 16 | South Courts 3 Under Archway |  | White | Full |
| 17 | Brain Science front doors |  | White | Full |
| 18 | Junction of Boundary Road & Valley Road |  | White | Full |
| 19 | Electricians Workshop |  | White | Full |
| 20 | Shop Loading Bay |  | White | Full |
| 21 | Wolfson Court |  | White | Full |
| 22 | Concrete Access Path Near Main Barrier Bdy Road |  | White | Full |
| 23 | Data Archive Front Doors |  | White | Full |
| 24 | Junction of Boundary Road & North Towers Rd. |  | White | Full |
| 25 | EBS Front Doors |  | White | Full |
| 26 | Day Nursery |  | White | Full |
| 27 | Day Nursery Car Park (Natural Spring) |  | White | Full |
| 28 | North Housing Car Park Cycle Rack |  | White | Full |
| 29 | North Housing Service Area |  | White | Full |
| 31 | The Teaching Centre Roof |  | Ice Melt Only | Full |
| 32 | Parkside Innovation Centre Car Park Entrance |  | White | Full |
| 33 | Innovation centre building either end |  | White | Full |
| 33 | Knowledge Gateway - Top of Cycle PathKnowledge |  | White | Full |
| 34 | Knowledge Gateway - Bottom of Cycle PathKnowledge |  | White | Full |
| 35 | Knowledge Gateway - Near Barrier |  | White | Full |
| 36 | Knowledge Gateway - Bridge to Quays (Uni side) |  | Ice Melt Only | Full |
| 37 | Knowledge Gateway - Bridge to Quays (Quays side) xx2 |  | Ice Melt Only | Full |
| 38 | Knowledge Gateway - Top of bridge x 2 |  | Ice Melt Only |  |
| 38 | Capon Road |  | White | Full |
| 39 | Square 1 |  | Ice Melt Only | Full |
| 40 | Square 2 |  | Ice Melt Only | Full |
| 41 | Square 3 |  | Ice Melt Only | Full |
| 42 | Square 4 |  | Ice Melt Only | Full |
| 43 | Square 5 |  | Ice Melt Only | Full |
| 44 | Library/Student Centre |  | Ice Melt Only | Full |
| 45 | Parkside Internal Area x 2 |  | White | Full |