



NEW COLLEGE  
OXFORD

POLICY DOCUMENT

*Winter Weather Policy*

## **ASSESSMENT AND PROCEDURE FOR SALTING/GRITTING ROADS, AND CAR PARKS (INCLUDING ENTRANCE AREAS)**

### **Introduction**

The College is committed to ensuring that, in adverse wintry conditions, priority areas, as assessed by the College, are kept free from any snow and ice accumulations.

The aim here is to allow, as far as possible, normal use of the College pedestrian routes, which will include normal car parking areas.

This document seeks to cover both the hours when the maintenance team are on site but also to set down a short-term solution for when non-forecast adverse weather conditions occur out of the normal working hours (which includes weekends and bank holidays).

### **Weather Forecast**

When there is a significant risk of frost following wet conditions or when snow has been forecast, the maintenance team will, as a precaution, distribute either salt or grit to the priority areas as indicated on the attached plan (appendix A). The Clerk of Works office will be responsible for liaising as required with any meteorological office with the particular emphasis on obtaining as accurate a local forecast as possible.

### **Snow and Ice Accumulations**

Where a prior forecast has precipitated a precautionary gritting/salting, but overnight or between normal working hour shifts further accumulations have built up, then the maintenance team, assisted by the yardmen or groundsmen, \* will obtain the necessary equipment and materials and commence salting or gritting the identified priority areas as soon as possible. At this stage it should be noted that significant snowfalls may hamper individuals' travel to work arrangements and initial actions may be dependent upon the number of staff available to carry out this work.

Materials used will include grit, salt or safe non-harmful sprayed-on de-icer fluid.

Materials for the above processes are stored in various locations as per attached appendix B. Details of where grit/salt-clearing equipment is kept is also as per appendix B.

Stocks to be replenished each autumn and immediately after significant use.

### **Out of Normal Working Hours**

Wherever possible gritting or salting will be carried out prior to weekend or bank holiday period during the winter where conditions forecast indicate possible snow falls or build-up of ice in wet weather conditions.

On occasions the forecast maybe incorrect or inaccurate and the College may need to carry out some emergency gritting/salting or de-icer liquid application. Under these circumstances the College has a few options:

- a. A porter could be utilised to apply the required materials to some of the priority areas.
- b. Student volunteers could be utilised to carry out the work.
- c. The situation could warrant a maintenance callout approach reliant on the goodwill of contractors or the maintenance staff to get to site in what could be difficult conditions.

### **Outlying Buildings**

It is likely that two teams of 2/3 persons will be required to cover the main College areas as indicated on Appendix A.

The Sports Ground site (Weston Buildings) will be attended to by the Grounds Staff. Saville House and Warham House will be attended to by the Sports Ground Staff also.

Where possible the maintenance team will endeavour to attend the Bradmore Road site as soon as possible (*however, the residence themselves, with access to the salt bin and shovel could carry out this work themselves*).

### **Clear Up**

Once the snow and/or ice has thawed the Yardmen and Grounds Staff will clear away loose salt/grit leaving the sites clean and tidy.

## **APPENDIX B**

### **LOCATIONS OF SALT/GRIT AND SPREADING EQUIPMENT**

#### **Sacher Basement**

Two salt/grit spreaders.

4 Black shovels.

Back pack and de-icer fluid (20 litres minimum).

#### **Weston Buildings**

One salt/grit spreader

#### **Gradel Quads - 1 Savile Road Basement**

One salt/grit spreaders.

1 Black shovels.

De-icer fluid (20 litres minimum).

#### **Rock Salt Storage**

Sacher Basement - Loose bags (25kg)

Salt Bin by bottle/glass disposal area

1 Savile Road Basement

Bradmore Road - Salt bin with shovel

Weston Buildings - Salt bin with shovel

Review Date: September 2024