

**NORTH LINCOLNSHIRE COUNCIL**

**CABINET MEMBER FOR HIGHWAYS AND  
NEIGHBOURHOODS**

**REVIEW OF THE WINTER SERVICE IN NORTH LINCOLNSHIRE**

**1. OBJECT AND KEY POINTS IN THIS REPORT**

- 1.1 To seek approval of the Cabinet Member to the revised Winter Service Policy documentation following the extensive consultation exercise carried out during the summer of 2011.
- 1.2 To recommend the necessary adjustments to salting routes.

**2. BACKGROUND INFORMATION**

- 2.1 The previous two winter seasons have contained spells of significant adverse weather, which tested the resilience of highways winter service provision both locally and nationally. In order to improve North Lincolnshire Council's response to future similar events the Director of Infrastructure Services gave an undertaking to review the service prior to the winter season 2011/12.
- 2.2 In order to inform the review, an extensive consultation exercise was carried out. Details of the consultation are contained in section 7 of the report.
- 2.3 The Cabinet Member will recall that this is the second report on the Winter Service; the first report highlighted the improvements and initiatives already put in place following the consultation.
- 2.4 This report now sets out our policy framework that is based on previous policies but now updated to take account of the key outcomes emerging from the consultation exercise.
- 2.5 The consultation outcomes were analysed, together with requests and suggestions for changes to salting routes. These have now been investigated and the proposed changes included in the Policy document.
- 2.6 As a result of the analysis, we propose an increase in the precautionary salted routes. However, the main change is to the secondary salted routes where the criteria has been adjusted to achieve a more robust and inclusive network taking into account schools, bus routes and other key locations. In addition, the timescale for secondary route activation is reduced from 48 hours of continuous sub zero air temperatures to 24 hours.

- 2.7 The proposed Winter Service Policy sets out the levels of service that the council will deliver throughout the winter season in response to any possible weather patterns that may arise.

### 3. OPTIONS FOR CONSIDERATION

- 3.1 There are three options for consideration:

3.1.1 **Option 1** - Do nothing.

3.1.2 **Option 2** - Adopt the Winter Service Policy in full.

3.1.3 **Option 3** - Adopt the Winter Service Policy in part.

### 4. ANALYSIS OF OPTIONS

4.1 **Option 1** - This is not recommended because this will not enable necessary improvements to the winter service, including fulfilling the council's statutory obligations in respect of drivers' hours regulations.

4.2 **Option 2** - This is the recommended option as it reflects the outcomes of consultation. It includes some essential changes and is fully funded. It also includes improvements that are consistent with national guidance on winter service provision.

4.3 **Option 3** – This option would only be recommended if funding restrictions did not permit full implementation of Option 2.

### 5. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)

#### 5.1 Financial

5.1.1 The council's £500,000 winter service budget will fund a 'standard' winter response. This comprises approximately 45 precautionary salting turnouts and one week of average snow clearance activity.

5.1.2 Extreme winter weather, as was experienced in 2010/11, will inevitably require significant additional funding.

#### 5.2 Staffing

5.2.1 The council has recruited additional drivers from various council service areas to assist with participation of the out of hours standby rotas.

5.2.2 There is a need to draw on additional council staff during extreme winter weather conditions. This improves the response to such conditions in line with the council's emergency response procedures.

### **5.3 Property**

5.3.1 We have secured the use of an indoor salt storage facility located at the Station Road Depot in Scunthorpe.

## **6. SECTION 17 – CRIME AND DISORDER, RISK AND OTHER**

### **6.1 Statutory**

6.1.1 The Highways Act, 1980, Section 41 states that, a highway authority is under a duty to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice.

6.1.2 The highway authority must also comply with the GB domestic drivers' hours rules as set out in the Transport Act 1968 and the current European Working Time Directive in relation to all employees deployed on winter service operations.

### **6.2 Risk**

6.2.1 The winter service is designed to reduce, so far as is reasonably practicable, the risks associated with the formation of ice and snow on the highway. The proposals in this report seek to improve the service in North Lincolnshire and further reduce risk to all road users.

6.3 There are no other implications that arise directly from the issues set out in this report.

## **7. OUTCOMES OF CONSULTATION**

7.1 The council's Safer and Stronger Communities Panel was consulted about the local response to the adverse winter weather 2010/11 and advised of the intention to consult widely on our future approach to winter service provision. The Panel's Chairman has been kept apprised of progress with the review.

7.2 The relevant trade unions were consulted about changes to the number of winter maintenance drivers. They fully support the proposals for achieving that increase.

7.3 To support the review, a consultation process took place in early July 2011. Town and parish council representatives and Ward Members attended the following four winter service consultation exercises:

- 11 July 2011 - Barton and District @ Barton Assembly Rooms
- 12 July 2011 - Brigg and District @ The Angel Suite, Brigg
- 14 July 2011 - Isle of Axholme @ Epworth Imperial Hall
- 18 July 2011 - Scunthorpe (N & S) @ Pittwood House

- 7.4 Representatives from other council services and partner organisations attended a fifth event, which took place at The Angel Suite, Brigg on 13 July 2011.
- 7.5 This was supported by local businesses that were invited to contribute via an online questionnaire. The online questionnaire was open to the general public and available up to the end of August 2011.
- 7.6 The proposals for changes to the council's winter service provisions take account of the outcomes of these various consultation processes.

## 8. RECOMMENDATIONS

- 8.1 That the Cabinet Member, following the analysis of consultation feedback, approves the implementation of the Winter Service Policy detailed in paragraphs 2.4 and 2.7 of this report.
- 8.2 The Cabinet Member approves the additional recommendations in regard to the salting routes, as set out within the Winter Service Policy.

### **DIRECTOR OF INFRASTRUCTURE SERVICES**

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Date: 28 September 2011

#### **Background Papers used in the preparation of this report:**

Highways Act 1980  
Transport Act 1968  
Winter Service Consultation Report.  
Report to Safer and Stronger Communities Panel, "Council Response to Adverse Weather – Winter 2010/11", 15 March 2011  
UK Roads Liaison Group document, "Lessons from the Severe Weather February 2009", published July 2009  
"Well Maintained Highways – Code of Practice for Highway Maintenance"  
"Winter Service Guidance for Local Authority Practitioners", UK Roads Liaison Group, October 2010

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## **Policy Statement**

North Lincolnshire Council as Highway Authority are 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 13 of the Code of Practice for Highway Maintenance Management, “Well Maintained Highways” 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.

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## **1.0 Winter Service Policy**

This Policy has been developed following a full review of the Winter Service during the summer of 2011 and a wide consultation exercise that was carried out across North Lincolnshire. The review was initiated following the severe weather event that we experienced in November/December 2010. 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 portray 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 to help reduce some of the issues that arose. 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 October 1 to April 30 in any year. The core winter period is defined as November 1 to March 31. Differing levels of staffing 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 sections 13.13.11 to 13.13.29 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 in July 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.

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)

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## **1.2 Reduced Precautionary Salting Network at times of Salt Shortage**

During the last 2 winters periods of prolonged cold weather across many areas of the country have led to some difficulties in obtaining required levels of rock salt. Whilst 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.

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## **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 is 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**

A15North	Between M180 junction 5 and Humber Bridge
A15South	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

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High Street East  
Deyne Avenue  
Dunstall Street/Laneham Street

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

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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

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#### 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.

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**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.**

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### **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 recognised that provision of all additional salt bins for the winter season 2011/12 would be logistically difficult, and, for this season a bulk supply of salt to each parish will be offered, together with at least 1 salt bin.

It is intended that each parish would agree suitable locations with the Highway Manager.

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.

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## **2.0 Resilience**

### **2.1 Salt Stockpile Levels**

The main bulk salt stocks are currently held in an outdoor “bunker facility” at the Highways depot on Brigg Road in Scunthorpe. The current capacity of the salt storage area is of the order of 4,500T. A further covered facility is being developed at Station Road in Scunthorpe. The anticipated capacity of this facility is estimated at 800-1000T. It is anticipated that this storage facility will become available during November 2011.

Based upon the recommendations of the Quarmby Report October 2010, North Lincolnshire Council aims to enter the core winter period with stocks of the order of 4500T of rock salt. Quarmby recommends salt stocks going into the core winter period at a level to provide about 48 full runs of precautionary salting.

North Lincolnshire Council aims to maintain minimum stock levels of the order of 1500T throughout the core period, although this may be reduced from say early March in order to limit as far as possible, stocks held over the summer period.

Salt stock levels will require annual review 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.

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### **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.

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## **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 November 1 through to March 31 each year a night shift system operates to provide an overnight weather and road monitoring and decision making service. The night shift commences at 10pm and ends at 7:00am. Outside these hours a Duty Maintenance Manager carries out monitoring and makes operational decisions. The night shift manager will provide monitoring of the salting operations and maintain appropriate records. All decisions are made by suitably experienced and qualified staff. Where weather/road conditions are marginal, options will be discussed with the Highway Asset Team Manager or Highway Service Manager.

### **4.2 Weather Forecasting and Site monitoring**

A weather forecasting service is provided by the Meteo Group (2011-12 contract). 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 all decisions made are stored electronically on the highway maintenance computer system. Records of the gritter fleet movements are monitored through on board GIS systems. The system is provided and administered by Exactrak Ltd and records of vehicle movements, salt spreading times etc are retained for reference as required.

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#### **4.4 Gritter/snow plough fleet and drivers**

The operational winter service is provided by the in house direct labour operation (DLO). The DLO Manager 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 to this 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 DLO Manager. The DLO Manager 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 DLO Manager.

#### **4.5 Use of Contractors/farmers in Severe Weather Conditions**

The DLO Manager 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 Councils 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 Highways before the 31<sup>st</sup> March 2011, 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 Annual EDR. Where staff for other areas and Contractors are brought in to assist in severe weather conditions, they will be adequately supervised by Highway Staff at all times.

#### **4.7 Lead Snow Wardens**

Following a consultation exercise in July 2011, a network of Parish Snow Wardens is to be established. Each Town & Parish Council will be asked to establish a named Snow Warden. In addition to this NLC will identify 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 :-

Axholme North	Cllr John Briggs
Axholme Central	Cllr Liz Redfern
Axholme South	Cllr Ron Allcock
Burton & Winterton	Cllr Elaine Marper
Burringham & Gunness	Cllr Val Turner
Broughton & Appleby	Cllr Ivan Glover
Ridge	Cllr John England
Brigg & Wolds	Cllr Nigel Sherwood
Barton	Cllr Paul Vickers
Ferry	Cllr Peter Clark

#### **4.8 Parish Snow Wardens**

Following a consultation exercise in July 2011, a network of Parish Snow Wardens is to be established. Nominated Snow Wardens in each parish will be provided with direct contact details for the Lead Snow wardens. During severe weather events 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.

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#### **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 guidance from the Department for Transport on the use of rock salt/sand 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 (Infrastructure) 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

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## North Lincolnshire Council Infrastructure Services Winter Service Policy



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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.

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**Appendices:**

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

**Appendix 2:** Salt bin/heap location maps.  
Salt bin assessment proforma.

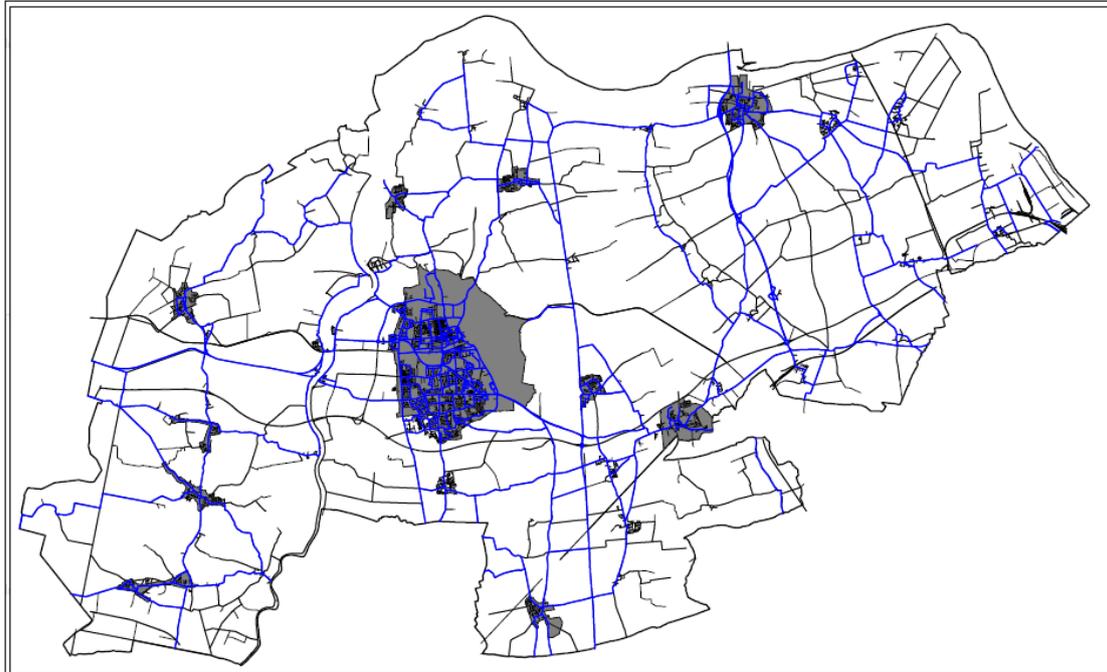
**Appendix 3:** Example of an advisory leaflet for motorists.

**Appendix 4:** Advice to Snow Wardens and Parish Councils.  
The Snow Code.

**Appendix 5:** Application information for Contractors/farmers.

## **APPENDIX 1**

# North Lincolnshire Council Infrastructure Services Winter Service Policy



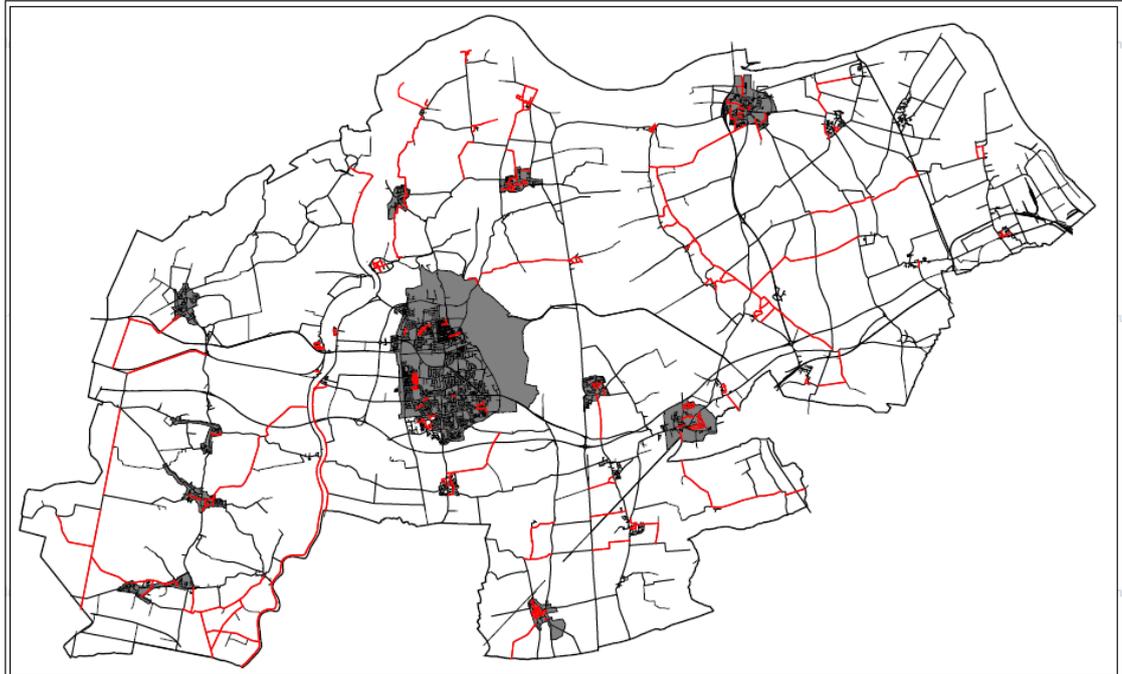
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	Drawn by: D Palmer	Date: 19/09/2011
	Scale: NTS	OS Grid Ref:

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Director,  
**Peter Williams**, DMS, CEng, MEl, MCM, AMIMechE

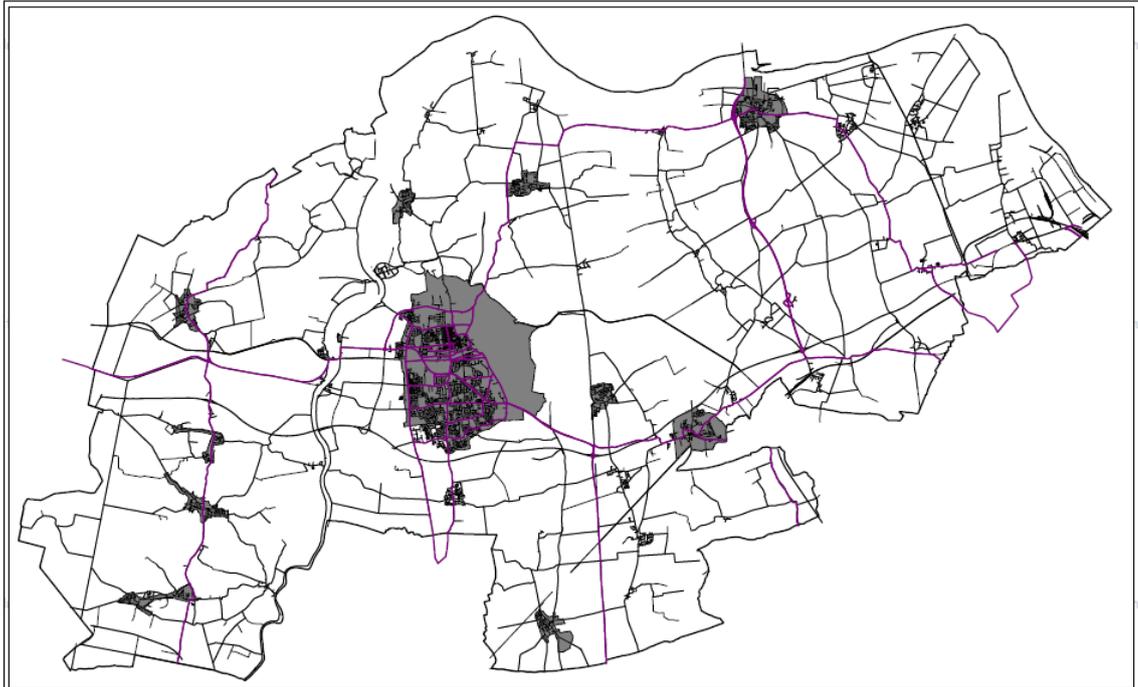
# North Lincolnshire Council Infrastructure Services Winter Service Policy



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	<p>Drawn by: D Palmer</p>	<p>Date: 19/09/2011</p>
	<p>Scale: NTS</p>	<p>OS Grid Ref:</p>


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# North Lincolnshire Council Infrastructure Services Winter Service Policy



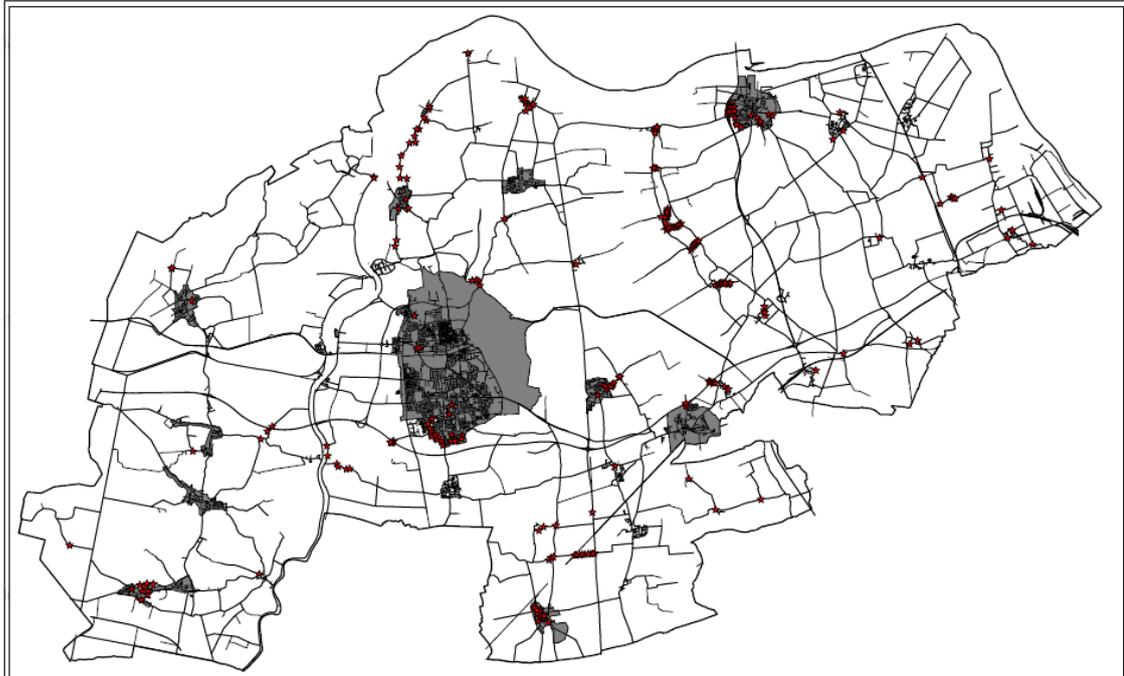
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	Drawn by: D Palmer	Date: 19/09/2011
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	Drawn by: D Palmer	Date: 19/09/2011
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	 <p>Infrastructure Service Director, Peter Williams BSc, CEng, MEng, MCI, AMMechE</p>	

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## **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.

<b>REJECT</b>	<b>CONTINUE</b>



**ASSESSMENT CRITERIA - (Attach plan & photograph)**

**1. HAZARDS**

**1.1 Gradient**

**Points**

<b>FLAT</b> 0 points	<b>SLIGHT</b> 5 points	<b>STEEP</b> 20 points	<b>VERY STEEP</b> 30 points

**1.2 Bend**

<b>STRAIGHT</b> 0 points	<b>SLIGHT</b> 5 points	<b>MODERATE</b> 10 points	<b>SEVERE</b> 20 points

**1.3 Junction**

<b>NO JUNCTION</b> 0 points	<b>ON TO PRECAUTIONARY ROUTE</b> 5 points	<b>ON TO NON SALTED ROUTE</b> 10 points

**1.4 Speed Limit**

<b>30 MPH OR LESS</b> 0 points	<b>40 MPH</b> 5 points	<b>OVER 40 MPH</b> 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**

<b>NO RESOURCES AVAILABLE</b> 0 points	<b>ADJACENT TO HOUSES</b> 5 points	<b>PARISH COUNCIL COMMITMENT</b> 5 points	<b>NOMINATED INDIVIDUAL</b> 5 points

\_\_\_\_\_

\_\_\_\_\_

**2.4 Environmental Impact**

**Points**

**2.4.1 Visual**

<b>NONE</b> 0 points	<b>MINOR</b> -5 points	<b>MAJOR</b> -10 points

\_\_\_\_\_

\_\_\_\_\_

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

<b>NONE</b> 0 points	<b>MINOR</b> -5 points	<b>MAJOR</b> -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.

**North Lincolnshire Council Infrastructure Services  
Winter Service Policy**



<b>4.</b>	<b>DECISION</b>	<b>APPROVE</b>		<b>REJECT</b>	<b>CONSIDER ALTERNATIVES</b>
		<b>BIN</b>	<b>HEAP</b>		

Assessed by .....

Comments .....

.....

.....

.....

.....

.....

.....

.....

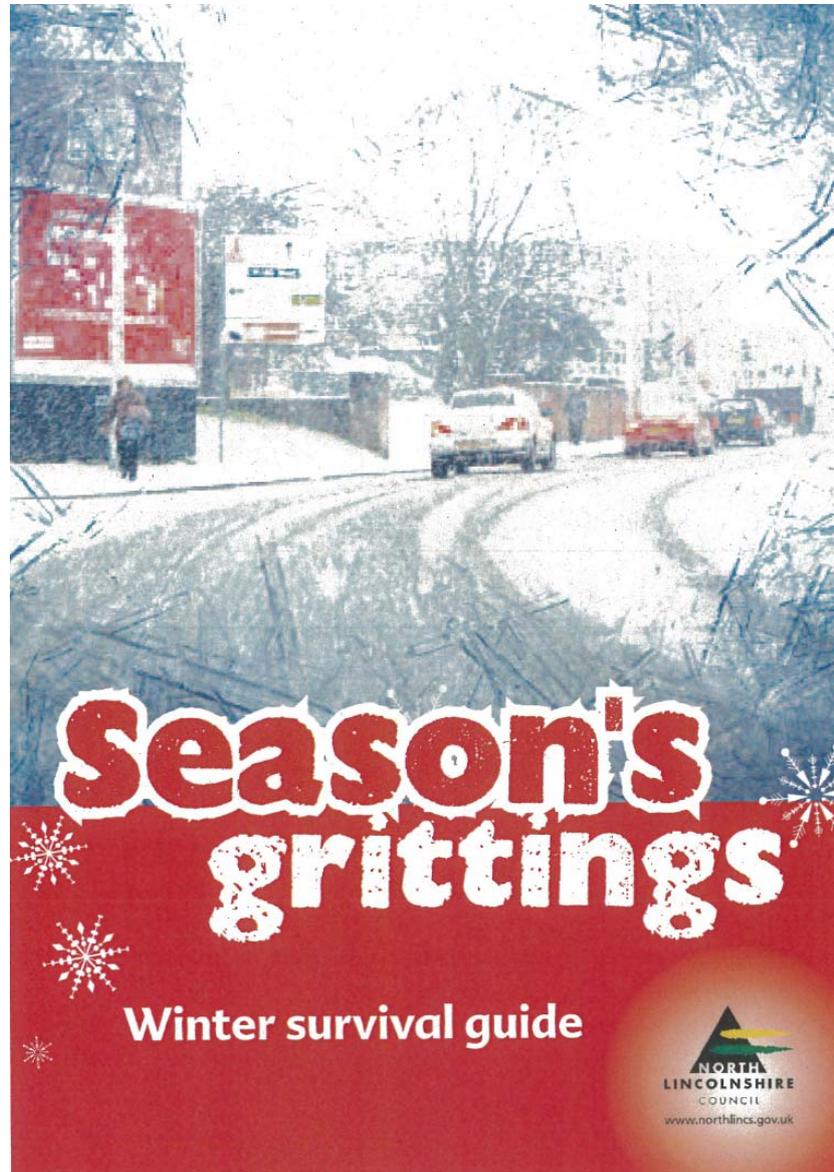
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Date .....

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## **APPENDIX 3**





## We'll do our bit...

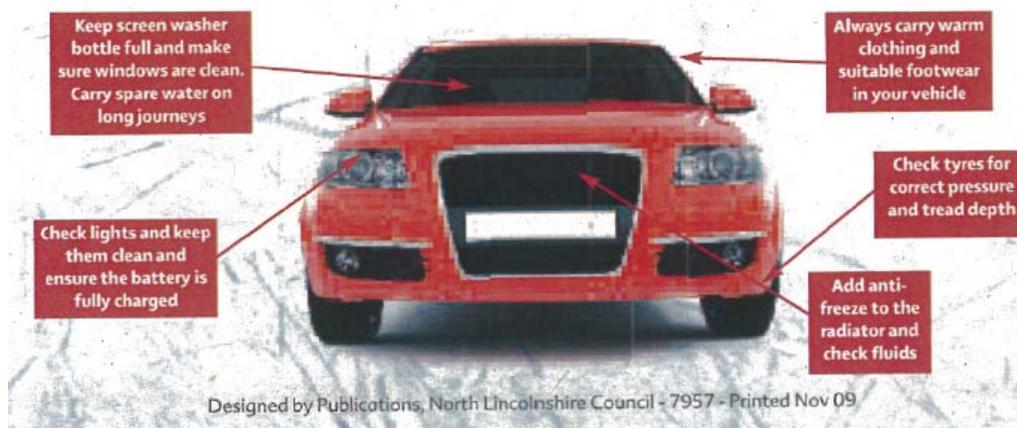
- We spread salt on the roads to make them safer – it reduces the risk of ice forming on the road surface.
- The council gives priority to certain routes (see map on previous pages)
- It will give the following types of roads top priority for snow clearing work:
  - Major routes
  - One route opened 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 spells of extreme weather as soon as resources become available.
- Over 600km of roads are salted in North Lincolnshire – 51 per cent of the total network. This is higher than the national average.
- Forecasts and road conditions are monitored between November and March – 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.
- Winter maintenance on the roads costs over half a million pounds and uses over 4,500 tonnes of salt.
- The council is careful not to use more salt than necessary in order to protect the environment.

## ...you do yours

If the weather is bad (ie if there's ice, snow, fog, wind or rain) and you are 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 according to the conditions.
- If you get into trouble, especially in snow, you should stay with your vehicle until help arrives. Abandoned vehicles can cause problems for rescuers and snowploughs. If you have to go and find help, make sure others can see you.
- Make sure you and your vehicle are properly prepared (see illustration below).

This information is provided by the North Lincolnshire Road Safety Partnership, which comprises Humberside Fire Brigade, Humberside Police, The Highways Agency, Lincolnshire Ambulance Service, North Lincolnshire Council and the Scunthorpe Telegraph.



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## **APPENDIX 4**

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## **North Lincolnshire Council Parish Snow Wardens**

Following a consultation exercise in July 2011, North Lincolnshire Council is launching a Parish snow warden scheme.

There was considerable support at the consultation workshops for local parishes to have some autonomy to prioritise snow clearing on carriageways and footways in their own parishes.

It was generally recognised that in severe weather conditions, named snow wardens would provide a vital point of contact in many rural areas. Snow wardens will be provided with direct contact details for the Lead Snow wardens, who will work and liaise directly with the Council's Winter Control Team to provide more effective road and footpath clearance across North Lincolnshire.

**Where requested by the Parish/Town Council**, North Lincolnshire Council will provide parishes with additional salt bins which can be sited at the discretion of the Parish (subject to risk assessment) to enable Parish derived priorities for snow and ice clearance to be delivered. It is unlikely that salt bins can be provided in time for this winter (2011-12), but the Council will endeavour to supply each Parish with at least 1 salt bin up to a maximum of 3, and at least 2 tonnes of rock salt in a "builder's bag" type facility. This is subject to suitable locations being identified within the Parishes.

Additional salt may be purchased and collected by Parishes from NLC stocks, if available.

Snow Wardens need to lead locally on issues of snow and ice clearance in severe weather conditions, and develop priorities for clearance with the Parish Council within their towns and villages.

### **Lead Snow warden functions during severe weather will include:**

- ✓ Communicate and liaise with NLC Winter Control Team.
- ✓ To collate information from the Snow wardens on the local situation during any period of severe weather.
- ✓ To liaise with the NLC Winter Control Team on the engagement of any local Contractors/Farmers and activation of Parish budget availability.

### **Snow warden functions during severe weather will include:**

- 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 list of approved Contractors/Farmers, and appoint them directly in agreement with the Council Winter Policy documentation contained here in (see Appendix 5)
  - To locally supervise gritting and snow/ice clearance based upon pre determined priorities.
  - To provide information to the Lead Snow Warden on the work of any locally appointed Contractors/farmers, and to advise the Council Highways Team on the status of roads and paths in their parish.
  - To assist in the development of the community emergency plan with respect to severe snow/ice conditions.
  - To arrange for the re-stocking of salt bins in the parish, and for arranging any repairs/maintenance to the bins.
  - To coordinate the work of any additional Council workforce that may be deployed into the Town or Parish for the purposes of snow/ice clearance. (ie to direct operatives to priority areas for snow/ice clearance)

North Lincolnshire Council, along with many authorities across the UK is introducing a “Snow Warden” scheme for the first time this winter (2011-12). Clearly it will be important to incorporate any “lessons learnt” throughout the season into any future guidance and documentation. It is intended that discussions with the Lead Snow Wardens and Snow wardens will take place during the summer of 2012, in order to evaluate the scheme, and discuss any necessary amendments.

The following pages outline possible items for consideration when developing a snow clearance appendix to an existing community emergency plan.

SNOW CLEARANCE  
APPENDIX TO COMMUNITY EMERGENCY PLAN *EXAMPLE/GUIDANCE*

### **1) SCOPE OF ARRANGEMENTS**

The snow clearance activities set out in this plan will be carried out on a best endeavours basis, subject to resources being available.

Activities will only be carried out if conditions allow people to work safely.

### **2) TRIGGERING SNOW ARRANGEMENTS**

The Parish Community Emergency Team will liaise with North Lincolnshire Council's Highways Team and agree when it is appropriate to trigger these arrangements based upon locally forecast conditions eg:

- when conditions causes, or threaten to cause, a significant risk of injury
- when the conditions causes, or threatens to cause a significant and prolonged disruption to transportation, food, water, gas, electricity or health services

And / Or

- when members of the community report serious and prolonged difficulties being experienced with slips, trips and falls, transportation or with essential services

### **3) COORDINATION OF SNOW CLEARANCE ACTIVITIES**

Snow Clearance activities will be co-ordinated by <the Community Emergency Team / the people listed below/ by the people identified to trigger the arrangements>,

### **4) TRIGGERING COMMUNITY EMERGENCY PLAN**

<*If you have a community emergency plan, list the that are able to trigger that document.*> will recommend the activation of the Community Emergency Plan if conditions cause a serious disruption to the community, using the activation process outlined in that document.



## 5) WINTER TREATMENT(S) / SNOW CLEARANCE TEAMS

<Consider one of these approaches:>

1) The following members of the Community have volunteered to take part in Snow Clearance Activities:

Name	Contact Information	Home address	E-mail address
	Home - Work - Mobile -		
	Home - Work - Mobile -		

<Or>

2) The Community Emergency Team has volunteered to undertake Snow Clearance Activities and their contact details are in the Community Emergency Plan.

## 6) PRE-IDENTIFIED SNOW CLEARANCE AREAS

The Parish Council has identified <delete as appropriate: primary, secondary and tertiary areas> for snow clearance. Under extreme conditions, priority will be given to clearing the primary routes.

### Primary

- <List any areas identified by the Town / Parish Council>
- 
- 
- 
-

Secondary

- <List any areas identified by the Town / Parish Council>
- 
- 
- 

Tertiary

- <List any areas identified by the Town / Parish Council>
- 
- 
- 
- 
- 

A set of the route cards are held by XYZ, stored in the Emergency Box in XYZ

<When identifying areas to be cleared, it may be helpful to consider:

- The areas that are already treated by North Lincs Council
- The main thoroughfares and main populated areas
- The outdoor areas with the highest impact, for example, building entrances, car parks, pedestrian walkways, shortcuts, sloped areas and areas constantly in the shade or wet.
- Footpaths and areas that are known to be used by potentially vulnerable people, such as the elderly.
- Areas where clearing snow will make a difference – e.g. little value in clearing a cul-de-sac that leads onto a road that hasn't been cleared
- Car parks of community facilities and paths leading to them, such as libraries, doctors, local shops, etc>

## 7) ROADS TREATED BY NORTH LINCOLNSHIRE COUNCIL

The following roads are on the NLC Precautionary Network:

- <You can find details of the NLC treated network on the web site [LINK](#)

The following roads are on the NLC Secondary Network

- You can find details of the NLC treated network on the web site [LINK](#)



--

## 8) RESOURCES FOR SNOW CLEARANCE

The Town / Parish Council have identified the following resources for use during snow clearance activities:

Resource	Kept at:
	Address:  Contact information: <ul style="list-style-type: none"> <li>• Home -</li> <li>• Work -</li> <li>• Mobile -</li> </ul>
	Address:  Contact information: <ul style="list-style-type: none"> <li>• Home -</li> <li>• Work -</li> <li>• Mobile -</li> </ul>
	Address: <ul style="list-style-type: none"> <li>• Contact information:</li> <li>• Home -</li> <li>• Work -</li> <li>• Mobile -</li> </ul>

Salt Bins

There are salt bins at the following locations:

Town / Parish Council Owned Salt Bins

-



NLC Owned Salt Bins

- 

## 9) CONTRACTOR/ FARMER / LAND OWNER INFORMATION

The following Contractors / Farmers can be available to clear the areas identified.

Name	Contact Information	Area agreed to clear
	Home - Work - Mobile -	
	Home - Work - Mobile -	

The businesses listed below are landowners that have accepted a responsibility to clear their own areas of ownership

Name	Contact Information	Area agreed to clear
	Home - Work - Mobile -	
	Home - Work - Mobile -	

## 10) HEALTH AND SAFETY / WELFARE ARRANGEMENTS

The team co-ordinating the winter weather activities should make sure that:

### Before the plan is triggered

- Appropriate risk assessments have been undertaken and applicable methods of safe working put in place (see Box 14)
- Adequate insurance cover is in place.
- Appropriate resources (e.g. shovel, rock salt, sack-barrow / wheel barrow) can be made available
- Appropriate protective equipment can be made available (e.g. hats, gloves, safety boot, high visibility padded jackets)

### During Snow Clearance

- People taking part in snow clearance have been briefed on activities and risk assessments
- People have ready access to suitable equipment eg shovel, rock salt, sack-barrow / wheel barrow, mobile phone
- People have adequate protective clothing to ensure that they remain warm and safe; this might include hats, gloves with a good grip, safety boots and high visibility padded jackets. There are shoe grips on the market that provide extra purchase during icy condition. It is better to wear several layers of clothing to maintain body heat, rather than one thick layer. Wear a hat - up to half of your body heat is lost through your head.
- People take appropriate breaks, and if appropriate, are provided with somewhere warm to take breaks, have a hot drink and dry their clothing.
- People involved in the snow clearing activities remain fit and well and are not suffering from the effects of the weather.
- All hand tools / resources are removed from footpaths / highways

## 11) SNOW CLEARANCE ACTIONS

The aim of the snow clearing actions is to make the situation better and safer when you have finished than it was before you started.

<These actions are generic advice on snow clearance, and may need to be adapted to match your local arrangements>

- Keep records of snow clearance work carried out using the table at box 13
- Treat light snow falls of 25mm or less, with one or more repeated applications of salt.
- For falls of snow reaching a depth of between 25mm and 100mm, or more, or light

falls of snow with drifting trigger:

- Contractor / Farmer arrangements
- Deploy Town / Parish Council resources / clearance teams

- Focus on the primary routes / areas before moving on to the secondary and tertiary routes
- It's easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it. So if possible, start removing the snow in the morning.
- When you're shoveling snow, make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides. Take care where you put it so it doesn't block paths or drains.
- Do not pile up snow where it will block or obstruct the footpath, access to property or road in any way. It may be necessary to remove any resulting accumulations of snow.
- Spread salt on the area you have cleared of snow to prevent the residual film icing over.
- Salt is very effective and requires only a small amount spread over a wide area to stop ice forming, all types of salt are effective for example dishwasher or even table salt works well when treating household paths and drives.
- <If you have a salt spreader, the following rates could be used:

Freezing conditions	10-20 g/m <sup>2</sup>
Freezing conditions expected after rain	15-25 g/m <sup>2</sup>
Freezing conditions and / or light snow expected	15-25 g/m <sup>2</sup>
Continuous snow expected	20g/m <sup>2</sup>
Ice Formed	10-25 g/m <sup>2</sup>
Hard packed / snow ice	20-40 g/m <sup>2</sup>
Snow cover exceeds 30mm	20-40 g/m <sup>2</sup>

- For areas away from the salt bin / store , a bucket or even a wheelbarrow, if one is available, would be useful to transport some salt.
- Salt doesn't work instantly; it needs sufficient time to dissolve into the moisture on the ground. You can use rock salt, ordinary table or dishwasher salt - a tablespoon for each square meter you clear should work. If you don't have enough salt, you can also use sand or ash. These won't stop the path icing over as well as salt, but will provide better grip under foot.



- Avoid using water as it may freeze and make the situation more hazardous.
- Refer to the Health and Safety / Staff Welfare Section of this plan.
- When clearing snow it is possible to make conditions worse if you do not follow the precautions listed above. If you do act in a safe way and follow these precautions then you will be helping your community in a positive and safe way and minimise the risk of anyone being injured as a result of your actions.

Encouraging other to clear snow and ice

Every member of the community can play an important part in clearing snow and ice.  
**SNOW CODE**

**12) SNOW CLEARANCE MAP <MAP REPRESENTATION OF INFORMATION SHOWN ON PAGES 2/3>**

During adverse winter weather, every effort will be made to clear the coloured areas shown below, depending on the availability of resources, when snow in excess of 25mm has fallen.

The areas shown in **red** will be cleared first, then the areas shown in **blue** and then the areas shown in **green**.

**13) Record of Snow Clearance Work undertaken by Town / Parish Council**

Date / Time	Work done	Work Carried out by	




## **14 RISK ASSESSMENTS**

---

<This section can be used to keep copies of risk assessments and safe methods of working that have been prepared in advance of snow clearance activities. Example can be provided.>

# SNOW CODE

## *CLEARING SNOW AND ICE FROM PAVEMENTS AND PUBLIC SPACES*



*DfT December 2010*

---

**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 spaces.

Will I be held liable if someone falls on a path I have cleared?

There is no law preventing you from clearing snow and ice on the pavement outside your property, pathways to your property or public spaces.

It is very unlikely that you would face any legal liability, as long as you are careful, and use common sense to ensure that you do not make the pavement or pathway clearly more dangerous than before. People using areas affected by snow and ice also have responsibility to be careful themselves.

What can I do to help clear snow and ice from pavements and public spaces?

Practical advice from highway engineers 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 tablespoon) for each square metre you clear should work. The salt found in salting bins will be needed for keeping 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 under foot.

- 

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

The Preparing for Emergencies web pages on DirectGov contain useful information on how you can prepare for the impacts of all emergencies. The pages can be found at [www.direct.gov.uk/preparingforemergencies](http://www.direct.gov.uk/preparingforemergencies)

Why is the Government publishing this information?

During the severe winter in 2009/10, many people across the country worked very hard to keep our transport network open. This included 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 spaces because they feared that they might be sued.

An independent review of the transport sector's response to the severe weather of 2009/10 recommended that the Department for Transport should publish this note on good practice for members of the public 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. The Government is committed, as a key part of the Big Society agenda, to remove the barriers which may unnecessarily prevent people from helping themselves and those around them.

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## **APPENDIX 5**

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**Letter to Snow Clearing Contractors/Farmers**

Dear Sir,

**Snow Clearing Operations**

I have written to you previously, but have been asked to write again giving clarity on a number of related issues. This is because we have now carried out a full review of the Winter Service and have made some changes to our Winter Service Policy documentation.

I have enclosed copies of the revised application documents for you. I would like you to complete and return them by , to ensure that you are on our supplier register. This is so that we may act swiftly in engaging you in times of significant snowfall.

In addition, Parish Councils have asked for access to the register so that they can be allowed to contact any contractor who is registered with us and ask you to carry out work for them. If this happens the Parish will issue an order and pay for the work.

Please find enclosed our terms and conditions in regard to your application and I have also enclosed some Guidance Notes for Contractors, which I believe, if followed, will help develop good working and safe practice.

I also enclose an extract from Her Majesty's Revenue and Customs section relating to the use of rebated fuel when you are carrying out snow clearing works.

**PLEASE REPLY SWIFTLY.** When we receive and approve your application we will enter your details onto our register and contact you if you are required.

If you need any further information please ring me on

Yours Faithfully,

---

**The Winter Service 2011/2012**

**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, Brigg Road, Scunthorpe, North Lincolnshire, DN16 1AX.

**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 Better Routes or his representative and countersigned daily work sheets will be required for all work undertaken, to be delivered to North Lincolnshire Council, Highway Operations, Brigg Road 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 Operations, Brigg Road, Scunthorpe, DN16 1AX 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:

- 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

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## North Lincolnshire Council Infrastructure Services Winter Service Policy



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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:

- 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.

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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.

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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 Operations 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.

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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.

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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 Operations, Brigg Road, Scunthorpe, North Lincolnshire, DN16 1AX.

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<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.