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Snow & Ice Procedures

Introduction

Facilities Management (FM) and its contractors are committed to providing a safe and well managed Estate. As part of this commitment there are a range of policies and procedures in place to ensure we meet this stated objective.

The winter months present a number of specific problems relating to the environment due to snow and ice. The following procedure outlines Estates' response to some of these issues.

Facilities Management is responsible for maintaining all grounds and buildings within BU.

Pre-emptive Action and Planning

Estates FM managers are to maintain a close watch on weather warnings and plan resources accordingly to ensure adequate staff and equipment is available, noting individual H&S and travel issues, to deal with adverse winter weather conditions. This includes both facilities assistants and maintenance staff.

Snow Clearance

The FM team do not routinely provide a snow clearing service unless extreme weather conditions are experienced. Under these conditions a call for all available FM staff, who can safely get to campus, would be made. Any minor snow in problem areas highlighted below should be cleared as part of the gritting process.

De-icing

In order to maintain a safe environment, there are a number of arrangements in place to deal with ice.

In response to a known ice/severe frost warning, the Campus Services Manager will direct the facilities team to ensure that:

Steps, main entrances and identified problem areas are gritted first thing in the morning (target completion time is 0800hrs). The known problem zones within the University grounds are highlighted on the grit maps. The Facilities Supervisors will be responsible for implementing preventative gritting in these areas and will sign off the Gritting Checklist once the activity has been completed. Subsequent checks will be made throughout the day and additional reactive gritting will take place during extreme weather conditions. The BU Security contractor's overnight staff are expected to clear the areas around Poole House and Bournemouth Gateway Building main entrances. PPE is to be provided by the contractor.

The BU Security contractor is to arrange for their overnight staff in Poole House and Studland House to contact the DCO in the event of severe ice and or snow and in turn the DCO is to notify the Campus Services Manager and the Campus Operations and Security Officer who will assess on behalf of the Chief Operating Officer and Major Incident Group and provide advice regarding University potential closure. The communications plan for this decision making is owned by M&C.

Known Problem Areas

The following list is not definitive and due to future building projects it is necessary to maintain a vigilant review of any new ice trouble spots. The Campus Operations Manager is to monitor throughout the winter. All locations are annotated on the site-specific maps at Annex A.

Talbot Campus

- Bus stop steps alongside Kimmeridge House
- Bus Hub Area including vehicle set down points (w.e.f. 18 December 2017)
- Raised crossing off of Fern Barrow roundabout
- Kimmeridge House slope
- Both pedestrian access and cycle path into campus near Boundary roundabout
- Talbot House steps
- Nursery drop off zone
- Nursery courtyard area
- Poole House main entrance steps and slope
- Car parks are not normally gritted unless in extreme conditions

Lansdowne Campus

- Through route in Studland House car park from Christchurch Road with particular attention to the sloped exit onto Cotlands Road and the steps down to the sunken car park
- Ramp to basement car park Studland House
- Main car park areas are not normally gritted unless in extreme conditions

Grit Bin Locations

All grit bin locations can be found on the site-specific maps at Annex A.

Talbot Campus

- Poole House - outside PG96
- Poole House - outside Poole House Boiler Room
- Poole House - rear entrance opposite Kimmeridge House
- Talbot House - Nursery courtyard area
- Talbot House - Front entrance
- Student Village - path to Car Park H bin located at each end
- Student Village – by security hut
- Central Walkway – rear of the Edge
- Dorset House Library – rear of library by Student Village path
- Christchurch House - near entrance to building
- Christchurch House –opposite bike compound
- Weymouth House - rear of TV Studio
- Tolpuddle Annexes – between Annexes 1 and 2
- Car park D – by Weymouth House side
- Car park H - Entrance Barriers & the Pedestrian Entrance
- Car park G - By Car Park Attendants Hut and the end of car park by service road
- Bus Hub Area to front of site

Lansdowne Campus

- Studland House - at rear in generator compound
- Bournemouth Gateway Building – FAs compound

Equipment Locations

Talbot Campus

The following equipment is stored in Estates Garages:

- Small handheld shovel x 6
- Large shovel x 4
- Snow shovels x 6
- Brooms
- Wheelbarrows x 3
- 2 x trollies for dispensing salt - The trollies will automatically dispense the salt but must only be used with dry salt to prevent clogging.

Lansdowne Campus

The following equipment is stored in Studland House basement:

- Small handheld shovels x 2
- Large shovel x 2
- Snow shovels x 6
- Brooms x 3
- Wheelbarrow x 1
- Trollies for dispensing salt – The trollies will automatically dispense the salt but must only be used with dry salt to prevent clogging.
- Large trolley will dispense sand if necessary

Health and Safety

The presence of snow and ice presents health and safety risks, as the potential for slips, trips and falls increases significantly. It is important all persons on site adhere to common sense protocols such as:

- Walk, don't run.
- Wear footwear with a nonslip sole.
- Try where possible to leave hands free to aid balance and or in the event of a fall you will be better able to minimise the effects of a slip, trip or fall.
- Allow more time for your journey.
- Be mindful of slipping while walking, using ramps and steps.
- If driving be mindful of skidding when leaving car parks as they are not gritted.

If weather conditions are sufficiently severe the Major Incident Team will convene to consider whether it is prudent to close the University on Health and Safety grounds.

TALBOT CAMPUS



Locations Key

- ★ GRIT BINS
- ★ ICE GUARDIANS
- ❄️ PROBLEM AREAS

LANSDOWNE CAMPUS

