**Winter Safety – Snow & Ice Gritting / Clearance**

Community Admin Managers / Administrators;

As expected during the winter months we will experience inclement weather including cold / freezing temperatures at times which may result in ice or snow on our external grounds / pathways. Last year we were fortunate to have had a relatively mild winter however this may not be the case this year therefore it is important to be prepared.

NHS GG&C Facilities Management - Grounds Maintenance Teams provide a gritting and snow clearance service to a number of hospital, health centre and clinic sites however not all premises across the organisation are covered. Each premise should have a winter plan in place which identifies priority areas for gritting / clearance and requirements / arrangements in place. This plan should consider;

* How are you kept up-to-date with the weather forecast?
* Is a safe pathway leading to the main entrance / exit of the building maintained?
* What are the other priority areas?
* Who will undertake gritting / clearance tasks? (e.g. Facilities or Caretaker staff)
* What equipment, materials, information & training is required?
* What procedures should be followed, i.e. for closing car parks, buildings etc.?
* Are fire exits cleared of snow and ice?

All premises should already have had plans in place from previous years therefore these plans can be reviewed and brought up-to-date. If not then plans should be developed. If there have been any changes in the use of the premises, the layout or any other relevant factors these should be taken into account.

Once plans are in place the information should be made available to all relevant staff groups so that they can take appropriate action.

The Health & Safety Management Manual Holders for premises / Caretaker staff are required to ensure that a risk assessment is in place for both slips, trips & falls and for the task of gritting, snow clearance and any other grounds maintenance tasks (consider moving & handling, slips, trips & falls, equipment to be used, personal protective equipment (PPE) required etc) that are carried out locally as opposed to by Facilities Management – Grounds Maintenance. [Click here](http://www.staffnet.ggc.scot.nhs.uk/Info%20Centre/Health%20and%20Safety/Corporate%20Health%20and%20Safety/Partnerships/Pages/RiskAssessment.aspx) for more information on risk assessment.

The key points for ensuring premises remain safe are:

* Develop local plans / procedures and share this information with all staff
* Identify priority areas for snow and ice clearance
* Ensure sufficient grit and appropriate equipment is available for use and in good condition
* Ensure the task of gritting / snow clearance is considered in local risk assessments
* Ensure staff that carry out gritting / clearance tasks have been provided with information, relevant training and appropriate PPE (e.g. jacket, gloves, footwear etc.)
* Keep / maintain records – see attached recording form ⇨ ⇨

For any further advice / guidance contact your Health & Safety email Health.Safety@ggc.scot.nhs.uk