

# **Hart District Council Snow Plan**

**November 2019**

## **Summary**

This snow plan details how Hart District Council will co-ordinate snow clearance works in the event of a heavy snow fall event. It is intended that this plan should only be implemented in the event that significant snow fall prevents the Council from undertaking its normal operations.

On implementation of this plan a snow clearance co-ordinator will be nominated. This plan contains a list of available co-ordinators. Once nominated the co-ordinator will be responsible for co-ordination of Council's resources in accordance with the priorities set out in this plan.

This plan should be read in conjunction with the Council's, Emergency Response Plan and Waste Contingency Plan, copies of which can be found on the Council's web site.

The purpose of this document is to provide guidance for the co-ordination of Council resources for snow clearance works. As with any plan, events may make it necessary to vary the agreed response. Any variations will be notified when daily updates are produced.

The Council's Overview and Scrutiny Committee considered and commented on this plan at its meeting on 14<sup>th</sup> December 2010.

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## **Health and Safety Considerations**

A Health and Safety Risk Assessment for snow clearance works is attached at appendix 6.

### **General Assumptions**

Snow clearance will only be carried out in the event that:

- It is possible to get staff and equipment safely to the area to be cleared.
- It is deemed safe for staff to undertake the work required.
- All staff undertaking snow clearance work are equipped with suitable protective clothing.
- Salt/grit is available for the treatment of the areas cleared.

### **Liability**

**Advice is that it is very unlikely that anyone would face any legal liability for clearing snow and ice provided this has been done sensibly and does not make the areas cleared more dangerous. As a general principle it is therefore recommended that whenever snow clearance is carried out that the cleared areas are salted/gritted afterwards (NB – it maybe decided that salting is not necessary if temperatures are above freezing and a thaw is forecast). People using areas affected by snow and ice have a responsibility to be careful themselves.**

### **Procedure for Implementation**

The snow plan is designed to be implemented in the event of a significant snowfall event. The decision on whether to implement the plan will be taken by a member of the Senior Management Team.

Implementation of the plan will require:

1. Nomination of a snow clearance co-ordinator (SCC), see contact list (it may be necessary to agree a rota if it is anticipated that the plan will be in force for more than 24 hours).
2. Updating of Hart District Council's website with the severe winter weather guidance.
3. Email to all users, councillors and parish council's informing them that the plan has been implemented and confirming who has been nominated as SCC.
4. Phone call to HCC's duty officer confirming implementation of the Council's snow plan.

### **Chain of Command**

Once nominated the SCC will be responsible for managing the allocation of the District Council's resources. Any requests for snow clearance works or the reallocation of these resources must be directed through the SCC.

## **Key Roles and Responsibilities**

### **Snow Clearance Co-ordinator – (see check list at appendix 5).**

The snow clearance co-ordinator is responsible for:

- Co-ordinating Hart District Council's resources (see list of resources), in accordance with the priorities set out in this plan.
- Managing staff allocated to their control.
- Liaising and co-ordinating with the winter maintenance co-ordinator at HCCs, Hook depot.
- Liaising and co-ordinating with the site managers.
- Appointing and directing contractors to undertake snow clearance works in accordance with the priorities set out in this plan.
- Providing daily updates to the Head of Environment and Technical Services on the work completed, and the plan for the next 24hrs.
- The co-ordinator may delegate roles to other officers as they see fit, i.e. they may prefer to delegate the co-ordination of staff or machinery on site to the relevant site managers.

### **Site Managers**

Site Managers are deemed to include all building managers and the car parks manager.

Site Managers are responsible for:

- Ensuring that the agreed stocks of salt/grit as listed in this plan are maintained at the sites for which they are responsible. As a guide site managers should consider reordering salt when stocks drop to 70% of the agreed levels.
- Ensuring that the agreed stocks of snow clearing equipment, i.e. shovels and salt spreaders as listed in this plan are maintained at the sites for which they are responsible.
- Financing the provision of the above stocks.
- Ensuring that safe access is maintained to their buildings.
- Liaising with the SCC regarding the allocation of available resources to clear access to the buildings for which they are responsible.

NB – Stock levels must be checked at the end of September and replenished as necessary throughout the winter period.

### **Senior Officer at Civic Offices**

In the event that none of the management team are able to get to the Civic Offices, then the Chief Executive will nominate an appropriate member of staff to be the Senior Officer at

the Civic Offices. The senior officer in liaison with the Chief Executive will be responsible for:

- Management of civic office based staff.
- Allocation of staff to deliver key services in accordance with the Council's business continuity plan.
- Liaison with the snow clearance co-ordinator.
- Liaison with the snow clearance co-ordinator, regarding the allocation of staff volunteering for snow clearance works.
- If directed by the Chief Executive, setting up of the Council's Emergency Control Centre.

### **Waste and Recycling Manager**

The Waste and Recycling Manager will be responsible for:

- Ensuring that daily updates are provided on the status of waste and recycling collections. These updates will be published on the council website and emailed to all users and parish council's.
- Ensuring that the contact centre is provided with waste and recycling collection updates on a regular basis.

### **Head of Technical Services and Environmental Maintenance**

The Head of Technical Services and Environmental Maintenance will be responsible for:

- Authorising emergency expenditure on snow clearance works up to a maximum value of £5,000. If additional expenditure is required then this will be subject to Chief Executive approval.
- Ensuring that daily updates are communicated to the public via the website and by email.

## **Snow Clearance Priorities**

Snow clearance will be arranged in accordance with the following priorities:

### **Priority 1 (see plans at appendix 1)**

Springwell Lane Depot

Civic Offices

Harlington Centre

The Victoria and Appleton Halls, Hartley Wintney

### **Priority 2 (see plans at appendix 2)**

All district council car parks – priority for clearance to be agreed with the car parks manager.

### **Priority 3 (see plans at appendix 3)**

Priority pedestrian areas.

Fleet Community Hospital

Access to doctors surgeries (see list of surgeries at appendix 4, clearance of these areas will be determined on an as need basis)

Access to local schools (plans for these areas are not available, and clearance will be agreed with HCC)

**NB**

- Clearance of priority 3 areas will be co-ordinated with HCC.
- HCC have confirmed that they will provide any salt and grit required for the treatment of priority 3 areas.
- Hartley Wintney Parish Council have indicated that they may carry out some snow clearance works in the parish themselves. The SCC will therefore be required to coordinate works in Hartley Wintney with the parish lengths man (see contact details).
- Co-ordination of mechanical equipment: To avoid confusion regarding the allocation of equipment during the initial stages of snow clearance it is suggested that vehicles should be allocated as follows:
  - 1) Countryside Tractor: Hart LC, Civic Offices and Fleet Town Centre Car Parks.
  - 2) HCC Tractor if available: Frogmore LC, (previous experience has shown that more than one tractor is required to clear the long drive at Frogmore).



3 ) Private Contractor: Springwell Lane Depot & Hartley Wintney car parks.

## Schedule of Available Resources

### **Salt Stocks**

#### **NB:**

1. The salt stocks listed are estimated to be sufficient to provide 10 days supply.
2. These stocks should only be used for the treatment of District Council assets.
3. HCC will supply salt and grit for the treatment of pedestrian areas on the public highway.
4. A further 5 tons of salt is held by Woodhams contractors and can be made available if required, see contractors contact details, (NB- A purchase order will be required).

Springwell Lane Depot, Hartley Wintney

and Wade Road Depot Basingstoke. - 10 Tonnes (420 bags)

Civic Offices - 2 Tonne (84 bags)

Countryside Workshop - 1 Tonne

### **Labour**

Refuse Crews (Serco) – 32 staff.

Street Cleaning and Grounds Maintenance Crews – 24 staff.

Countryside Rangers – 5 staff

### **Equipment**

#### **Hand push salt/grit spreaders:**

Springwell Lane (street cleaning service) 1 nr

Civic Offices 2 nr

District Council Car Parks 2 nr

#### **Shovels/Brooms/Wheel Barrows/metal snow scoops**

Springwell Lane and

Wade Road Depots 30nr/15nr/3nr

Countryside Workshop 24nr/4nr/9nr/10nr

Civic Offices 14nr/3nr/1nr

**Vehicles:**

4 \* 3.5 tonne caged tipper with crew cabs – (carry 5 + driver) - Springwell Lane/ Wade Road.

2\* 15 tonne road sweeper - Springwell Lane /Wade Road.

2\* Berlingo vans – (carry 1 + driver) - Springwell Lane / Wade Road

1 John Deere 3045R 4 x 4 Tractor with front end loader and rear digger arm, with snow plough – Countryside Workshop

1\* Mower with 1.8m brush

1\* Case Farnell 75 Tractor with front loader

1\* Salt/grit spreader for fitting to small tractor – Countryside workshop.

1\* Pedestrian tractors, one with snow brush and one with snow blade

**Four Wheel Drive vehicles**

1\* John Deere Gator 4 x 4 Buggy – Countryside workshop

1\* Nissan Navara 4 x 4 - 5 seater

1\* Nissan Navara 4 x 4 - 4 seater

1\* Nissan Navara 4 x 4 - 4 seater Tipper body

## **General Guidance Notes**

**Salt Stocks:** It is estimated that the stocks listed in this plan should last for approximately 10 days. Please note that only small quantities of salt are required to prevent surfaces freezing, and hand spreading often results in far more salt being used than is required. Where possible mechanical salt spreaders should be used, these have been preset to ensure that only the required amount of salt is used. During a prolonged spell of cold weather it may be necessary to conserve stocks and prioritise the areas in which these are to be used. A further 5 tonnes of salt is held by Woodhams a local contractor which can be made available if required, the council will be charged for any amount used.

**Clearance of Highway Network:** HCC are responsible for clearance and salting of the highway network. This is done on a priority basis, details of their priority routes can be found on HCCs website at <http://www3.hants.gov.uk/roads/winter-maintenance/road-salting.htm> hard copy plans are held by Technical Services.

**Grit Bin Location Plans:** Plans showing the location of all HCC grit bins are held by Technical Services.

**Use of Serco and Recycling Crews:** Serco have confirmed that if following a heavy snow fall they are unable to undertake normal collections, that their staff will be available for snow clearance works. Transport for the staff would be required and it is assumed that the street and grounds maintenance vehicles would be used for this purpose. Staff would then be allocated in accordance with priorities set out in the plan as agreed with the SCC.

**Use of Office and Mess facilities at Springwell Lane Depot:** Sercoa have agreed that when street cleaning crews are allocated on snow clearance works. Then the SCC will be allowed to use of the office facilities at Springwell Lane, whilst the grounds and street cleaning crews will be allowed to use the mess facilities.

**Clearance of snow by volunteers/community groups:** The Council is keen to encourage public-spirited volunteers to get out in their communities and support people who are affected by severe weather conditions. Whether shovelling the snow away from schools or transporting food and medicine to the vulnerable. Anyone wishing to help with snow clearance is encouraged to do so, as long as they are careful, and use common sense to ensure that you do not make the pavement or pathway more dangerous than before. People using areas affected by snow and ice also have responsibility to be careful themselves. Further information on snow clearance by volunteers/community groups can be found on the District Council and Directgov website.

**Farmers available for snow clearance works:** HCC have prepared a list of farmers who are available and are insured to assist with snow clearance works. It has been agreed that the District Council can call on farmers from this list if required. A copy of the list which is held on the District Council shared drive, can be made available on request.

**Clearance of car parks:** Guidance shall be taken from the car parking manager on the areas to be cleared, as a general principal the priority will be to clear access into the car

parks. Clearance of spaces should be dealt with as a 2<sup>nd</sup> priority. In the event of large accumulations of snow, storage of cleared snow can cause problems, in which case it may be agreed that parking areas will not be cleared.

**Communication:** Regular information updates will be provided through the Council website and emailed to all users and parish council's. The website editors listed in the plan can assist with this. Press releases and radio announcements will be subject to approval by the corporate director.

**Public Notices:** Some Parish Council's have offered to distribute public information notices. A standard template has therefore been prepared and is saved on the shared drive, it is intended that this should be attached in PDF format to any emails that are sent out. Anyone receiving the email can then print it and distribute accordingly.

**Commuting to work:** Staff will be expected to get to work if they can do so safely.

**Staff unable to get to work:** Staff who live in the district of Hart, but are unable to get to their main place of work, and are unable to work from home, are encouraged to volunteer for snow clearance work within walking distance of their home address.

**Protocol for deployment of Council staff:** In the event of a heavy snowfall, staff will be expected to carry out their normal duties, whether working from home or the office. If they are able to get to work but are unable to undertake their normal duties then the senior officer at the civic offices will consider allocation of these staff in accordance with the Council's business continuity plan.

**Clearance of snow by office based staff:** Office based staff wishing to volunteer for snow clearance work should make themselves known to the senior officer at the civic offices. Volunteers will be permitted to undertake this work provided they are equipped with suitable clothing (including high visibility) and footwear, and are satisfied that they do not have any health problems that may prevent them doing this work. See risk assessment at Appendix 6.

**Access to civic offices:** All members of management team are aware of the emergency access arrangements.

**Flooding following a rapid thaw:** If flooding is anticipated then residents are encouraged make their own arrangements to protect their property. However, in emergency situations the District Council can provide a limited number of sandbags. Residents will be encouraged to monitor and clear road gullies that may have become blocked by snow and ice to help reduce the risk of flooding.

**Meals on wheels:** Under normal circumstances it is expected that the Hampshire & Berkshire 4 \* 4 Response Group will be able to provide emergency transport for the meals on wheels service. However, in the event that this is not possible and the Council are asked to make its 4\*4 vehicles available to assist with the delivery of supplies to the elderly and vulnerable. Then these requests for assistance will take priority over snow clearance works.

## **Appendix I**

### **Plans of Priority I Areas**

- 1- Springwell Lane Depot HW
- 2- Civic Offices, Gurkha Sq, Victoria Rd,  
Paths only + COcp Snow Plan
- 3- Hart Leisure Centre (Everyone Active)
- 4- Frogmore Leisure Centre
- 5- Victoria & Appleton Halls HW

**see plans below**

## **Appendix 2**

### **Plans of Priority 2 Areas**

- 1- Civic Offices, Gurkha Sq, Victoria Rd CP  
– Fleet
- 2- Monachus Lane CP - Hartley Wintney
- 3- Hook CPs
- 4- Deer Park View CP – Odiham
- 5- Church Rd CP – Fleet
- 6- Birchayes CP – Fleet
- 7- Blackwater CPs
- 8- The Bury CP - Odiham

**see plans below**

## **Appendix 3**

### **Plans of Priority 3 Areas**

- 1- Fleet Hospital
- 2- Footways-Fleet
- 3- Footways-Hartley Wintney
- 4- Footways-Blackwater
- 5- Footways-Yateley
- 6- Footways-Hook
- 7- Footways-Odiham
- 8- Kingfisher Parade & Drs Surgery-Darby Green

**see plans below**



## Appendix 4

### List of Doctors Surgeries

Surgery	Area	Postcode	Telephone
Branksomewood Healthcare Centre	Fleet	GU51 4JX	0333 009 6767
Crandall New Surgery	Crandall	GU10 5RF	01252 850292
Fleet Medical Centre	Fleet	GU51 4PE	01252 619000
Hartley Corner Surgery	Blackwater	GU17 0DB	01252 872333
Hartley Wintney Surgery	Hartley Wintney	RG27 8QJ	01252 842087
Hook Surgery	Hook	RG27 9ED	01256 762125
Monteagle Surgery	Yateley	GU46 6FE	01252 872333
Odiham Health Centre	Odiham	RG29 1JY	01256 702371
Richmond Surgery	Fleet	GU52 7US	01252 811466
The Oaklands Practice	Yateley	GU46 7LS	01252 872333

# Appendix 5

## Snow Clearance Coordinators Check List

	<b>Prior to snow fall, (on receipt of weather warning)</b>	
1	Contact site managers and confirm who will be acting as snow clearance co-ordinator in the event that normal operations are suspended. Also confirm contact details.	
2	Ask the site managers to confirm that they have the agreed salt stocks and that access will be available if required.	
3	Contact tractor operators to confirm availability of plant and priority sites for deployment, (see suggested list on page 12). Operators include: HDC Countryside Workshop, HCC Countryside Service.	
4	Determine if there is likely to be need to call on private contractors, if so contact them, check availability and put them on standby.	
5	Determine if there is likely to be a need to hire in additional transport, i.e. 4 *4 vehicles or minibuses, if so contact them, check availability, put them on standby or book if required.	
6	Contact HCC duty officer, confirm availability and agree arrangements for collection of grit/salt supplies for the treatment of public footpaths. May want to arrange for collection of supplies in advance if necessary.	
7	Contact Head of Environment & Technical Services and confirm arrangements.	
	<b>Following snowfall, (In the event that normal operations are suspended)</b>	
8	Determine available resources, and allocate them in accordance with priorities in snow plan.	
9	Confirm deployment with tractor operators and private contractors, and reallocate if necessary.	
10	Contact HCC snow desk and confirm how district council resources have been	

	deployed.	
11	Contact site managers (at the earliest opportunity) and confirm how district council resources have been deployed, and clarify their requirements for snow clearance	
12	At the end of the day review works completed and prepare plan for next day.	
13	Send an email confirming the work completed that day, and plans for next day to the Head of E&T with a copy to site managers & HCC duty officer.	