



Health & Safety – Guidance Sheet GS1

Snow & Ice Management – A Guide for Site Managers

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Introduction

This guidance has been developed to assist site managers to effectively manage the risks from snow and ice during periods of cold weather.

Role of Employer

Employers have a duty under health and safety legislation to take “reasonable” steps to provide employees with a safe place of work, including safe access and exit routes. They also have a duty to ensure the safety of any visitors to the site.

Role of Site Manager

Site Managers who have a direct responsibility for Council premises must ensure that adequate arrangements are made to minimise the risks from snow and ice and that all reasonable steps are taken to enable the establishment to remain open as normal.

In order to do this, Site Managers should:

1. **Undertake Risk Assessments**, making use of existing data such as accident statistics and experience from previous years.
2. **Carry out pre-winter inspection of site**, paying particular attention to leaking gutters and pipes, especially where they are on pedestrian and vehicle routes. These should be repaired as a priority before the cold weather begins. Drains and watercourses should also be checked for blockages.
3. **Prioritise routes for snow clearance/gritting** with consideration given to using a colour-coded site plan highlighting the areas of priority, such as:

- a. **Priority 1** (Highest) – main access routes, fire escape routes, steps;
 - b. **Priority 2** (Essential) – footpaths from car park to main building; and,
 - c. **Priority 3** (Desirable) – footpaths other than main access.
4. **Establish protocols** – for monitoring conditions and deciding on the frequency and timing of gritting, and whether areas of the site need to be closed off.
5. **Develop Safe Systems of Work:**
- a. For use of gritting equipment, e.g. shovel, brush, grit scatterer;
 - b. For clearing snow, to include:
 - i. what equipment should be used, i.e. shovel, brush;
 - ii. how many persons should be involved in the activity; and,
 - iii. specific instructions not to use hot water to de-ice routes.
6. **When deciding what type of equipment should be used, consider:**
- a. Is it adequate for purpose?
 - b. Where is it stored?
 - c. Who maintains it?
 - d. Who has access to it?
 - e. Is training required to use it?
7. **Delegate Responsibility for:**
- a. Ordering salt/grit and monitoring supply levels;
 - b. Deciding when, and how frequently gritting takes place;
 - c. Carrying out gritting, clearing snow and ice, refilling grit bins; and,
 - d. Maintaining records of gritting/snow clearance undertaken.
8. **Ensure all persons involved in clearing snow and ice are issued with appropriate Personal Protective Equipment,** such as:
- a. Protective gloves;
 - b. Footwear with good grip/tread on the sole; and,
 - c. High visibility and warm clothing.
9. **Where appropriate, provide suitable training for employees involved in snow and ice clearing activities,** such as:
- a. Moving and handling training; and,
 - b. Training in the use of equipment.
10. **Arrange appropriate storage of salt/grit,** as per manufacturers/suppliers recommendations and at various locations on site.

11. **Develop systems to ensure effective circulation of information**, to employees, visitors and members of the public.

Responsibilities of Employees

All employees have a duty to take care of their own safety. To minimise the risk of injury it is important employees adopt a common sense approach, such as:

- Walk, don't run
- Wear footwear that is suitable for the conditions
- Try to leave hands free to aid balance, and/or in the event of a fall to help minimise the effects of a slip, trip or fall
- Allow more time for your journey
- Be mindful of slipping whilst walking, using steps and ramps
- If driving, be mindful of skidding when leaving un-gritted car parks
- Report hazardous conditions.

Further Reading and Guidance

Regulation 12 of the Workplace (Health, Safety and Welfare) Regulations 1992 – ISBN 0 7176 0413 6

[Workplace \(Health, Safety and Welfare\) Regulations 1992](#)

Management of Health and Safety at Work Regulations 1999 – ISBN 0 7176 2488-9

[Management of Health and Safety at Work Regulations 1999](#)

Government produced guidance on clearing snow and ice from public spaces

[Clearing snow and ice from pavements yourself](#)

In the event you have any queries relating to this guidance document, please contact the Health and Safety Team on 01443 425546.