



**Estates & Facilities  
Greenwich Campus  
Winter Weather Policy**

It is the policy of the Greenwich Campus Estates and Facilities Office to maintain safe pathways and roadways within the campus during the autumn / winter months, as far as practicable and as far as resources allow.

The following areas are maintained by the University of Greenwich Estates & Facilities Office:

- Queen Anne Courtyard
- Dreadnought and Stephen Lawrence Grounds (excepting the current construction site)
- Hamilton House Service Yard and grounds
- Stockwell Street Rear Service Yard and Roof Gardens

All other areas on campus (the Old Royal Naval College grounds) are maintained by our landlord, the Greenwich Foundation. Close liaison with the Foundation is necessary to ensure the safety of building users in the event of adverse weather conditions.

**Responsibilities**

The Facilities Services Supervisor (FSS) (or Facilities Administrator in their absence) will:

- Maintain a rolling 5-day weather forecast from November to April using the BBC Weather or Met Office websites.
- Advise the Campus Facilities Manager (or Deputy) when frost, icy conditions or snowfall is forecast.
- Check stores of salt regularly and ensure that the salt bins are full and salt stock levels are appropriate for the prevailing weather conditions. An order for salt should be placed when stocks have diminished by one third when gritting is taking place. Stocks of salt should be brought up to full capacity in the summer months.
- Maintain the appropriate supply of gritting/snow clearance equipment for use by the Portering staff.
- Action preventative/reactive plans for dealing with adverse weather conditions.

The Campus Facilities Manager (or Deputy) will:

- Liaise accordingly with Senior FM staff if serious adverse weather conditions are forecast.
- Be responsible for periodically reviewing the policy in light of changing circumstances or other relevant guidance.

**Preventative Measures**

Preventative gritting will be carried out by portering staff when frost, ice or snow is forecast for the following day or when walkways are likely to be damp or wet and the floor temperatures are predicted to be below freezing. Such gritting will be undertaken as necessary to the priority areas identified below during the afternoon under the direction of the FSS. The exception will be when heavy rain is also forecast as any grit/salt is likely to be washed away.

To avoid stock being diminished too quickly during preventative gritting only a light scattering of grit should be laid. Do not leave the grit in clumps as this could be a trip hazard.

Although the FM Office will use its best endeavours to ensure that gritting takes place before predicted severe weather over a weekend or other non-working period, the ability to do so will depend on the availability of staff.

### **Reactive Measures**

Following particularly heavy snowfall, it may be necessary to undertake further gritting during the day as detailed above. At such times, portering staff will be undertaking such clearance as a priority and consequently their normal duties will be suspended or delayed. As gritting is less effective on compacted snow, snow shovels will need to be used to clear snow before further grit is applied. Such treatment will continue as required until the weather conditions improve.

### **Priority Areas**

Gritting and ice/snow clearance will be undertaken to the following areas in order of priority:

1. All building entrances,
2. All external steps (to Dreadnought grounds, Queen Anne Courtyard, Queen Mary side door, Hamilton House entrance, Stockwell Street Fire Escape stairs).
3. Key routes in Dreadnought grounds, Queen Anne courtyard and Stockwell Street Fire Escape.
4. Liaison with the Greenwich Foundation for key routes between buildings and to car parks and bus stops.

### **General Health and Safety Guidance**

The presence of snow and ice does present Health & Safety risks as the potential for slips, trips and falls increases significantly. It is worth noting that the application of grit to pathways and roads will not immediately guarantee areas are free from ice/snow as it does not work instantly; it needs sufficient time to dissolve into the moisture on the surface. Furthermore, in severely cold weather (below -8°C) even salt will not prevent roads and paths from icing up. Be aware that if there is fresh snowfall overnight on areas that have been gritted and the temperature drops below freezing there could be ice under the fresh snow.

It is therefore important that all persons on site adhere to common-sense protocols such as:

- Take due care, do not expect areas to have been cleared, you have a duty to yourself and to others to act responsibly.
- Walk, don't run.
- Wear sensible footwear with non-slip soles.

- 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 effects of a slip, trip or fall.
- Allow more time for your journey.
- Be mindful of slipping whilst walking and using ramps and steps.
- If driving be mindful of skidding when leaving car parks as they are not gritted.
- Comply with any reductions in speed limits on site set by the Greenwich Foundation.

### **Reporting Hazardous Conditions**

To report hazardous conditions please contact the Campus FM Office on ext. 7701 Monday – Friday between 08.30 – 17.00. Outside these hours please report to the Campus Security on ext. 7616.

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