

Ice & Snow Policy 2023/24

Issue No: 6

Issue Date: 25th October 2023

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Amendments

Please use this table to make a note of any amendments issued.

Amendments	Page No	Date	Amended by
Additional input from Security and Porter staff	Page 4	Oct 2011	Ian Sturzaker
Appendix 2 change to weather alert to Security (now identified by independent system connected to Security Lodge)	Page 6	Oct 2011	Ian Sturzaker
Appendix 6 - change to weather alert to Security (now identified by independent system connected to Security Lodge)	Page 10	Oct 2011	Ian Sturzaker
Priority 2 – changed from completion by 09.30am to 09.00am	Page 3	Nov 2012	Ian Sturzaker
Appendix 3 (priority 1) – coverage to include Sports Centre car park	Page 7	Nov 2012	Ian Sturzaker
Appendix 4 (priority 2) - coverage for Sports Centre link pathways	Page 8	Nov 2012	Ian Sturzaker
Appendix 5 (safe pedestrian routes weekends) inclusion of link paths to Sports Centre	Page 9	Nov 2012	Ian Sturzaker
Appendix 2 (Gritting - Call Out Process Chart) changes to temperature check from 2 degrees to 3 degrees and falling	Page 6	Nov 2012	Ian Sturzaker
Priority 1 coverage Sports Centre – link bridge	Page 3	Oct 2013	Ian Sturzaker
Out of Core Hours Gritting Requirements (Weekend Cover) Sports Centre – link bridge	Page 4	Oct 2013	Ian Sturzaker
Inclusion of steps to be covered, Edward Roberts Court, Furness College, InfoLab Bridge included, along with gritting to new Engineering building	Page 3	Dec 2014	Ian Sturzaker
Updated priority 2 plan includes new Engineering building and BLS building	Page 8	Dec 2014	Ian Sturzaker
Use of non-corrosive ice melting product within Alexandra Sq.	Page 2	Dec 2014	Ian Sturzaker
Escalation procedure in relation to severe or adverse weather	Page 2	Dec 2014	Ian Sturzaker
Safe routes along the spine	Page 2	Nov 2016	Ian Sturzaker
Change to treatment method to front of University House	Page 3	Nov 2016	Ian Sturzaker
Changes to additional cover and support	Page 5	Nov 2016	Ian Sturzaker
Additional cover to The Spine due to canopy removal	Page 5	Nov 2016	Ian Sturzaker
Changes to call out procedure to cover checks and securing Alex Sq	Page 7	Nov 2016	Ian Sturzaker
Additional Support to Achieve Safe Pedestrian Routes	Page 11	Nov 2016	Ian Sturzaker
Allocation of Bonnington Steps path to Grounds Team	Page 5	Nov 2016	Ian Sturzaker

Amendments	Page No	Date	Amended by
Inclusion of main driveway and area around Resource Centre at Forrest Hills with priority 1 coverage	6	Oct 2017	Ian Sturzaker
Appendix 3.1 10 priority route 1 Forrest Hills	10	Oct 2017	Ian Sturzaker
Appendix 4.1 priority route 2 around Forrest Hills resources centre	12	Oct 2017	Ian Sturzaker
Appendix 5, updated safe route plan	13	Oct 2017	Ian Sturzaker
Alex Sq. access restrictions and arrangements	4	Oct 2018	Ian Sturzaker
Priority areas for checking and treatment changed time to 08.30 from 09.00	5	Oct 2018	Ian Sturzaker
Inclusion of Alex Sq. checking procedure by grounds team	5	Oct 2018	Ian Sturzaker
Appendix 7 layout plan for Alex Sq. safe route	15	Oct 2018	Ian Sturzaker
Addition 3.1.1 arrangements for weather checks and call out	3	Oct 2019	Ian Sturzaker
Addition of Health Innovation One	10	Oct 2020	Ian Sturzaker
Addition of steps – sports 1B & steps to rugby pitches	10	Oct 2020	Ian Sturzaker
Appendix 4 – updated plan	12	Nov 2022	Ian Sturzaker
Appendix 5 – updated plan	14	Nov 2022	Ian Sturzaker
Item 1.2 – identification that this a priority task for the Grounds Team, with other works postponed if required	2	Oct 2023	Ian Sturzaker
Item 2 – LM responsibility for contacting relevant colleagues	2	Oct 2023	Ian Sturzaker
Appendix 2 – now includes appendix 6. Appendix 6 removed	8	Oct 2023	Ian Sturzaker
Additional cover & support – if required Cartmell & Lonsdale Porters to cover other UPP areas on Alex Park to ensure safe footpath routes	6	Oct 2023	Ian Sturzaker

1. Gritting Procedure

1.1 Overview

The current gritting procedure and call-out cover is undertaken from the first week in November until the first week in March. This encompasses 7 days a week 24 hrs a day.

- 1.2 The gritting cover provided by the Grounds Team during normal working hours covers 07.30 - 15.00 Monday to Thursday and Friday till 14.30 ensures all areas are gritted if necessary. During this period this is a core activity for the Grounds team and if necessary other daily planned works will be postponed ensuring this activity is prioritised.
- 1.3 Outside of these standard core hours i.e., after 15.00 Mon-Thurs, 14.30 Fri, Saturday, and Sunday a dedicated call out person is provided from the grounds team to allow for the main campus roads and avenues to be gritted.
- 1.4 To ensure safe pedestrian movement to key University buildings during out of core hour periods, safe routes around the campus have been identified. These routes are highlighted in appendix 5 and when necessary, the treatment of these routes is covered by the additional support of portering, and security staff as outlined in item 6.0.

2. Pre and Post Season Preparation

At the end of September, the Grounds Supervisor (GS) will check the following:

- That there is a sufficient supply of grit salt for the start of the call out season
- That all equipment required is serviced and in working order
- That all grit bins around site are filled with grit salt
- That Porters and Security staff have the required equipment to assist in the gritting of their areas
- At the end of March, the GS will check that all the equipment used is serviced and cleaned as required prior to storage.

Prior to the start of the procedure the Landscape Manager (LM) will review the Ice & Snow Policy, and send an up-to-date policy to:

- Security
- Facilities Communication team – communicate updated policy and safe routes
- Disability and inclusion services

2.1 Salt Bin Location

See appendix 1 – location drawing

Due to the corrosive nature of grit salt only non-corrosive Ice Melt or similar product is to be used in these areas: Alexandra Square, Great Hall Square, Great Hall Court deck, University House Reception, Engineering Square and HIC 1 under no circumstance is grit salt to be used.

3. Procedure - November/March

- 3.1 The LM will review the weather conditions during office hours (9am – 5pm Monday to Friday) throughout the programmed call out period and decide if the weather forecast will warrant the implementation of gritting operations or pre-planned call out. The LM will also ensure that the Security Team and other colleagues involved in the operation are made aware of the inclement weather forecast, confirm measures are in place and identify the requirement for additional support.
 - 3.1.1 In the absence of the LM the GS will undertake the duties as highlighted in item 3.1. In the absence of the both the LM and GS prior arrangements will be made with regards to pre-planned call out and informing the Security Team.
 - 3.1.1 Outside of normal operating hours the responsibility for the gritting call out and gritting operations on site will transfer to the Universities Security Team.

Appendix 2 provides a detailed flow chart that outlines the process.

3.2 UPP Areas

- 3.2.1 Lancaster University staff will cover and grit the main roads and avenues that fall within the UPP areas of responsibility as detailed within items 1.2 & 1.3.
- 3.2.2 UPP will be responsible for gritting pathways in their areas, including areas around student residencies. Lancaster University will supply and fill the grit bins located around UPP residencies etc

4. Escalation Procedure

- 4.1 If severe weather conditions lead to the call out operative not being able to attend site, the Security Team are to try and contact other members of the Grounds Team to see if they can attend. If this is not possible Security Team are to contact Nurture Landscapes to see if they can be of assistance.

Emergency contact details for Nurture Landscapes:

Mon – Fri, 7:00am – 5:00pm Office Tel: 01772 866226

Out of Office hours: Guy Machine 07798 677886

- 4.2 If severe weather conditions lead to a requirement for additional resources on site, the LM is to contact members of Grounds Team to establish if they can attend site prior to their official start time. The LM is also to discuss with other Facility Managers as to availability of their staff in undertaking snow clearing and gritting duties.
- 4.3 In the event of severe and adverse weather which may impact on the day-to-day business of the University the Security Team are to contact and inform the Emergency Planning Officer.
- 4.4 In the rare event of there being snow or freezing conditions for a prolonged period, the University's Business Continuity Plan will take effect. This will only be as a result of a complete lack of safe travel opportunities.

5. Alexandra Square – access restrictions due to icy conditions

- 5.1 Due to construction detail and location of the underpass deck the surfacing to Alexandra Square is liable to freeze at intermittent times, and when there are no other surface issues on campus. Measures have been put in place to manage this situation.
- 5.2 If cold temperatures are anticipated an ice management product will be applied to the deck area to act as a pre-preventative measure.
- 5.3 Alex Sq. will be checked by the grounds staff as part of their morning checking process, if deemed necessary access to the main part of the square will be restricted and a safe treated route created across the area (see appendix 7). This is to be communicated to the Security Lodge.
- 5.4 Out of core hours the decision to restrict the square will be made by the Facility Co-Ordinator based in the Library or the Security Team. Access to the main area of the square will be restricted by placing hazard tape around the brick pillars and maintaining access under the canopies.
- 5.5 Upon deciding to restrict access, the duty person in the Security Lodge will send a communication email to the disability and inclusion service and the Facilities Comm's Team identifying that restrictions are in place
- 5.6 The Security Team will then frequently assess the restricted area with the aim of opening it again as soon as possible.
- 5.7 After removing the restrictions the Security Team will send a follow up email to disability and inclusion service and the Facilities Comm's Team informing those on the list that restrictions have been removed.

5. Priority Areas

Priority for snow clearance and gritting is given to main roads to help facilitate emergency access and bus routes

Priority 1

Undertaken as part of gritting call out and checked and completed during core hours by 08.30am

(Priority 1 plan appendix 3).

Main Roads

Bigforth Drive	South East Drive
A6 North Entrance / Exit	South Drive
Underpass	Entrance to Alexandra Park to roundabout
North West Drive	Alexandra Park Drive
North Drive	Graduate Lane
North East Drive	Alexandra Park Boulevard / link roads
Green Lane South	Entrance to Alexandra Park to roundabout
South West Drive	Sports Centre / approach, car parks and surround
Main access drive to Forrest Hills	Entrance road to HIC1

Avenues

Bowland Avenue South	Fylde Avenue
Bowland Avenue East	George Fox Avenue
Bowland Avenue North	Pendle Avenue
Rosendale Avenue	Graduate East Avenue
County Avenue	Graduate South Avenue
John Creed Avenue	Graduate North Avenue
Physics Avenue	Cartmel South Avenue
Tower Avenue	Cartmel West Avenue
Lonsdale South Avenue	Farrer Avenue
Grizedale Avenue	Library Avenue
Gillow Avenue	

Steps

Library Steps	Edward Roberts Court Steps
Bonnington Steps	LICA – Lancaster Sq. steps & ramp
Edward Roberts Court	Furness College
New Engineering Building	Alexander Sq. including main deck over underpass
Underpass stairwells	HIC1
Sports Hall 1B	

Other Areas

Area outside Medical Unit	New Fylde residences courtyard (excluding paths)
Area outside Pre-School Centre	New Furness residences courtyard (excluding paths)
Area/road up to and outside Bailrigg House	Conference centre entrances
Footpath to Maintenance Workshop	LICA - bridge
Sports Centre – link bridge	InfoLab bridge
Cycle Track – Bailrigg Lane to Bailrigg House junction	Area surrounding Resources Building Forrest Hills, event sheet to be checked to ensure complex is in use
Cycle track – Bailrigg Lane to Bigforth Drive	

Priority 2

During working hours to be completed by 09.00am (priority 2 plan appendix 4)

Pedestrian pathways on perimeter ring road and those linked to main buildings	Entrance & surround to new Engineering Building
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6. Additional Cover & Support (Predominantly for out of hours cover)

During the winter period additional support is provided by Security and Portering staff to help provide a safe route through campus. (Safe route plan appendix 5). To maintain these safe routes gritting operations are undertaken with the frequency of the operation determined by the weather conditions.

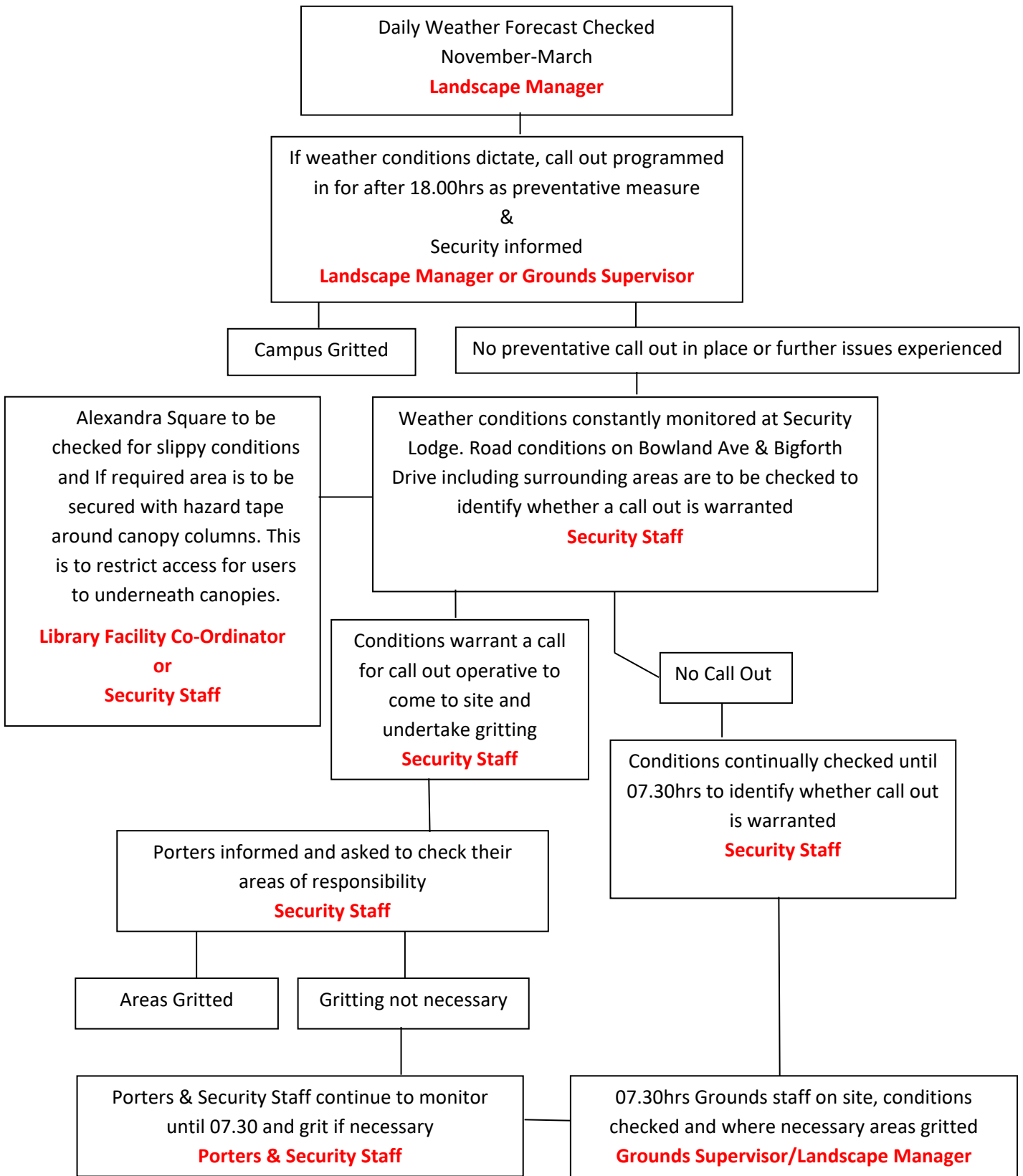
Appendix 6 provides a detailed flow chart that identifies this process.

NB the additional areas identified are to facilitate adequate safe movement around campus. Not all footpaths and routes have been listed due to alternatives being available and other routes being under cover.

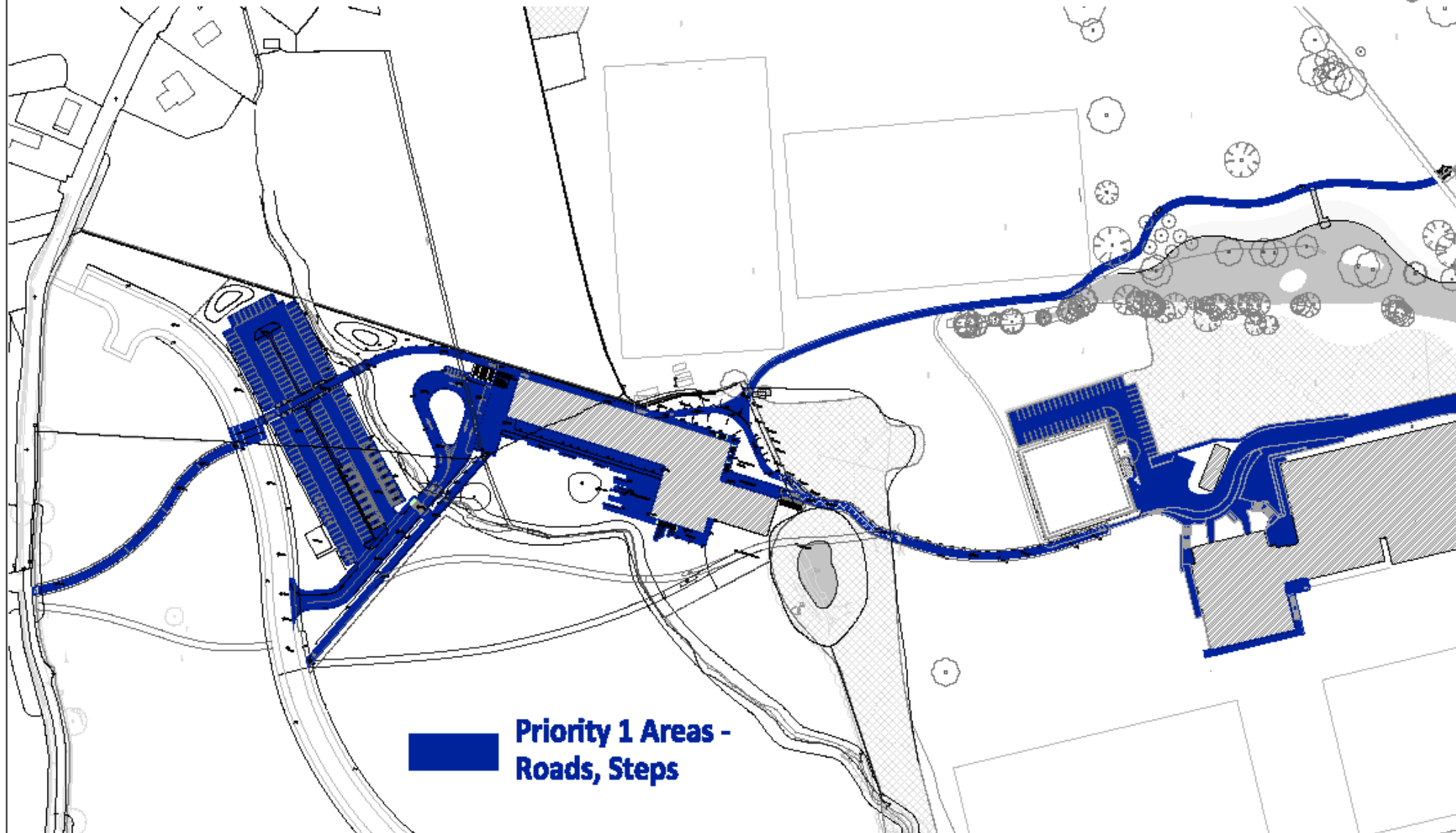
Location	Responsibility
Steps & Ramps	
County College – steps & pathway	County Porter
Steps from Tower Ave to Furness College	Furness Porter
Great Hall Steps	Bowland Porter
Jack Hylton Music room ramp	Bowland Porter
Pendle Ave Steps	Pendle Porter
Rear of library to rear of Ruskin building	Security
Steps rear of Fylde College & Fylde Courtyard	Fylde Porter
HIC 1	HIC Porter
Sports Hall 1B	Sports Centre staff
Paths	
Sports Centre	Sports Centre Staff
Sports Centre link paths from main campus including, Chaplaincy path to Bigforth Drive, link path Bigforth Drive to Sports Centre, pedestrian pathway Sports Field car park to Sports Centre and shared used link bridge across Lake Carter	Grounds Staff, covered by call out operative
Furness & Fylde Residencies – link path	Grounds Staff
Around Spar and ramp leading to Edward Roberts Court	Furness Porter
South Spine – Entrance to Pizzetta Republic	Furness Porter
South Spine - to Pizzetta Republic to steps in front of Science & Technology Building	Fylde Porter
Graduate College	Graduate Porter
Spine entrance to Great Hall and around Jack Hylton Music room	Bowland Porter
Footpaths within UPP Alex Park areas if required to ensure safe routes	Cartmell & Lonsdale College Porters
Bowland Hall	Bowland Porter
Main entrance to University House	Bowland Porter
Footpath from University House around Chaplaincy to top of parkland path leading down to Bigforth Drive	Security
Link path from Underpass to rear of Library	Security
Pendle Residence	Pendle Porter
George Fox Sq.	Grizedale Porter
Rear of Grizedale Bar	Grizedale Porter
South Spine - Science & Technology Building to Pendle College Offices	Grizedale Porter
Lancaster Sq. – Path from County Main & County Residencies	County Porter
North Spine – County College, to Great Hall and County Diner	County Porter
North Spine – County Diner to end of north spine - Alex Sq	Porters from S. West Campus to cover
HIC 1	HIC Porter

This additional cover is only provided for the period when the University is open and operational. During the Christmas closure periods this additional cover will be undertaken by the call out Grounds Team operative

Gritting - Call Out Process Chart



NOTES
 All dimensions and measurements to be checked on site prior to commencement of the Works on site and any ordering of materials.
 All Works to comply with current Building Regulations, Fire Officer requirements, and the particular guidelines of any other statutory and voluntary bodies.
EMISS TO HEALTH & SAFETY
 In addition to complying with statutory requirements, use products, methods of work and protective measures which will enhance health & safety records.



Building Name : Health Innovation One	Drawing Title : Gritting Priority 1 Areas	Date : 12/10/20	Scale : NTS	Rev : A	FACILITIES University House Lancaster University LA1 4YW Tel: 01524 533333 email: facilities.helpdesk@lancaster.ac.uk
Building Number : HC001	Drawing Number : MCD00_GP1	Paper Size : A3	Drawn By : DK		



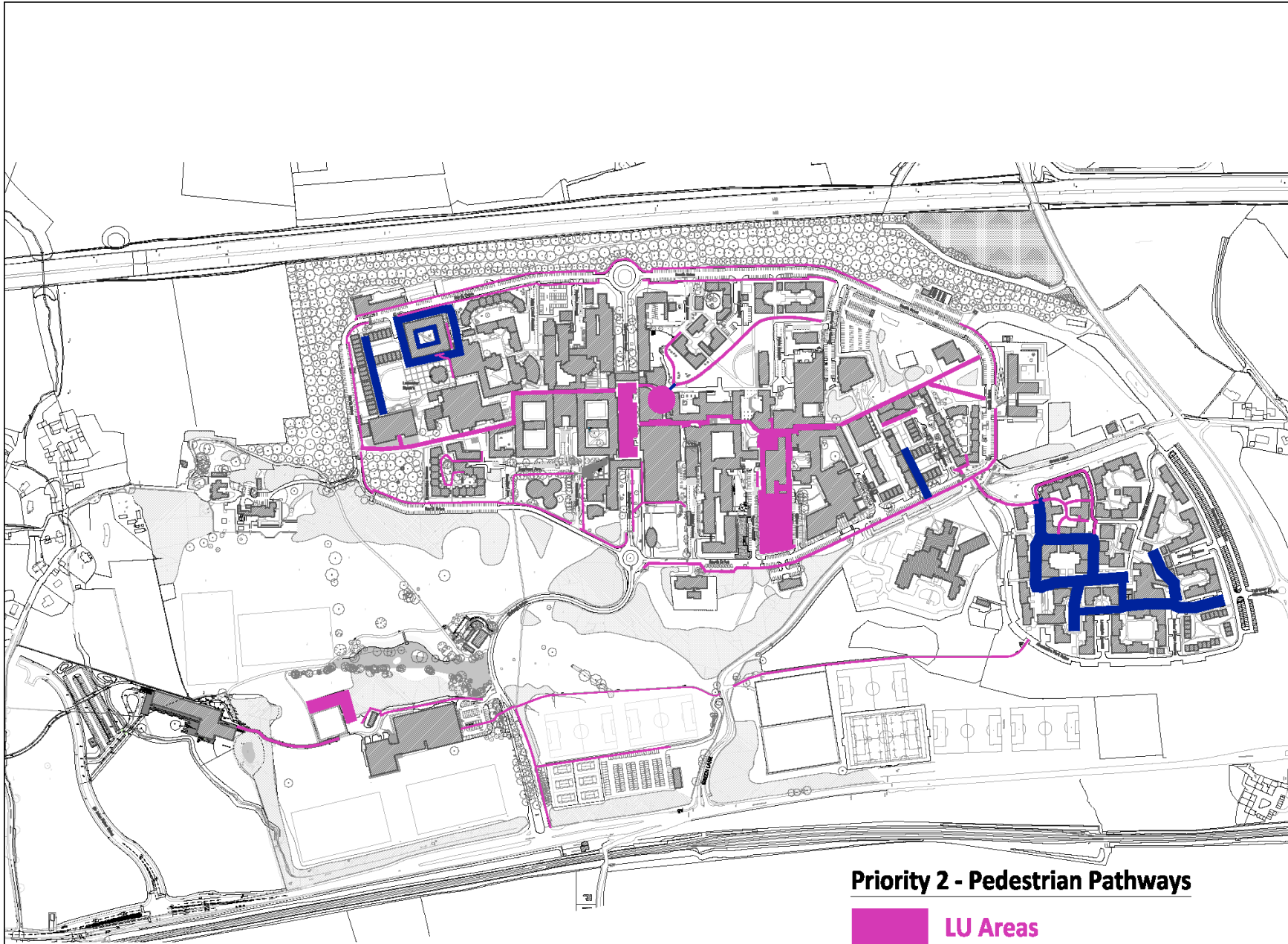
NOTES:
All dimensions and measurements to be checked on site prior to commencement of the Works on site and any ordering of materials.

All Works to comply with current Building Regulations, Fire Officer requirements, and the particular guidance of any other statutory and advisory bodies.

RISKS TO HEALTH & SAFETY
In addition to complying with statutory requirements, use products, methods of works and protective measures which will minimise health & safety hazards.

Priority 1 - Areas Roads Steps


Building Name : Forrest Hills	Drawing Title : Gritting Policy Priority 1	Date : 13/10/17	Scale : 1:2500	Rev : -	FACILITIES University House Lancaster University LA1 4YW Tel: (01524) 583333 email: facilities.helpdesk@lancaster.ac.uk
Building Number : FH000	Drawing Number : FH000_GPP1	Paper Size : A3	Drawn By : DK		



Priority 2 - Pedestrian Pathways

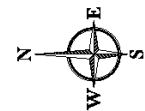
- LU Areas
- UPP Areas



NOTES:
All dimensions and measurements to be checked on site prior to commencement of the Works on site and any ordering of materials.

All Works to comply with current Building Regulations, Fire Officer requirements, and the particular guidance of any other statutory and advisory bodies.

RISKS TO HEALTH & SAFETY
In addition to complying with statutory requirements, use products, methods of works and protective measures which will minimise health & safety hazards.



Building Name : Master Site Plan	
Building Number : MC000	
Drawing Title : Pedestrian Paths Priority 2	
Drawing Number : MC000_PPP2	
Date : 02/11/22	Scale : 1:2500 @ A1
Paper Size : A1	Drawn By : DK Rev : A

FACILITIES

University Focus
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Tel: 01524 53333
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NOTES:
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All Works to comply with current Building Regulations, Fire Officer requirements, and the particular guidance of any other statutory and advisory bodies.

RISKS TO HEALTH & SAFETY
 In addition to complying with statutory requirements, use products, methods of works and protective measures which will minimise health & safety hazards.

 Priority 2 - Pedestrian Pathways



Building Name : Forrest Hills	Drawing Title : Pedestrian Paths Priority 2	Date : 16/10/17	Scale : 1:2500	Rev : -	FACILITIES University House Lancaster University LA1 4YW Tel: (01524) 593333 email: facilities.helpdesk@lancaster.ac.uk
Building Number : FH000	Drawing Number : FH000_PPP2	Paper Size : A3	Drawn By : DK		

Appendix 5 – Pedestrian Safe Route

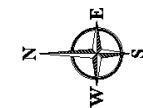
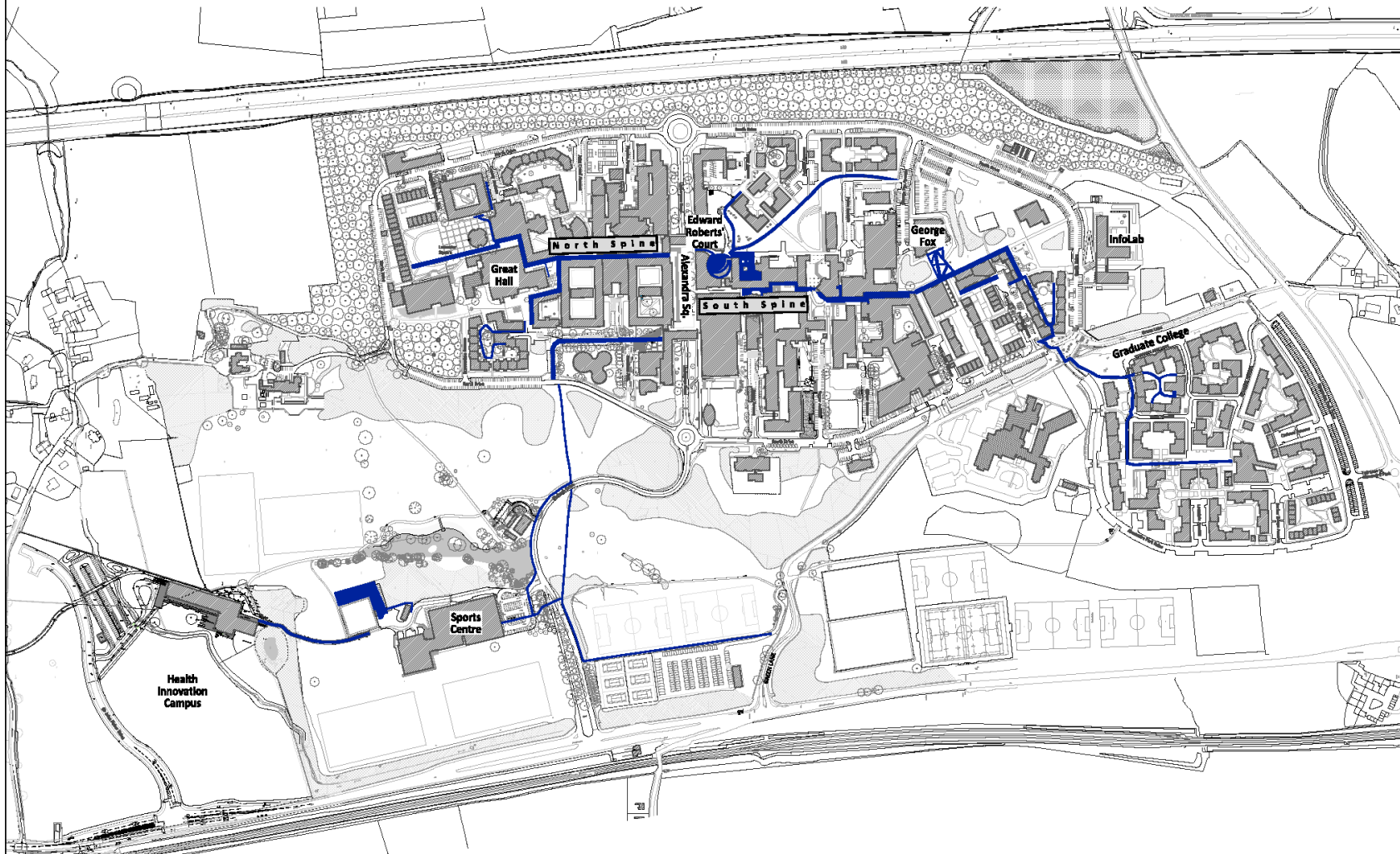


NOTES:

All dimensions and measurements to be checked on site prior to commencement of the Works on site and any ordering of materials.

All Works to comply with current Building Regulations, Fire Officer requirements, and the particular guidance of any other statutory and advisory bodies.

RISKS TO HEALTH & SAFETY
In addition to complying with statutory requirements, use products, methods of works and protective measures which will minimise health & safety hazards.



Building Name : Master Site Plan	
Building Number : MC000	
Drawing Title : Safe Pedestrian Routes	
Drawing Number : MC000_SPR	
Date : 26/10/22	Scale : 1:2500 @ A1
Paper Size : A1	Drawn By : DK Rev : B

FACILITIES

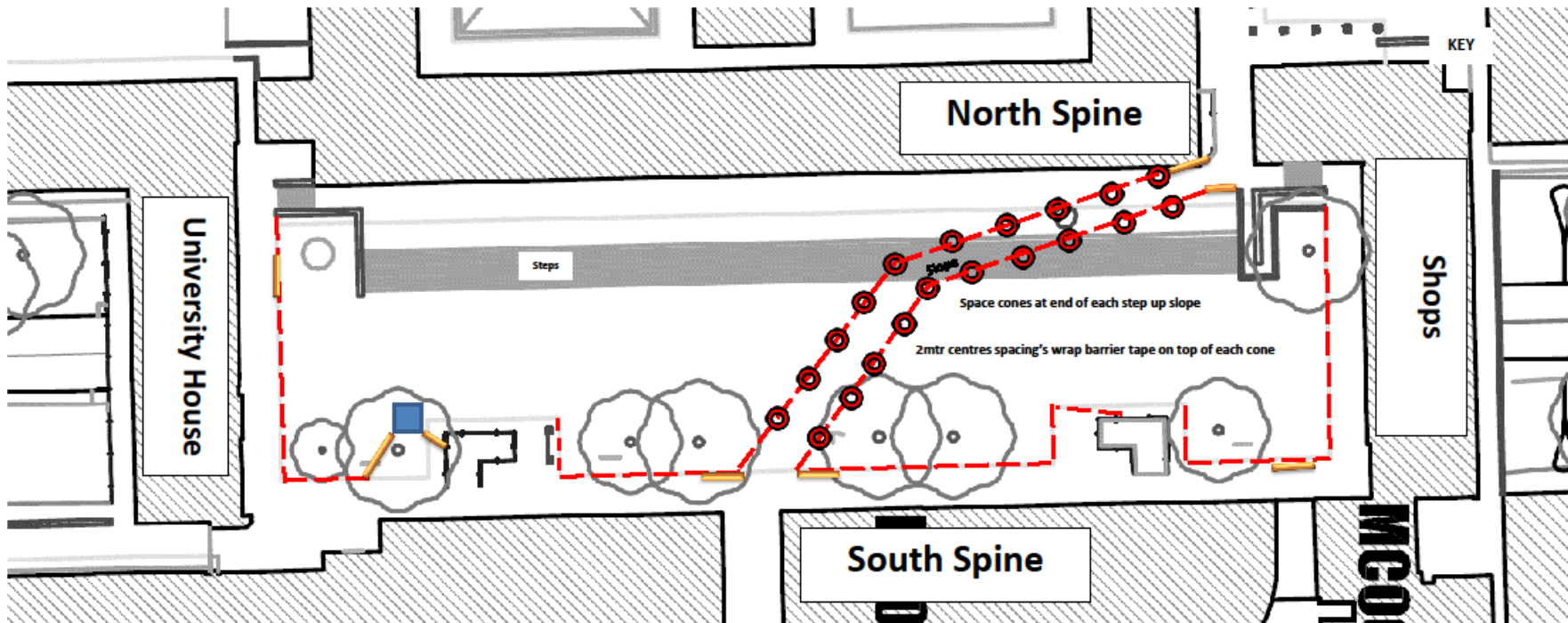
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Appendix 6

Snow & Ice Policy

Layout Plan Alexander Square – safe route



<file:///Z:/NewDriveStructure/Operations/ServiceDelivery/LandscapeandGrounds/Snow&IceProcedure/LayoutPlanAlexSq.docx>