ESTATES PROCEDURE FOR DEALING WITH ICE AND SNOW CONDITIONS ON THE CANTERBURY CAMPUS

The Grounds Manager will:

- maintain a rolling 5-day weather forecast from November to April.
- check stores of salt regularly and ensure that the salt bins are full and salt stock levels are appropriate for the prevailing weather conditions.
- ensure that when the 5-day weather forecast indicates snow that the appropriate mechanical plant is prepared and made ready for use.

The Grounds Manager will forward the weather warning to the following Key Staff/Groups:

- Corporate Communications (PB/ MB/ GH)
- Director of Estates
- Deputy Vice-Chancellor (Physical Resources)*
- Assistant Director of Estates: Sustainability/Site Services
- Assistant Director of Estates: Facilities Management
- Academic Registrar
- Director of Commercial Services
- Director of Human Resources
- Maintenance Manager
- Head of Security
- Travel Plan Coordinator (TC)

* if unavailable, another member of Executive Group.

Actions:

06.30: The Grounds Maintenance staff to start salting and clearing roads and paths by 06:30hrs (7 days per week), but this will depend upon how successful they are at arriving at the campus if the weather conditions are extreme;

07:00: Campus Security to give Corporate Communications and Transport Team a “heads up” on severity/depth and persistence of snow, including progress on gritting/snow clearance by the Grounds Team;

07:45: Paul Griffiths/ Grounds Team will notify key staff including Campus Security on the progress of gritting and clearance of snow. Campus Security to then e-mail the above Key Staff/Groups with an update.

- The Transport Team will be communicating messages for both Campuses via Twitter relating to public transport and the shuttle bus between Medway/Canterbury @unikent_travel and at https://www.kent.ac.uk/transport/

- The Canterbury Campus Priority Snow/Ice Clearance map indicates the list of priority routes of paths and roads for salting and clearing following a severe frost or snow fall.
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SNOW AND ICE

Car parks, connecting roads and foot paths will be salted or cleared in the following priority order as per the Canterbury Campus Priority Ice/Snow Clearance map; this should be completed by midday.

Car Parks:
1. Giles Lane
2. Darwin Road area car parks
3. Eliot College
4. Keynes College
5. Turing College
6. Sports Centre
7. Beverley Farm
8. R&D/ KBS
9. Pavilion; Oaks Nursery
10. Others inc ParkWood Courts

Footpaths:
1. St Stephen's Hill steps to Rutherford car park
2. Main cross campus path running from Darwin College to Keynes College, passing in front of the Senate, shops and The Venue
3. Eliot footpath
4. Main College entrances
5. Ramped access points to accommodation

Roads and paths will continue to be treated throughout the day while the temperature remains below freezing.

WHY ROADS AND PATHS MAY STILL BE ICY

Despite the high level of service provided, no guarantee can be given that roads, paths and car parks will always be completely clear of ice or snow because:

- It takes time for the salt to become effective after roads and paths are salted.
- Rain can wash salt off roads and paths, leaving them prone to re-icing. In severe cold weather (below -8°C) even salt will not prevent roads and paths from icing up.
- If a frost follows rain, salting will normally start after the rain has stopped to avoid salt being washed away. Temperatures may fall by as much as 5°C per hour and the wet roads and paths may well freeze before it is possible to salt them.

IN THE EVENT OF EXCEPTIONALLY SEVERE WEATHER CONDITIONS

- For example, if there is an exceptionally heavy fall of snow overnight, Campus Security will contact the on-call Estates Duty Manager at 06:30hrs or earlier to discuss the conditions.
- Campus Security will e mail the weather warning to the listed Key Staff/ Groups (page 1)
The Estates Duty Manager will discuss (via telephone or e-mail) the situation with the Deputy Vice-Chancellor (Physical Resources), the Director of Estates, and the Director of SHE and ensure that Campus Security and Corporate Communications are informed of any decisions made.

A decision will be taken by the Deputy Vice-Chancellor (Physical Resources), the Director of Estates, and/or the Director of SHE whether to implement the Business Continuity Plan.

Corporate Communications will publish information about local weather conditions and the Campus on the University's web site or via e-mail and when necessary liaise with the local media.

The Transport Team will be communicating messages for both Campuses via Twitter relating to public transport and the shuttle bus between Medway/Canterbury @unikent_travel and at https://www.kent.ac.uk/transport/

With regard to support for staff and students, the Director of Estates and the Director of Commercial Services will ensure that volunteer staff are available to maintain essential engineering and residential services.

This Procedure should be read in conjunction with:

- Snow, Ice and Associated Low Temperatures Policy [http://www.kent.ac.uk/estates/policies/?tab=snow](http://www.kent.ac.uk/estates/policies/?tab=snow)
- Adverse Weather Guidance for Managers (Developed by HR/Communications) [http://www.kent.ac.uk/hr-staffinformation/policies/a-z.html](http://www.kent.ac.uk/hr-staffinformation/policies/a-z.html)