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

The Support Services Supervisor will:

- Maintain a rolling 5-day weather forecast from November to April.
- Check stores of salt regularly and ensure that the salt bin is full and salt stock levels are appropriate for the prevailing weather conditions.
- Contact Canterbury’s Grounds Maintenance Supervisor for arrangements to replenish above stock levels.
- Advise the Facilities Manager when there is the likelihood of a heavy snowfall that could affect the University.

The Facilities Manager will forward this weather warning to the following staff:

- Director of Estates
- Head of Facilities Management
- Campus Watch Supervisor
- Medway Press and Communications Officer
- Campus Administration Team
- College Master

The Medway Support Services Staff will endeavour to start salting and clearing paths and steps by 7:30 am Monday to Friday but this will depend upon how successful they are at driving to the campus in extreme weather conditions.

ICE

Roads and Car parks:

The salting/gritting of New Kent Road and the areas outside Gillingham Medway and Rochester Buildings is contracted to Chatham Maritime Estates (CME).

Roads and paths will be salted and this should be completed by midday. (See Gritting Plan map)

Footpaths will be treated in the following order:

- Front entrance to Medway Building
- Front entrance to Rochester Building
- Front entrance to Gillingham Building
- Steps from Lower car park to the Medway Building
- Steps from New Kent Road to back of Gillingham Building
- All other pathways

Paths will continue to be treated throughout the day while the temperature remains below freezing.
SNOW

Roads and Car parks:

The snow clearance of New Kent Road and the areas outside Gillingham Medway and Rochester Buildings is contracted to Chatham Maritime Estates (CME).

Roads and paths will be cleared and it is desirable for this to be completed by midday subject to the availability of staff and the amount of snow fall. (See Gritting Plan map)

Footpaths will be cleared in the following order:

- New Kent Road and paths
- Front entrance to Medway Building
- Front entrance to Rochester Building
- Front entrance to Gillingham Building
- Steps from Lower car park to the Medway Building
- All other pathways

Paths will continue to be treated with salt 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 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 -8oC) 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 oC per hour and the wet roads and paths may well freeze before it is possible to salt them.

Operation of snow and ice clearance.

Via Met Office if cold weather is predicted, where we can reasonably assume there will be frost on the ground, the contractor is asked to take pre-emptive action and to grit the roads and paths the afternoon/evening/night before the predicted temperature drop.

The Chatham Maritime Estate security has discretion to callout the landscape contractor if the temperature has dropped below 0 degrees Celsius and there is evidence of ice on the paths and roads.
The Medway Support Services Staff will endeavour to salt and clear paths and steps that still require attention after the CME has finished gritting/salting contracted areas (see Gritting Plan map).

Paths will continue to be treated throughout the day while the temperature remains below freezing.

Snow clearance, if snowfall overwhelms the gritting/salting work this will take priority. Areas have been assigned to store large volumes of cleared snow (see Gritting Plan map).

**IN THE EVENT OF EXCEPTIONALLY SEVERE WEATHER CONDITIONS**

- The Medway Support Services Supervisor/Deputy Supervisor will contact the Medway Facilities Manager at earliest convenience to give a report of the Medway Campus conditions.

- The Medway Facilities Manager will discuss the situation with the Head of Facilities Management, who shall advise the Director of Estates, and the Director of SHE.

- The Medway Facilities Manager will inform the Medway Press and Communications Officer who will publish information about the local weather conditions and the University’s operational status to staff/students on the University’s web site, e-mail and via Twitter feeds.

- The Medway Facilities Manager will inform the Security Manager/Campus Watch of the conditions of Medway Campus and operations status.

- The Medway Facilities Manager will liaise with the other University’s/Organisations on Campus exchanging informing regarding operational status.

- The University’s policy is that: (i) the University will not normally close; (ii) all staff should attempt to get to work only if it is possible and safe to do so; (iii) staff who are unable to get to work must communicate this to their line manager.

- A decision will be taken whether to implement the Business Continuity Plan.

- Should exceptionally severe weather conditions develop during a normal working day, a decision will again be taken as to whether to implement the Business Continuity Plan. In addition, an email announcement will advise all staff and students on campus whether they may leave the site at a time earlier than that of a normal working day.
ESTATES PROCEDURE FOR DEALING WITH ICE AND SNOW CONDITIONS ON THE MEDWAY CAMPUS

This Procedure should be read in conjunction with:

- Snow, Ice and Associated Low Temperatures Policy
  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