



Procedures for clearing snow and salt distribution from Dowse Haulage premises.

1. Snow Clearance

Under normal weather conditions, a light covering of snow will be dispersed by spreading salt. However, if the snow is deep, then it will need to be cleared away before the salt procedure can begin. This should be done with snow shovels that will be located in the Workshop.

When clearing snow, it is impractical to clear the whole path or road. On the pathways, at least 1m wide should be cleared and, on roads, bends and junctions should be given priority. The moving traffic will do a good job in transferring the salt onto the rest of the surface. The stopping of traffic flow should be avoided unless deemed too dangerous to continue.

2. Methods for Salt Distribution

2.1. Method 1: Spreading by hand

This is done by filling a bucket with rock salt and spreading on pathways with a trowel or scoop.

To avoid an uneven spread, salt should be thrown from about waist height with an underarm bowling action. If it is spread by flicking it, it can end up in spots without clearing a good amount of the surface.

Spreading salt with bare hands should be avoided even if wearing gloves. Although rock salt is non toxic, it is very abrasive and will damage skin.

Staff must be aware that bags of salt are heavy to handle so safe lifting and handling procedures should be used.

2.2. Method 2: Use of a Mechanical Spreader

This can be done by a pedestrian spreader or a tractor-mounted spreader.

2.1. Pedestrian Spreader

To operate, fill hopper with rock salt; open the shutter and push if the salt stops running; close shutter and shake hopper; re-open shutter and continue repeat procedure until area is complete. This should only be used on small areas.

2.2. Tractor-mounted Spreader

This should only be used by a suitably trained person. The principle and procedure are the same as above but on a larger scale. This should only be used on roads and car parks. Only trained staff in this operation.

3. Materials used

Standard rock salt is used on roads and pathways and works sufficiently well in this situation.

A non salt-based material is used on wooden decking to avoid rotting the wood.

Also a point to remember - rock salt will quickly rot or make rusty all the tools and equipment used so it is important to clean tools properly before storing.

Materials and manual equipment can be located in the salt store; low salt stock should be reported to site Administration.

4. Protective clothing

Gloves and wet weather gear should be worn where possible, although if manually spreading salt, it is quite possible to get very hot. Please ensure you put clothing back on when you stop moving.

If using machinery, protective safety footwear and goggles must be worn.

No.9

Dowse Haulage Premises

SNOW AND ICE CLEARANCE

Each year, many staff and members of the public suffer personal injuries as a consequence of slipping and falling on ice and snow.

The Health and Safety at Work Act 1974 and the Occupiers Liability Act place a responsibility upon the employer, so far as is reasonably practicable, that the means of access and egress from its premises are maintained in a condition that is safe and without risk to either its employees or other persons.

The approved code of practice which supports the Workplace (Health, Safety and Welfare) Regulations states that "arrangements should be made to minimise risks from snow and ice. This may involve gritting, snow clearing and closure of some routes....."

It is a popular misconception that an occupier cannot be held liable for failing to clear snow / ice, but can be held liable once an attempt at clearance has been made and then someone is injured.

THE TRUE POSITION IS THAT AN OCCUPIER CAN BE HELD LIABLE FOR 'FAILING TO ACT REASONABLY' IN ORDER TO PREVENT ACCIDENTS.

Access to their establishment is safe for both employees and visitors and that adequate arrangements are made to ensure that the risks from snow and ice are minimised. It is recognised that it is not possible to remove immediately every piece of snow or ice. It does however, require those responsible for premises to exercise careful judgement and prioritise de-icing and salting of key access routes.

All reasonable efforts should be made to ensure that the establishment remains open as normal and that all drivers and staff take extra care during the winter season to avoid slips and falls and to adhere to the 5 mph speed limit when entering and leaving the yard,

(REMEMBER TO USE 3 POINTS OF CONTACT WHEN ENTERING AND LEAVING YOUR CAB AND TO WEAR YOUR HI VIZ AT ALL TIMES)

The following recommendations are provided as a guide to typical arrangements which should be in place.

The premise manager is responsible for reviewing and revising the arrangements as determined by their local risk assessment.

- Staff to be aware of their duties and responsibilities. It may be necessary for site staff to start work earlier on a particular day to commence a gritting plan.
- Adequate equipment available (including salt /grit, Rock salt for de-icing)
- Determine which access routes are the most used / important.
 - Clear a path 1 metre wide from the site entrance to the main building entrance. Pathways leading from car parks to buildings, slopes and steps on route should be regarded as a priority.
 - Treat cleared paths with salt/grit to maintain a clear pathway especially where temperatures remain below freezing.
 - As time permits, other pathways to entrances and between buildings should be cleared and gritted.

Appropriate checks to be made to ensure continued safety.

Identify any particularly dangerous areas which require extra care and should be checked / treated more frequently e.g. steps, slopes, gullies which may be hidden etc.

Consider the needs of any visitors with particular needs (elderly, disabled etc.)

Where the premises manager has concerns over the safety of certain external pathways, circulation routes, etc, it may be appropriate for affected areas to be taken out of use. If this is the case this must be marked clearly using signs/cones/tape to ensure everyone is made aware.

All staff should be aware of the risk assessment in place for snow and ice and take responsibility for following the designated paths and access routes when such conditions exist.