



Guidance Document: Plan for Inclement Weather



Isle of Man Government | Internal Use Only. Reclassified during completion by responsible person.

Contents

Purpose	4
Plan Activation	4
During Opening Hours	4
Treating Areas - Gritting.....	5
Priority Salting - Ice	5
Priority Salting – Snow	5
Gritting Map.....	6
Roles and Responsibilities.....	6
Senior Managers	6
Senior Manager for Site – Duty Officer.....	6
Maintenance Manager.....	7
Employees	7
Risk Assessment	7
Communication with Public.....	7
Communication with Employees and Contractors	7
Tools, Equipment and Supplies.....	8
Tools and Equipment	8
Grit Bin / Store	8
Personal Protective Equipment	9
Operational Equipment.....	10
Finance	10
Welfare	10
Lighting.....	10
Warm Changing Area	10
Refreshments.....	10
Business as Usual	10
Internal Areas.....	10
Emergency Evacuation.....	11



Isle of Man Government | Internal Use Only. Reclassified during completion by responsible person.



External Areas 11

After Event 11

Document Control..... 11

Annex 001 – Footpath Closed Sign 12

Annex 002 – Key Contacts..... 12

Annex 003 - Tips and Advice on Clearing Snow and Ice..... 14



Isle of Man Government | Internal Use Only. Reclassified during completion by responsible person.

Purpose

The purpose of this document is to ensure that arrangements are in place to support and maintain footways and emergency escape routes from [insert name of premises] during winter weather conditions.

The arrangements include supporting gritting, snow clearing and holding suitable equipment including Personal Protective Equipment (PPE) and stocks of grit to ensure that they are available when needed.

Inclement weather has the potential to create slippery surfaces in a short period of time and therefore those responsible for premises and walkways must be prepared to ensure that, so far as is reasonably practicable, walkways are treated and managed to prevent slips.

The plan includes treating the walkways in order to

- Prevent ice from forming (known as “precautionary salting”)
- Melt ice and snow already formed (know as “post salting”)
- Remove snow

Key responsibilities will be allocated out to members who are support the plan and those with responsibility should review this plan before winter season and again before any period of expected inclement weather.

Plan Activation

During Opening Hours

In the event of receipt of a Severe Weather Warning being issued then it is necessary to consider implementing the plan ahead of any snow, ice, hail or freezing rain.

It may be necessary to carry out some precautionary salting, ensure that any leaves debris is clear from gutters and collect any supplies which may be necessary for the warning period.

If the warning is imminent, then it is important that all who hold responsibility for the plan work together to make an assessment of the warning to determine action. This assessment will take into account:

- Advice from local emergency services
- Current weather and road conditions
- Weather forecast and duration of severe conditions
- Supplies of salt/grit
- Senior Officer Guidance



Isle of Man Government | Internal Use Only. Reclassified during completion by responsible person.

If it is anticipated that the severe weather is likely to cause disruption to the community or workforce, consideration should be given towards the opening hours of the complex and whether or not they need to be adjusted.

Treating Areas - Gritting

Gritting is advised before cold weather sets in. It is recognised that it is impossible to grit all areas at once and we therefore have a priority system for areas to be treated.

Primary footways and emergency escape routes will take priority over other sections of the site. This includes [state sections – for example car parks (if in use) / outskirts of the building leading to the entrance / emergency exit] which should only be a **priority 1**.

If post salting is necessary then it may also be necessary to cordon off areas to prevent access prior to them being treated. This may include keeping external gates locked shut or reduce entry points until routes are considered treated for pedestrian use.

If severe weather is expected over night, these areas should be cordoned off the evening before to prevent early access.

Staff expected on site should be made aware of any foreseen adjustments to allow for them to plan getting to the site.

Priority Salting - Ice

Decisions about whether to salt areas is based on the road temperature, not the air temperature as this can be very different.

When temperatures are expected to drop below freezing gritting duties will be deployed around the site Priority 1 areas. It may be necessary to prevent public access to slippery surfaces by securing gates until footpaths are considered safe.

Priority Salting – Snow

When it snows heavily gritting won't be effective and consideration must be made on closing particular footpaths and shoving snow away from Priority 1 areas.





Gritting Map

Insert map showing site including entry points.

Maps can be found here on the Government website

<https://manngis.maps.arcgis.com/apps/webappviewer/index.html?id=a629c3051bae4f7392a3bcdf5dc92b6a>

Use dots and lines to highlight Priority 1 and Priority 2 areas. Use a key similar to this shown on the right.

-  Priority 1 areas
Emergency Escape Routes
Footpath to and from complex
Steps leading to sheltered footpath
-  Priority 2 areas
Car parking spaces, extra width across footpath/road to allow vehicle access along with slope to upper external car park

<https://manngis.maps.arcgis.com/apps/webappviewer/index.html?id=a629c3051bae4f7392a3bcdf5dc92b6a>

Roles and Responsibilities

This plan will be implemented by the [state role or function for example Duty Manager] with support from [state others for example site team members who are able to support precautionary, post salting and removing snow].

Readiness is important and therefore planning to implement should take place during late summer/early autumn for procurement of stocks and allocation of roles and responsibilities.

Senior Managers

Will ensure that procurement processors are carried out for adequate stocks – including PPE are in place prior to any inclement weather.

Senior Manager for Site – Duty Officer

The Duty Manager will ensure that this plan is referred to during any period of inclement weather so that pre-planning can be carried out with staff on rota.



Isle of Man Government | Internal Use Only. Reclassified during completion by responsible person.

Maintenance Manager

Will lead a working team to support precautionary; post salting and removing of snow.

Employees

Employees able and willing to support activities such as precautionary, post salting and removing of snow taking guidance from the Maintenance Manager.

It may be necessary, due to site access and headcount, for employees to prioritise activities and support other functions as necessary. For example, front of house.

Risk Assessment

A risk assessment that covers gritting and snow clearance should be carried out.

The risk assessment will be kept up to date and shared with all members of staff who are likely to be involved in implementing the plan.

This risk assessment will cover the risks associated with slips, trips and falls but also the safety of staff who undertake the work. Risks include musculoskeletal and the safety of equipment in use.

Communication with Public

[If relevant state how you will communicate with the public. For example social media and signage will be used to prevent members of the public from attempting vehicle or pedestrian routes during periods of temporary closure]

To avoid members of the public walking the potentially icy footpath [state where this is likely to be] early warning signage that the footpath is currently closed. [See Annex 001](#).

Once areas have been gritted, it is necessary to ensure that signage remains in place to notify members of the public that surfaces are slippery.

Communication with Employees and Contractors

All persons employed to support the site must be kept up to date with decisions regarding the opening and closing of the site.

It is important that managers are kept up to date and share any key decisions with employees.

If it is likely for the site to close early or open late, employees and contractors should be informed with sufficient notice for them to adjust any travel to work plans.



Employees should be encouraged to tune into local weather updates and follow any guidance issues by the emergency services. See list of key contacts in Annex 002.

The Duty Manager, Senior Managers and Maintenance Manager [adjust function titles if relevant] will continuously meet and review the situation to re-assess their actions.

Managers will escalate any decision which is likely to impact their direct report this includes the consideration of closing the site and releasing employees early. If this is the decision then priority should be given to those living a distance away, expected to have a difficult work to home journey and those who reside in remote rural areas.

Tools, Equipment and Supplies

To support treating of surfaces, it is necessary to hold all of the correct stock on site. Stocks should be replenished when used and topped up again during late summer/early autumn in preparation for bad weather.

Stocks should include correct tools and Personal Protective Equipment.

Warm drinks and Snacks should be provided for those supporting the treatment of surfaces. Warm areas where employee can dry off and change should be identified and available.

Tools and Equipment

Grit Bin / Store

[state where these bins are].

During any period of threat, a supply is taken to lower levels of the site in advance to support ease of distribution.

These distribution points will be put into place by the site Facilities Manager [state function].



Insert map showing site including where grit bins are stored.

Maps can be found here on the Government website

<https://manngis.maps.arcgis.com/apps/webappviewer/index.html?id=a629c3051bae4f7392a3bcdf5dc92b6a>

-  Main Store

-  Placement of Temporary grit distribution point

Use dots and lines to highlight if temporary grit points are used.

This may not be necessary in all sites. This may be necessary if there is one large grit bucket and this will be distributed in advance of inclement weather to points where it can be gained safely for gritting those areas.

<https://manngis.maps.arcgis.com/apps/webappviewer/index.html?id=a629c3051bae4f7392a3bcdf5dc92b6a>

Personal Protective Equipment

Those supporting the physical elements of this plan should be equipped with suitable personal protective equipment which will include the following:

- Appropriate safety footwear with a good grip – consider adding grip feature such as yaktrax.
- Thermal gloves
- Thermal trousers
- Thermal hat
- Waterproof over trousers
- Hiviz jacket
- Torch



Isle of Man Government | Internal Use Only. Reclassified during completion by responsible person.

Operational Equipment

Operational equipment will include:

- Grit receptacles which will allow for a temporary distribution point to be created in advance of winter weather.
- Salt Spreader
- Signage – as Annex 001 and or purchased A Board Signage
- Shovel

Finance

The procurement of items must be met by the budget held by the Departmental Budget. All personal protective equipment must be provided by the employer and conform to relevant British Standards.

Welfare

Lighting

Ensure that outdoor lighting is sufficient for the darker days during the winter months. If working hours are increased to support snow plan activities then lighting on timers much also be adjusted.

Warm Changing Area

A warm area for rest, changing and drying clothing should be identified prior to inclement weather.

Refreshments

Warm refreshments must be made available to those working to treat

Organise for fallen leaves, twigs and branches to be removed at regular intervals; perhaps consider the benefits of removing altogether or replacing the bushes or trees that drop their leaves.

Use anti slip mats in entrance halls and inside all external doors to reduce the risk of slips and falls.

Ensure that lighting outdoors is sufficient for the darker days during the winter months.

Business as Usual

Internal Areas

[adjust as appropriate]

Flooring inside the site can become slippery from wet footwear coming into the building.

The number of routes into the building could be reduced to enable efficient monitoring on the entrances. Whilst matting is already in place, the flooring and stairs should be monitored and maintained to a safe



Isle of Man Government | Internal Use Only. Reclassified during completion by responsible person.

condition. Consideration for additional wet matting could be considered if this is identified as risk with a number of near miss reports.

Service users must also be notified at the earliest opportunity if the site is likely to close early due to advice from the Emergency Services.

Emergency Evacuation

Escape routes and final exit points must be treated as Priority 1 areas. It may be necessary to relocate the muster point. If this is necessary, staff must communicate through the radio system.

External Areas

Whilst treating external areas, management and staff must also identify situations that may cause issues for expected service users. For example, if staff are aware that a reservation has been made and the delivery of goods is expected, the site must make the service user aware of any potential issue.

After Event

After a period of inclement weather and the complex has returned to “business as usual” a review should be made of this plan.

After the situation, repairing of any paving or property damage caused by the weather should be arranged for remedial work to be carried out.

This includes potholes, backlog of refuse collections, damage to pipe work and paving.

Document Control

Document Reference		Document Created	
Document Author		Document Reviewed	
Issue Number:		File Location:	
Document Title:		Document Classification	
Document Owner		Document Reviewer	

Version Number	Date	Amendments/Comments	Sign Off



Isle of Man Government | Internal Use Only. Reclassified during completion by responsible person.

Annex 001 – Footpath Closed Sign



Footpath
is Closed

Annex 002 – Key Contacts

Weather	IoM Government Weather	https://www.gov.im/weather/
Weather	Met Office	https://www.metoffice.gov.uk/weather/forecast/gcsu1fnc5



Isle of Man Government | Internal Use Only. Reclassified during completion by responsible person.

Guidance on Equipment	Seton	https://www.seton.co.uk/site-facilities-equipment/ice-snow-flood-control
Local Updates	Manx Radio	https://www.manxradio.com/
Local Updates	3fm	https://www.three.fm/
Local Updates	Energy	https://www.energyfm.net/
Local Updates	Constabulary Media Page	https://www.iompolice.im/
Local Guidance	IoM Government Website – public guidance	https://www.gov.im/categories/travel-traffic-and-motoring/preparing-for-winter/
Local Maps	IoM Government Website	https://manngis.maps.arcgis.com/apps/webappviewer/index.html?id=a629c3051bae4f7392a3bcd5dc92b6a



Isle of Man Government | Internal Use Only. Reclassified during completion by responsible person.

Annex 003 - Tips and Advice on Clearing Snow and Ice

- Start early – it is much easier to clear fresh, loose snow compared to compacted ice that has been compressed by people walking on it
- Don't use hot water – this will melt the snow, but may replace it with black ice, increasing the risk of injury
- If shovelling snow, think where you are going to put it so that it doesn't block paths or drainage channels
- Make a pathway down the middle of the area to be cleared first, so that you have a clear surface to walk on
- Spreading some salt on the area you have cleared will help stop ice forming – table salt or dishwasher salt will work, but avoid spreading on plants or grass as they may be damaged by it
- Pay particular attention to steps and steep gradients
- Use the sun to your advantage – removing the top layer of snow will allow the sun to melt any ice beneath; however you will need to cover any ice with salt to stop it freezing overnight
- If there's no salt available, sand or ash are good alternatives

