

	Winter Maintenance Safe System of Working – Footway Operations	Reference: VFOR-OP-052
		Version: 1.0
		Issue Date: 07-11-2017
	Document Owner: Team Manager, Environmental & Operational Support	Review Date: 07-11-2018

1.0 Summary

- This document details the management methods and controls that are to be applied to

2.0 Definitions and Responsibilities

- For works on footways throughout the County of Nottinghamshire

3.0 Overview / Flowchart

N/A

4.0 Procedure

4.1 Work equipment and resource requirements

- Suitable Trained General Operatives, Winter Service Vehicle Operators, and ancillary Operators and Staff
- Loading Shovel, Suitable Works Vehicle, Hand Spreaders, Wash Down Facility
- Road Salt

4.2 Method of carrying out the work

Preparation Prior to Work

- Before you commence work, make sure your safety footwear is in good condition and has plenty of tread
- Wear as many layers of warm clothing as you can comfortably wear and, if possible, consume plenty of hot drinks prior to, or whilst working outside
- Ensure each Gang or Team, working on Footway Operations, has a fully charged Mobile Phone, or other means of communication, for emergencies, and communication of new Winter Service Instructions.

Hypothermia

- Recognise the symptoms of hypothermia, both to your self, and other colleagues, and the treatment of hypothermia:

Mild hypothermia

The early symptoms of hypothermia are often recognised by others. This is because hypothermia can cause confusion, poor judgement and a change in behaviour which means the affected may not realise that they have it, the symptoms aren't always obvious but they can include:

- o constant shivering
- o tiredness
- o low energy
- o cold or pale skin
- o fast breathing (hyperventilation)

Moderate hypothermia

Moderate cases of hypothermia can include symptoms such as:

- o violent, uncontrollable shivering (although shivering can stop completely at lower temperatures as the body is unable to generate heat)
- o being unable to think or pay attention
- o confusion (some people don't realise they're affected)
- o loss of judgement and reasoning (someone with hypothermia may decide to remove clothing despite being very cold)
- o difficulty moving around

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- o loss of co-ordination
- o drowsiness
- o slurred speech
- o slow, shallow breathing (hypoventilation)

Treating hypothermia

If you're treating someone with mild hypothermia or waiting for medical treatment to arrive, the following advice will help to prevent further heat loss.

- o Move the person indoors or somewhere warm as soon as possible.
 - o Once the person is in a warm environment, carefully remove any wet clothing and dry the person.
 - o Wrap them in blankets, towels, coats (whatever you have available), protecting their head and torso first.
 - o Encourage the person to shiver if they're capable of doing so.
 - o If possible, give the person warm drinks (not alcohol) or high energy foods, such as chocolate, to help warm them up. However, it's important to only do this if they can swallow normally (ask them to give a cough to see if they can swallow).
 - o Once the person's body temperature has increased, keep them warm and dry.
- Cases of severe hypothermia require urgent medical treatment in hospital. You should call 999 to request an ambulance if you suspect that someone you know has severe hypothermia.

Loading Spreader Vehicles

Salt will be loaded via a 'Telehandler / Loader', this will be operated by any trained (CPCS or other approved) and authorised person. Sequence of Loading:

- Ensure the loading area has adequate lighting,
- Ensure the loading area is safe from other hazards, vehicles, pedestrians, ground conditions
- Park Works Vehicle in a suitable location for loading.
- Using the 'telehandler' remove salt from the stockpile.
- Load onto Works Vehicle being careful not to overload the vehicle and avoid unnecessary spillage.
- Unless required for further loading, ensure no vertical face has been left in the salt stockpile.

Hand Treatment of Footways and Cycleways

- Where available use purpose made manual footpath spreaders, to spread salt on footpaths.



- In severe weather spreading of salt from Wheel Barrows, or from vehicles may be required.
- When loading purpose made manual footpath spreaders, wheel barrows or spreading salt from Works Vehicles, this should be done whilst the Works Vehicle is stationary from ground level, unless the vehicle body is fitted with suitable handrails.

Mechanical Treatment of Footways and Cycleways

- Operators of mechanical Footway or Footpath Spreaders, should be trained specially to operate the Mechanical Spreader.

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Hand Clearing Snow from Footways and Cycleways

- Use the snow shovel and grit salt to treat the Footpaths or Cycleways instructed, do not deviate from instructed routes.
- When clearing snow from footpaths, always clear a line down the middle of the path first. This will provide you with a safer surface to walk on and allow you to then shovel snow from the centre to the sides,
- If working near a live carriageway always try to face oncoming traffic.
- Spread grit salt as you progress to stop ice forming on the area you have cleared
- Where practical walk only on the areas you have gritted to reduce the risk of slipping
- Always take extra care when walking on slopes and icy areas of footpaths

Mechanical Clearing Snow from Footways and Cycleways

- Operators of mechanical Footway or Footpath Ploughs, should be trained specially to operate the Mechanical Plough.

Cleaning and Vehicle Checks

Work Vehicles, Spreaders, Ploughs and Loading Shovels are to be kept in a clean state at all times, Ensure the drivers cab is kept as clean as practicable and salt deposits in the drivers well are cleaned out.

- Unload unused / surplus salt daily, and clean vehicles (using pressure washer at washdown areas).
- Wash down and clean Spreaders thoroughly at the end of each gritting season. Using a steam cleaner and sheet vehicles bodies.
- All plant must be visually inspected prior to use, and any faults reported to your Supervisor.
- F.91 or similar Record of Inspection books must be completed by the operator or nominated person weekly for all loading shovels / telehandlers

5.0 Associated Documents

6.0 Records

Reference	Title / Description	Responsibility for Retention of Records	Location Held / Storage Medium Electronic (E) Hard Copy (H)	Retention Period Years (Y) Months (M)	Statutory (S) Commercial (C)

7.0 Revision Status

Rev	Date	Amendment	Content Owner	Mandated By
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8.0 Appendices

- See Amey High Level / Low Level and contract specific risk assessments for the Generic Risk Control arrangements. The main points are listed below;

Should this document be printed the below documents should be attached

H30 Winter Maintenance Risk Assessment
VG 03 First Aid risk assessment
VG07 Lone Working risk assessment
VG05 inclement weather risk assessment
H29 Use of plant and tools risk assessment
H22 pressure washing risk assessment

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ID	Hazard	Adverse Effects	Persons Affected	Control Measures		Ref	
Personal Protection							
1	Slips and Trips	Major or Minor Injuries	Workforce	Before you commence work, make sure your safety footwear is in good condition and has plenty of tread		VG11	
2	Hypothermia	Major or Minor Injuries	Workforce	- Wear as many layers of warm clothing as you can comfortably wear and, if possible, consume plenty of hot drinks prior to, or whilst working outside - Recognise the symptoms of hypothermia, both to your self, and other colleagues, and the treatment of hypothermia		VG05	
	Emergency Communications	Potentially Fatal consequences	Workforce	Cases of severe hypothermia require urgent medical treatment in hospital. You should call 999 to request an ambulance if you suspect that someone you know has severe hypothermia.			
Storage of Salt Materials							
3	Salt Storage	Potential serious or fatal injuries from falling salt stockpiles	Workforce	All vertical faces formed during loading to be ramped down		H30	
4	Spillages	Potential slip and trip injuries	Workforce	All spillages to be cleaned up		H30	
Works Vehicles							
5	Accessing Works Vehicles	Falls from vehicle causing broken bones, abrasions and bruises	Workforce	- Users to use hand and footholds or spreader access ladder when accessing or egressing the vehicle or spreader - Take extra care in cold and wet weather		H30	
6	Defects to equipment	Vehicle accident related injuries including death	Workforce and Public	- Works Vehicle to be inspected for defects prior to use and defects recorded - All defects to be reported to the Supervisor		H30	
7	Corrosion of Body or Chassis	Vehicle and spreader damage leading to defects	Workforce and Public	Wash Work Vehicle thoroughly down after use		H30	

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ID	Hazard	Adverse Effects	Persons Affected	Control Measures	
Manual Treatment of Footways and Cycleways					
8	Manual Handling	Major or Minor Injuries	Workforce	Where available use purpose made manual footpath spreaders, to spread salt on footpaths.	VG08
9	Working at Height or from Moving Vehicles	Falls from vehicle causing broken bones, abrasions and bruises	Workforce	When loading purpose made manual footpath spreaders, wheel barrows or spreading salt from Works Vehicles, this should be done whilst the Works Vehicle is stationary from ground level, unless the vehicle body is fitted with suitable handrails.	VG 14
	Lack or Operator Competence	Damage to vehicles and potential to cause RTC's	Workforce and Public	Operators of mechanical Footway or Footpath Spreaders, should be trained specially to operate the Mechanical Spreader.	H30
	Projected salt	Damage to vehicles and potential to cause RTC's	Workforce and Public	- Operator to ensure vehicle driven at correct speed - Operator to ensure that correct spin / spread settings are engaged - If the vehicle is stopped in traffic or for any other reason the gritting should be stopped	H30
	Faults during Spreading	Damage to vehicles, potential to cause RTC's, and undue use of salt	Workforce and Public	- Observation of correct spreading operation should be maintained though on board sensors and / or visual checks of mirrors - If there are any defects noticed that require attention. The driver should inform the Supervisor or the Network Response Centre of his location and that he is leaving the cab, and after investigation will inform the above of his re-starting or other	H30
Hand Snow Clearance of Footways and Cycleways					
	Slips and Trips	Major or Minor Injuries	Workforce	- When clearing snow from footpaths, always clear a line down the middle of the path first. This will provide you with a safer surface to walk on and allow you to then shovel snow from the centre to the sides, - Spread grit salt as you progress to stop ice forming on the area you have cleared - Where practical walk only on the areas you have gritted to reduce the risk of slipping - Always take extra care when walking on slopes and icy areas of footpaths	VG11

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ID	Hazard	Adverse Effects	Persons Affected	Control Measures	
	Live Traffic	Mjor or Fatal Injuries	Workforce and Public	If working near a live carriageway always try to face oncoming traffic.	H30
	Mechanical Snow Clearance of Footways and Cycleways				
	Lack of Operator Competence	Damage to vehicles and potential to cause RTC's	Workforce and Public	Operators of mechanical Footway or Footpath Ploughs, should be trained specially to operate the Mechanical Plough	H30
	Rubber Blade wear or damage	Increased risk of serious injury in the event of an incident	Workforce	- Inspect prior to fixing Snow Plough and periodically during use - Check rubber blade height and for damage / wear to rubbers	H30
	Mounting a Snow Plough	Potential crushing and injection injuries	Workforce	- Only mount and snow ploughs on firm level ground. - Roll snow plough to the vehicle or drive the vehicle to the plough with the aid of a Banksman - Ensure snow plough is correctly fixed to the vehicle, and all hydraulic hoses are connected	H30
	Works Vehicle Washdown				
	Personnel Protection	Various injuries from slips, trips, spray and cold	Workforce	- Wear suitable waterproof boots or Wellingtons - Wear suitable weather and water proof clothing and gloves - Wear suitable protective goggles	VG10
	Icy / Snowy Weather Conditions	Various injuries from slips and trips	Workforce	- Visually assess the wash down area and inform Supervisor if considered unsafe to proceed - Utilise internal wash down facilities when provided	VG05
	Access to Height to Wash Down Vehicles	Potential for Fatal vehicle related injuries	Workforce	- Utilise vehicle access platforms, for access - Or where provided purpose made wash down platforms - Do not stand on hopper grills, or other areas of the vehicles where suitable falls or slip protection is provided	VG14
	Access to Height to Wash Down Vehicles in Icy / Snowy Weather Conditions	Potential for Fatal vehicle related injuries	Workforce	- Be aware of ice forming on the footholds - Remove build up snow or slush from access points and walkways	VG14
Assessor Name:			Signature:		