



# **Winter Weather Plan**

**Version 3.0  
November 2012**

**Risk assessments: Severe weather low temperatures and heavy snow Ref H18**

**Produced by: Emergency planning team**

**Approved by: Risk, Safety & Emergency Management Board (RSEMB)**

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# 1. INTRODUCTION

## 1.1 Background

'Low temperatures and heavy snow' is classified as a 'High' risk on Nottingham and Nottinghamshire's Community Risk Register. (ref Severe weather low temperatures and heavy snow H18) In both 2009 and 2010, severe winter weather caused disruption to communities and services in Nottinghamshire. National shortages of salt in the winter of 2009-2010 exacerbated this problem, and following this it was deemed necessary to produce a winter weather plan for Nottinghamshire County Council to assist in enabling a rapid, effective response to a severe winter weather event in the future.

## 1.2 Aim

The aim of this plan is to facilitate and coordinate Nottinghamshire County Council's (NCC) assistance to Nottinghamshire communities during winter weather.

## 1.3 Objectives

To achieve this aim, the plan has the following objectives:

- Outline gritting routes, and the impact of salt conservation on Nottinghamshire communities
- Establish a flexible activation procedure to ensure a timely response to a severe winter weather event
- Outline the measures in place to ensure effective communications with Nottinghamshire communities, NCC staff, elected members and partner organisations prior to and during a severe winter weather event
- Document the system for recording school closures
- Detail arrangements for obtaining additional resources to help maintain critical services (e.g. 4x4 vehicles).

## 1.4 Scope

This plan will cover Nottinghamshire County Council's response to winter weather, specifically low temperatures and heavy snowfall. The plan is not designed to cover other severe weather events such as floods or high winds, or incidents which may arise as a result of winter weather, such as disruption to utilities.

### **1.5 Links to other plans**

This plan links to the following NCC plans and Local Resilience Forum (LRF) plans:

- NCC Highways Winter Service Operational Plan 2012/2013
- NCC Major Emergency Plan
- NCC Corporate and Departmental Business Continuity Plans
- NCC County Emergency Centre Plan
- NCC Elected Members' Plan
- NCC Transport plan
- NCC 4x4 plan
- LRF Communicating with the Public Plan
- LRF Community Resilience Plan

### **1.6 Distribution and Version control**

The following service groups hold copies of this plan:

- Risk, Safety and Emergency Management Board
- Policy, Planning and Corporate Services
- Children, Families and Cultural Services
- Adult Social Care, Health and Public Protection
- Environment and Resources

The following organisations hold copies of this plan:

- Ashfield District Council
- Mansfield District Council
- Broxtowe Borough Council
- Gedling Borough Council
- Bassetlaw District Council
- Newark and Sherwood District Council
- Rushcliffe Borough Council
- Nottinghamshire Fire and Rescue
- Nottinghamshire Police
- NHS Nottinghamshire County
- NHS Nottingham City
- NHS Bassetlaw
- Nottinghamshire Healthcare NHS trust
- EMAS
- Environment agency
- St John Ambulance
- British Red Cross
- NESST
- Nottinghamshire 4x4 Response

The latest version of this document is available online at:

<http://www.nottinghamshire.gov.uk/caring/emergencies/emergencyplanning/ouremergencyplans/>

Recipients of this plan should ensure they have the most up-to-date version of this document.

### **1.7 Preservation of documents**

In the event of an emergency it is important that all documentation, both historic and current, is preserved. An official investigation into the cause and circumstances of an incident is possible and evidence may be required by:

- The appropriate enforcement authority (e.g. Health and Safety Executive, Environment Agency, Air Accidents Investigation Branch)
- A judicial inquiry
- A coroner's inquest
- The police
- A civil court hearing compensation claims.

Organisations may be required to provide access to documents, created or received, which are potentially relevant to the emergency.

### **1.8 Legislation**

Nottinghamshire County Council is subject to the following legislation:

- The Data Protection Act 1998
- The Freedom of Information Act 2000
- The Environmental Information Regulations 2004
- The Equality Act 2010.

For more information on Nottinghamshire County Council's legal responsibilities when responding to an incident, please contact the emergency planning team.

### **1.9 Contact details**

Any queries about this document should be directed to Nottinghamshire County Council's emergency planning team.

Telephone: 01159 773 471

Email: [emergency.planning@nottscc.gov.uk](mailto:emergency.planning@nottscc.gov.uk)

## **2. WEATHER FORECASTING CAPABILITIES**

### **2.1 Road weather forecast**

Nottinghamshire County Council (NCC) Highways Division has access to road weather stations across Nottinghamshire which use sensor technology to measure and monitor road surface temperatures and surface conditions. In addition, the Met Office provide a road weather forecast service which includes a five day forecast, a daily forecast and immediate notification of any critical amendments to this forecast.

The decision to salt routes is taken on road temperatures and not air temperatures. Salting is likely to occur when road temperatures are at or below 0°C and moisture is present or likely to be present to form ice.

Based on the information received from the road weather stations and the met office, the Highways Maintenance Manager / Duty Controller will make a decision as to whether treatment of road surfaces is required.

### **2.2 Severe weather warnings**

The National Severe Weather Warning Service (NSWWS) provides warnings to the general public and emergency responders, giving up to five days advance notice of disruptive weather conditions. The warnings are issued by the Met office.

The emergency planning team receive and distribute these severe weather warnings within Nottinghamshire County Council departments and to District and Borough councils.

In office hours, severe weather warnings are distributed by fax and email to all recipients, and by text to Highways staff. Out of office hours, warnings are distributed by text and / or telephone to specific recipients who have requested out of hours contact.

Individuals or service areas within NCC can be added to the distribution list for severe weather warnings by contacting the emergency planning team.

### **2.3 Public Weather Service (PWS) weather advisor**

The Met Office have a team of regionally based public weather service advisors with responsibility for government office regions in England and Wales. They are able to provide more detailed information in advance of periods of severe weather in addition to the severe weather warnings. These are received by email and distributed by the emergency planning team if appropriate to those on the severe weather warning distribution list.

## 2.4 Cold weather health watch system

A cold weather health watch system operates in England and Wales from the 1<sup>st</sup> November to 31 March each year, this is issued by the met office in conjunction with the Department of health. The system supports the Department of Health cold weather plan for England and Wales aimed at social care services

The cold weather health watch comprises four levels of response based on cold weather thresholds. The thresholds have been developed to trigger an alert when severe cold weather is likely to significantly affect people's health. The alerts take account of temperatures along with other winter weather threats such as ice and snow.

There are three thresholds only one of which needs to be breached for an alert to be issued.

- Mean temperatures below 2 degrees Celsius for 48hrs or longer.
- Heavy snow
- Widespread ice

The alert levels are

**Green      Level 1 Winter preparedness - long term planning**

This is the minimum state of vigilance during the winter.

**Yellow      Level 2 Alert and readiness**

Severe winter weather is forecast 60 per cent risk of extreme cold lasting more than 48 hours.

**Amber      Level 3 Cold weather action**

Weather which breaches any of the three thresholds.

**Red      Level 4 emergency**

Exceptional widespread winter weather causing disruptions.

\* The winter weather of November 2010 would have only been a level 3 alert

The emergency planning team receive and issue cold weather alerts internally to NCC departments by email. As the alerts are based on the potential affect on public health. The distribution list is aimed at social care services.

## 3.SALTING ROUTES AND SALT SUPPLIES

### 3.1 Salt stocks

Nottinghamshire County Council (NCC) maintains high levels of salt stock in preparation for the winter season. At maximum levels, there are 21,500 tonnes in stock.

NCC obtains its salt supply from Cleveland Potash and stocks are replenished as they are used to ensure provision of sufficient salt for severe weather.

If there are issues nationally with the supply and provision of salt for road treatment, a 'Salt Cell' may be set up by the Government to centrally control supplies of salt to local areas. If this is instigated, then replenishment of salt stocks will be decided by the Salt Cell and will no longer be a local decision.

### 3.2 Salting routes

All trunk roads are gritted by the Highways Agency, which in Nottinghamshire includes the M1, A1, A46, A52 and A453.

Other public roads are then managed by local authority highways teams. For the purposes of salting, roads may be classified as Main Routes and Severe Weather Routes.

Main Routes are the published lengths of roads collectively forming a strategic network and which are treated by the highways teams as a first call on its precautionary salting and snow clearance resources.

The criteria for defining main routes are as follows:

- i) All non-trunk A and B classified roads plus the following which are further considered against the criteria i) to iv) below;
- ii) Strategic routes carrying high traffic flows (>1500 vehicles per day) and generally defined as Category 3 or higher in the current County Council Structure Plan hierarchy;
- iii) Major urban distributor roads;
- iv) Main bus routes (carrying 8 or more bus services an hour)

Severe Weather Routes are a further defined network of roads of identified importance such as bus routes, roads leading to essential industrial, military or emergency service establishments or roads providing access to major settlements not served by main routes. Severe weather routes will also include those roads that establish at least one link to each settlement.

Gritters are on standby 24hrs a day from October to April to ensure a prompt and effective response to bad weather.

In icy conditions (other than in severe weather) individual locations on the public highway not on Main Routes will only be salted if in the opinion of the police, conditions at the location concerned are abnormally hazardous with accidents occurring or very likely to occur.

Partner organisations and NCC departments should be aware that not all emergency service establishments or NCC sites are necessarily sited on salting routes. This should be taken into consideration when undertaking organisational business continuity planning.

### **3.3 Salt conservation criteria**

After lessons learned from the 2009- 2010 winter operations when the supply of salt was determined by the central Salt Cell a salt conservation criteria has been written to enable limited stocks to be used as effectively as possible.

The decision to implement salt conservation is solely the responsibility of the Service Director for Highways or their deputy in their absence

During normal operation, with regular replenishment of salt supplies, there will be full salting of Main and Severe Weather routes.

The proposed reductions will follow the sequence

1. Full salting of Main and Severe Weather routes until only ten days stocks remain then:
2. Full salting of Main routes only until only six days stocks remain then:
3. Salting of A and B roads with limited other routes of strategic / essential amenity until six days stocks remain then:
4. Salting of A roads only.

\*In snow conditions one of the four daily runs may be of sand.

This has a two fold purpose, firstly it can be applied as a salt conservation measure and secondly the abrasive nature of sand can act to improve vehicle traction when applied on top of ice and snow.

Should salt conservation be required it may not be possible to salt access routes to emergency service establishments which do not lie on the above reduced routes. Partner organisations should take this into account as part of their business continuity planning.

### **3.4 Grit bins**

There are 1200 grit bins throughout the county. These are placed on roads that experience localised issues and are not placed on Main Routes. The purpose of grit bins is to enable isolated patches of ice to be treated, for example at road junctions. Highways routinely refill high use bins.

Grit bins are provided as a way of self help for communities to treat local roads. They are not intended for use on pavements or individual driveways.

Grit bins will be replenished using a 1:1 ratio of salt and sand.

Grit bin replenishment may cease if it is necessary to implement a salt conservation criteria.

### **3.5 Salting of pavements**

The pre treatment of pavements is NOT routine. The salting of every pavement with the County is not an obtainable target. In snow conditions, the treatment of any pavements/footways will be dependent upon a risk assessment, available resources and the condition of Main and Severe Weather Routes.

Members of the public will be encouraged to clear footpaths in their own community through local media.

### **3.6 Salt supply to schools**

Schools are responsible for the treatment of school premises. NCC Schools are able to make advanced purchases of grit via County Supplies.

### **3.7 Salt supply to Parish Councils**

Parish councils can order salt they require for the winter from Nottinghamshire County Council. An offer is made from the council to deliver five bags of salt free of charge and any supplies over and above this will be at the cost of the parish council. 25kg bags or 1 tonne bags can be purchased

There is a deadline for the ordering of this salt so that winter operations are not impeded.

From 2010 parish councils have been able to purchase their own grit bins through NCC highways. These are coloured blue to distinguish them from NCC owned yellow bins. Upon purchase the grit bins are delivered and filled once by NCC highways. Any additional refills in subsequent years is the responsibility of the parish council and at their own cost.

### **3.8 Snow wardens**

Snow wardens are appointed by the parish council as a link to NCC during winter conditions. Snow wardens receive training and basic levels of equipment from NCC and are able to carryout basic clearance work within their community. They act as a local contact point providing up to date information on local conditions to highways area offices

### **3.9 Farmers snow clearance**

A scheme has been set up by NCC Highways to enable farmers to assist with snow clearance during times of snow. Routes for snow clearing are pre arranged and farmers must have machinery for snow ploughing. Farmers are paid a fixed fee for clearing pre arranged routes and are activated through highway area offices. (NCC highways hold further details of the scheme)

### **3.10 Partner organisation salt stocks**

It is the responsibility of partner organisations to ensure their salt stocks meet their requirements for site access and to deliver their business continuity plans

## 4. SCHOOLS

### 4.1 Closure of schools due to severe weather

During severe winter weather schools can close for a variety of reasons, such as:

- Access road to the school is not on a priority or severe weather route and is therefore untreated
- Insufficient staff are able to reach the school to maintain minimum teacher to pupil ratios
- Pupils are unable to reach the school
- School buses stop operating
- Problems with the school heating supply
- Access routes within the school site are considered hazardous.

The decision to close a school rests with the head teacher. Nottinghamshire County Council (NCC) does not have the power to insist schools stay open or to prevent schools from closing.

Guidance to schools on emergency school closures has been issued by NCC, which emphasises the importance of schools remaining open if safe to do so and is available on [wired](#).

### 4.2 School closure recording system

As during a period of severe winter weather a number of schools may close, it is essential that access to up to date records of school closures is available to the authority, parents/carers, pupils and the local media.

To streamline the process of recording school closures, the County Council have worked in partnership with the BBC to develop a school closure system which covers the whole of the county including Nottingham city. Schools will be encouraged to sign up for the system in advance of any winter weather.

### 4.3 How the system operates

- The Head teacher or a nominated deputy log onto the system and record why their school has closed and how long they expect to be closed.
- The information will be recorded and displayed on the on a school closure page on the BBC Nottingham website.
- This information will also be available on [www.nottinghamshire.gov.uk/schoolclosures](http://www.nottinghamshire.gov.uk/schoolclosures) on the Council's website
- The information will be broadcast via BBC Radio Nottingham to parents/carers and they can access the information off either website

(Those schools not in the BBC Radio Nottingham broadcast area are asked to report closures as per the above system and also to contact their local radio station)

In the event of school closures, a message and a link to the school closure page will be posted on the County Council's twitter feed – [twitter.com/NottsCC](https://twitter.com/NottsCC)

#### **4.4 Salting routes to schools**

Not all schools will be located on Main and Severe Weather routes. By their very nature many schools are located in residential areas. It is impractical to salt all routes to all schools, and in any case this would not prevent school closure due to significant numbers of pupils and staff being unable to access the school. It is however recognised that special schools need to be treated as a priority due to the service they provide as outlined in Section 4.5.

#### **4.5 Special schools**

There are 11 special schools in the county. Pupils who attend these schools may receive medical and other services whilst at school.

To assist special schools to stay open, NCC Highways have included the salting of access roads to these schools from the nearest priority route on their salting routes during severe weather conditions.

See section 10.5 for the redeployment of suitable staff to assist with the clearing of access paths to special schools.

#### **4.6 Promotion of self help to schools**

Schools are encouraged to obtain their own stocks of salt to treat school vehicular and pedestrian access points and other surfaces. As discussed in section 3.6 these can be purchased through county supplies.

Children Families and Cultural Services have updated the advice to schools on emergency school closures, which links into the Coping with a School Emergency guidance, which encourages schools to develop an emergency plan to cover a range of incidents, including severe weather.

Schools could consider using text alerts to parents and social media to encourage local communities to support them during an emergency e.g. calling for volunteers to clear snow from their driveway. (NCC health and safety team have an advice document available on wired. The school would need to co-ordinate this event and provide a representative from the school for volunteers to liaise with.

The County Council's Facebook page ([www.facebook.com/nottinghamshire](http://www.facebook.com/nottinghamshire)) will be available for both schools and the public to post messages to organise a community response

#### **4.7 Property Stability & Snow Loading**

Accumulated snow can overload building elements (e.g. roofs, canopies etc) and trees to the point where they can deform and even collapse. Similarly snow and ice can suddenly fall from building elements, particularly during thaws, and cause injury or property damage. Property managers should monitor the condition of trees and building elements and the stability of accumulated snow and ice. If features are showing signs of damage or stress it is advisable to restrict access to areas below the feature and contact an expert (e.g. Property Careline) for an opinion as to the stability of the feature.

## **5. COMMAND, CONTROL AND COORDINATION**

### **5.1 Coordination of Nottinghamshire County Council response**

During a minor winter weather event, the emergency planning team are responsible for coordinating Nottinghamshire County Council's (NCC) response, calling out relevant departments, personnel and resources as appropriate.

For more major winter weather incidents, the Risk, Safety and Emergency Management Board (RSEMB) would be activated to co-ordinate NCC's overall response to the emergency.

More information on the coordination of NCC's response to an emergency and the role of the County Emergency Centre is contained in the following two plans, both available on the NCC intranet:

- NCC Major Emergency Plan
- NCC County Emergency Centre Plan

### **5.2 The County Emergency Centre**

NCC maintains a County Emergency Centre (CEC) facility in the basement of County Hall. This facility stands ready and equipped with the IT and communications provision to manage an emergency.

Consideration should be given to opening the CEC early on in the response to a severe winter weather event to facilitate the coordination of the response and sharing of information between service areas.

### **5.3 Multi-agency coordination structure**

A Strategic / Tactical / Operational structure is used to coordinate the multi-agency response to a major emergency. Each agency involved in the response is expected to provide an officer with the appropriate decision making powers to attend meetings of these groups.

Depending on the severity of winter weather, the response is likely to be conducted largely at the operational and tactical levels of coordination. This makes it unlikely that a Strategic Coordinating Group will need to be set up. However, the formation of a Tactical Coordinating Group (TCG) may be beneficial.

Issues which may be discussed at a TCG relating to winter weather may include identification of vulnerable people and the coordinated deployment of 4x4 vehicles according to priority need amongst agencies.

Any responding organisation can request for a Tactical or Strategic coordinating group to be called – for NCC, this should be requested via the emergency planning team.

### **5.4 NCC representatives at TCG**

A representative from the County Council, ideally at Service Director level should attend a Tactical (or Strategic) Coordinating Group if one is set up. They may be supported by a member of the emergency planning team.

NCC's representative at a Tactical (or Strategic) Coordinating Group should ideally have attended the relevant multi-agency training course. The emergency planning team holds a list of those people who have been trained to fulfil this role.

### **5.5 LRF Logistics cell**

During a prolonged incident the LRF Tactical Coordinating group TCG may request that a logistics cell is set up to coordinate the distribution of 4x4. The cell will be established to advise on logistics procedures and to manage the sourcing and distribution of multi-agency resources at a tactical level. If set up, the Logistics Cell will be situated within the multi agency coordination centre (MCC) and will have access to suitable IT, mapping and communications.

**See appendix 9** LRF logistics terms of reference

The logistics cell will coordinate and source all 4x4's available and prioritise their use amongst organisations requiring assistance.

- Use will be prioritised by the strategy set by the TCG.
- The logistic cell will not organise individual journeys, it will allocate vehicles to organisations/ departments and it will be for organisations to decide how they are best utilised
- The logistics cell will not seek to solve NCC internal business continuity issues.

To assist with travel in snow conditions the logistics cell may not always meet in person but may meet using telephone/video conferencing.

## **6. ACTIVATION**

### **6.1 Triggers**

Activation of this plan may be triggered by one or more of the following occurrences:

- An episode of heavy snow and / or low temperatures which results in disruption to critical services
- Severe weather warnings indicating a high probability of heavy snow and / or low temperatures which could cause service disruption.

### **6.2 Activation**

As Chair of the Risk, Safety and Emergency Management Board (RSEMB), the service director (promoting independence and public protection) will take the decision on whether to activate this plan. If the chair is unavailable, the deputy chair of the RSEMB will take this decision.

Other members of the RSEMB or senior managers may request that the plan is activated by contacting the Chair of the RSEMB.

Information contained within this plan may be used when responding to minor incidents which may not necessitate activation of this plan.

### **6.3 Activation of other plans**

It may be necessary to activate other plans to help manage the impact of winter weather, for example:

- Corporate and departmental business continuity plans
- NCC County Emergency Centre Plan
- NCC transport plan
- NCC 4x4 plan
- LRF Community Resilience Plan

## **7. IMPLEMENTATION AND STAND DOWN**

### **7.1 Initial actions**

Once this plan has been activated, the emergency planning team will initiate the call out of Risk, Safety and Emergency Management Board (RSEMB) members and the opening of the County Emergency Centre (CEC) as appropriate. The process for this is outlined in the NCC Major Emergency Plan and the NCC County Emergency Centre Plan.

Once the CEC is open, the CEC management team will inform partner organisations that the centre has been opened to facilitate response to the winter weather event.

### **7.2 Implementation prior to a winter weather event**

This plan may be activated in anticipation of a winter weather event, if deemed necessary from forecasts (see Section 2). In this situation, the RSEMB should meet to ensure Nottinghamshire County Council (NCC) is ready to respond to the weather and has undertaken any possible mitigating actions.

The following actions may be carried out in advance of the winter weather:

- Put out general community resilience messages to the public through relevant media around being prepared for bad weather,
- Communicate with schools advising head teachers to consider their preparations for winter weather
- Identify sources of resources which may be required – for example, 4x4 vehicles – and make initial contacts (or possibly put on standby)
- Ensure the Customer Service Centre (CSC) have scripts for commonly asked questions
- Consider which critical services may be affected and arrangements that could be put in place in advance to mitigate the impact
- If appropriate, make contact with community contacts to advise them of the potential for severe weather.

### **7.3 Implementation during a winter weather event**

If this plan is activated during a winter weather event, consideration should be given to carrying out the actions outlined in Section 7.2 in addition to those listed below.

The following actions may be carried out during a winter weather event:

- Identify the impact of the winter weather on critical services
- Identify priority sites affected by the winter weather (see Appendix 2 for list of priority sites) and divert resources if necessary to assist these sites
- Ensure that the public, staff and partner organisations are kept updated on changes to gritting patterns and the impact of the winter weather on NCC services (including schools) and any other relevant information
- Issue HR guidance to staff on attending work (guidance outlined in Appendix 3 but this should be checked with HR prior to distributing)
- Liaise with partner organisations regarding the identification of vulnerable people and how to meet their needs
- Contact community representatives to ensure coordination with any local response to the winter weather (this may depend on how widespread the winter weather is)
- Respond to requests for support or resources from NCC service groups, partner organisations and communities
- Coordinate redeployment of staff if this is required.

NCC's response to a winter weather incident may be hampered by the ability of key staff to travel to work due to poor conditions. The CEC contains teleconferencing and videoconferencing facilities which may be of use in these circumstances.

#### **7.4 Recovery**

The recovery process may take much longer than the response. The RSEMB should consider if they will need to meet before the stand down of the response to coordinate recovery arrangements.

#### **7.5 Stand down**

The Risk, Safety and Emergency Management Board will take the decision to stand down once it is clear that the emergency response is over, and the incident is now in its recovery phase.

This decision should be communicated to all those involved in the response to the winter weather, including community representatives.

One or more debriefs should be held following the stand down to identify lessons from the response. These ideally should include

- Internal departments
- Corporate NCC
- LRF partners

## **8. ROLES AND RESPONSIBILITIES**

### **8.1 Chair of the Risk, Safety and Emergency Management Board (RSEMB)**

The role of the service director (promoting independence and public protection) as chair of the RSEMB is to lead the work undertaken by the RSEMB in response to a winter weather event.

This may involve:

- Responding out-of-hours as necessary
- Activating the NCC Winter Weather Plan
- Chairing meetings of the RSEMB
- Ensuring that a clear aim and objectives are set to give direction and priority to NCC's response to the winter weather event
- Liaising with the group manager for emergency management and registration and the emergency planning team
- Leading the overall response of NCC to the emergency
- Liaising with Corporate Leadership Team (CLT) and elected members regarding NCC's response to the winter weather
- Taking the decision, in consultation with the RSEMB, to stand down the response
- Ensuring a record is kept of key decisions and actions, in line with the log keeping policy

## **8.2 Risk, Safety and Emergency Management Board members**

The role of the Risk, Safety and Emergency Management Board (RSEMB) is to lead the overall response and co-ordinate the deployment of resources of NCC to any major emergency.

This may involve members of the group:

- Responding out-of-hours
- Activating / calling out other service group staff, to assist in the response to the winter weather event
- Authorising expenditure (except for Highways Winter Service activities)
- Managing / authorising the deployment of resources (except for Highways Winter Service activities)
- Participating in emergency meetings of the RSEMB
- Providing specialist advice on particular areas of expertise
- Forming and leading functional teams specialising in specific areas of the response to the emergency
- Co-ordinating the overall response associated with that area of work
- Ensuring the full RSEMB, functional teams and NCC representatives sent to multi-agency groups or other organisations' control centres, are fully briefed on the response to the emergency
- Representing NCC on a Tactical Coordinating Group if trained to do so
- Sharing information and co-operating with partner agencies
- Ensuring that NCC continues to provide its critical services throughout the emergency response
- Initiating the recovery planning process at an early stage of the response.
- Ensuring a record is kept of key decisions and actions, in line with the log keeping policy

### **8.3 Emergency Planning Team**

During a major emergency the emergency planning team (EPT) will work closely with departments to support the response to the emergency by providing direct advice, guidance and assistance.

This may involve:

- Initiating the call-out procedure for NCC staff
- Facilitating Risk, Safety and Emergency Management Board meetings
- Calling out and maintaining close contact with other agencies including district and borough councils, voluntary agencies and faith groups
- Providing support to NCC representatives at multi-agency meetings
- Opening and managing the County Emergency Centre (CEC)
- Facilitating the recovery process.
- Ensuring a record is kept of key decisions and actions, in line with the log keeping policy
- 

### **8.4 Representatives on functional teams**

Each Functional Team will be led by a member of the RSEMB. They will be responsible for managing and co-ordinating the response associated with their team's specific area of work. They should ensure this work is carried out within existing and agreed departmental emergency plans and procedures.

### **Care and Support functional team**

The role of the Care and Support functional team is to ensure the safe welfare of anyone affected by the winter weather event.

This may involve:

- Ensuring that essential services can continue to be delivered to service users (e.g. homecare, meals at home)
- Supporting requests for welfare provisions from individuals and communities
- Liaising with the communications functional team regarding accurate schools closure information
- Coordinate 4x4 requests and the use of 4x4 allocated to CFCS & ASCH&PP.
- Provide an overview of 4x4 requirements to the NCC representative attending the LRF logistics cell (if convened)
- Liaise with the Works team regarding specialist additional transport if required and replacement transport for staff and non specialist transport for staff
- Liaising with health services regarding coordination of visits to vulnerable people
- Providing solutions for other welfare issues that may arise
- Providing support for schools/youth centres/day centres etc
- Calling out/mobilising key personnel
- Maintaining a log of actions taken and requests received via AIMS

Keeping 'Task' requests up to date via AIMS

### **Communications functional team**

The role of the Communications functional team involves dealing with any media related enquiries, managing the warning and informing response and information gathering and reporting

This may involve:

- Updating the NCC website/intranet with up to date information regarding NCC's response to the winter weather, closures of schools and disruptions to other services and salting information
- Calling out/mobilising key personnel
- Providing media statements
- Liaising with Public Relations (PR) officers from other agencies (Police, Fire etc.) in accordance to the LRF Communicating with the Public Plan
- Liaising with communication staff at tactical and strategic command (if applicable)
- Co-ordinating any requests for information from the press
- Monitoring media coverage, including NCC interviews
- Providing information to libraries and the Customer Service Centre as appropriate
- Maintaining a log of actions taken and requests received via AIMS
- Keeping 'Task' requests up to date via AIMS

### **Resources functional team**

The role of the Resources functional team is to procure resources, offer legal/health and safety/HR and main corporate property advice. They are also responsible for managing the finance of an emergency response.

This may involve:

- Calling out/mobilising key personnel
- Procuring equipment and resources required by other functional teams.
- Maintaining a record of all resources appropriated into the field
- Advising on any legal/health & safety and corporate property matters
- Maintaining a system to track all expenses
- Maintaining a log of actions taken and requests received via Aims
- Keeping 'Task' requests up to date via Aims

### **Works functional team**

The role of the Works functional team is to manage the response of any works related requests during a winter weather event, including salting.

This may include: road blocks, traffic diversions, removal of debris, transport, manual labour, and NCC building advice/inspections.

This may involve:

- Arranging for provision of additional hired transport. 4x4 and non 4x4
- Ensuring the Communications Functional Team is updated with all service interruptions within service group e.g. parks closed, road closed
- Providing advice and sourcing appropriate transport methods taking into account related issues around the weather.
- Liaising with partner organisations regarding salt stocks and distribution
- Calling out/mobilising key personnel
- Dealing with requests relating to salting
- Initiating road blocks where requested and set-up and maintain road diversions
- Providing advice on animal health/welfare issues
- Maintaining a log of actions taken and requests received via Aims
- Keeping 'Task' requests up to date via Aims
- Providing appropriate resources when requested

## **8.5 Partner organisations**

Although this is a Nottinghamshire County Council (NCC) plan, partner organisations may be affected by NCC's response to a winter weather event, particularly in regard to salting of roads.

Partner organisations should:

- Ensure they are aware of this plan and its contents, particularly the information relating to salting routes.
- Be aware of their sites which aren't on main gritting routes.
- Have arrangements in place as part of their business continuity plans, if necessary, to obtain salt stocks and salt access routes to key sites.

## 9. COMMUNICATIONS

### 9.1 Public perceptions

During the winters of 2009/2010 and 2010/2011 the public expectations of the County Council's responsibilities were far higher than what was reasonably practical. To manage the public's and partners expectation in future winter weather events, community resilience messages have been developed which will be promoted prior to winter weather and continued during the incident.

See appendix 1

One of the key areas to be promoted to the public, staff and partners concerns the salting routes within the county. There is a perception that every road will be treated which is an unrealistic expectation of Nottinghamshire County Councils highways department.

Salting route information is currently available on the Council's website ([www.nottinghamshire.gov.uk/gritting](http://www.nottinghamshire.gov.uk/gritting)) and is also available in leaflet format. To encourage the public and partners to access this information in assisting them planning journeys and business continuity the routes are available via an interactive online map.

- An address or street name can be inputted
- A map of that street will appear clearly showing if the road is on a salting route or not.
- The system will also show surrounding streets to enable people to locate the nearest treated road.

This information can be updated if the salt conservation strategy is activated and the salting routes are reduced to A and B roads only.

This system will be promoted to our partners and the public in advance of winter weather to enable households and business to prepare for winter.

Updates about the gritters will also be posted on [www.twitter.com/nottsc](https://www.twitter.com/nottsc)

Proactive messages will be sent out using the local media and other communications channels (e.g. County News, the website and social media) to showcase the hard work the County Council is doing to keep services going and keep the county moving. This will help to boost the County Council's reputation. Corporate communications will work with departments to find good staff case studies and will set up photo and interview opportunities

## **9.2 Snow code**

The public have a perception that there are legal implications if they try to help themselves and their communities by clearing paths and driveways etc. This fear has prevented people from helping themselves.

National guidance has been developed to address this issue and a Snow code has been written to advise the public over the legal position of clearing snow and ice. The advice is available on [www.Directgov.gov.uk](http://www.Directgov.gov.uk).

Nottinghamshire County Council will follow this advice in communications with the public and partners.

See appendix [1](#).

## **9.3 Disruption to NCC services**

During winter weather NCC services may be affected by the snow and whilst every effort is made to maintain normal service delivery it may not be possible to deliver some services as normal or indeed at all. As with school closures this could be for a variety of reasons.

Staff are encouraged to send information about any closed or disrupted County Council services by following the procedure outlined on the Council's intranet in the Managers' Resource Centre. Corporate communications put the information on the NCC website for everyone to access. The information will also be sent out to the relevant media and will be posted on social media sites ([www.facebook.com/nottinghamshire](http://www.facebook.com/nottinghamshire) and [www.twitter.com/nottsccl](http://www.twitter.com/nottsccl)).

The procedure for NCC service groups to report disruptions to services is available on the NCC intranet.

( managers resource centre >managing change>business continuity>emergency management>disruption to services)

## **9.4 Customer service centre**

During winter weather the opening hours of the customer service centre can be extended. The customer service centre is also able to host a helpline if a need is established as part of the incident to enable vulnerable people to access assistance.

To maintain access to the customer service centre and to ensure the Nottinghamshire County Council customer service golden number can operate and extended hours maintained, access to Sherwood business park has been included on the salting routes.

### **9.5 Staff and Managers.**

It is important to keep staff updated with information on the response to the incident to assist with the delivery of their NCC duties but also as members of the community themselves. This information can be issued via the SMS TXT service as well as on the intranet and internal briefings. This ensures that staff have access to live updated information in a rapidly changing incident.

To prepare staff before winter weather the in house publications can be used to promote the good neighbour message and to promote staff knowing if the roads they live on and use to journey to work are on the salting routes

To enable managers to work with their employees during winter weather conditions when staff may struggle to get to work, or have caring responsibilities, HR advice is available around maintaining services and employee issues

See appendix 3

### **9.6 Communities**

Communities in Nottinghamshire have been encouraged to work together to plan and prepare for emergencies such as winter weather. A community emergency plan template and guidance document is available to all on the NCC website, and a copy has been sent to each parish and town council. The NCC emergency planning team provides advice, guidance and training to community groups and parish/town councils to assist with community emergency planning.

The template plan assists communities in identifying resources and skills which they could use to help themselves during an emergency. For winter weather, relevant resources could include 4x4 drivers and vehicles, tractors, and people who would be willing to clear snow from pavements, footpaths and access to the homes of vulnerable members of the community.

Communities are encouraged to send copies of their completed community emergency plans to the NCC emergency planning team.

A Local Resilience Forum Community Resilience Plan was issued in March 2011. It aims to establish a mechanism whereby communities can work with responding agencies to plan for, and respond to, emergencies which affect them.

Under this plan, when an emergency occurs which has an impact on an identifiable community in Nottinghamshire, NCC and relevant district/borough councils will work together to contact representatives from the affected communities to support them in taking action to help themselves, and to feed information and requests for help and resources into the multi-agency response

In emergencies which affect a localised area this contact will be direct by telephone. However in wide area emergencies such as winter weather, it is likely that much of the contact will be by email, SMS text or online communication tools, with direct telephone contact reserved for any specific communities which are more seriously affected.

The County Council's Facebook page ([www.facebook.nottinghamshire](http://www.facebook.nottinghamshire)) will be promoted as a tool to be used for requesting and offering help within the community.

### **9.7 Elected members**

During an emergency, the Service Director (promoting independence and public protection) will ensure that the Leader, Portfolio Holder for Community Safety, and relevant local Councillor(s) are kept informed of events.

The Chief Executive will discuss significant issues of strategy and policy with the Leader.

The County Council's intranet site will be updated as frequently as practicable with information about the emergency. Other methods of keeping Elected Members informed, such as emails, text messages and briefings, will be used as appropriate.

In addition the Emergency Planning Team has provided within the County Emergency Centre a dedicated Elected Member information line. This information line is specifically for the use of Elected Members, and is only operational during an emergency.

### **9.8 District and Borough Councils**

To ensure that Districts and Boroughs have up to date information regarding the County Council's response to a winter weather event a district and borough regular update will be issued to emergency planning officers

## 10. RESOURCES

### 10.1 4 x4 vehicles

To maintain the delivery of critical services it may be necessary to provide 4x4 vehicles to departments who require access to inaccessible parts of the county.

A NCC 4x4 plan was produced in 2011 and details the arrangements that are already in place to aid critical services with their winter weather planning.

Vehicles have been prioritised for the delivery of critical services that are required to visit vulnerable people at home and for maintaining safeguarding duties.

Services pre identified that will receive priority use are: (in no particular order)

- Meals at home
- START Team Bassetlaw/ Newark
- START Team Mansfield/Ashfield
- Emergency duty team
- Children's services countywide
- Mental Health team Mansfield (mental capacity act assessments)
- START Team Gedling, Broxtowe and Rushcliffe

Due to the nature of these services, vehicles will be required out of hours and in particular throughout weekend hours

### 10.2 NCC staff 4x4 vehicles

Work has been conducted to identify NCC staff who have their own 4x4's and would be prepared to drive their vehicles to assist critical services.

Volunteers should be

- NCC staff in a non critical service
- Have their line manager's permission
- Have their vehicle insured for business use
- Have breakdown cover
- Have a valid MOT certificate
- Be confident to drive in the conditions
- Have vehicles in good working order and repair

This work also included staff who do not own a 4x4 but have experience of driving 4x4 in their current or previous job who would be willing to drive redeployed vehicles

A central list of volunteers is held by the emergency planning team.

To assist critical service staff who may need to drive 4x4s for the delivery of their duties, arrangements have been made with, NCC transport and travel, and NCC highways to provide familiarisation sessions of 4x4 vehicles. Staff will not require separate specific 4x4 training as the vehicles will not be driven off road. **This training is mandatory**

As a 4x4 vehicle does not negate the fact that the vehicle is being driven on snow and ice, line managers are still responsible for risk assessing the work of their staff.

**Appendix 4** details generic 4x4 risk assessment

**Appendix 5** details guidance for driving of 4x4 in snow and ice

### **10.3 Use of Voluntary agency 4x4**

The additional use of 4x4's can be arranged through voluntary agency partners.

- British Red Cross
- St John Ambulance
- Nottingham Emergency Scout Support team (NESST)
- Nottinghamshire 4x4 response team.

The Nottinghamshire 4 x4 response team have 28 members based in 4 teams who may be available to provide assistance mainly evenings and weekends although they have a handful of staff who could assist during working hours.

### **10.4 Hire of external 4x4**

Nottinghamshire transport service (NTS) have access to vehicle hire firms and can source 4x4 vehicles. It should be noted that 4x4 vehicles to hire are limited and that once snow conditions hit, demand for them from all agencies is high. If weather forecasts provide suitable information in advance of predicted snow departments should consider hiring in vehicles on a standby basis to supplement the NCC fleet.

### **10.5 Redeployment of suitable staff to assist snow clearing of priority services**

Services which would be unable to deliver their normal duties during winter weather have been pre identified. These are outdoor staff who already poses suitable PPE and who could be used to assist with clearing of paths and access to priority sites. Staff will not be involved in clearing access on any highways.

- NCC landscape services ( 19 depots throughout the county)
  - Staff to clear access
  
- Tarmac staff (currently in partnership with highways)
  - Staff to clear access

Sites that may require assistance have been pre identified in consultation with departments delivering critical services and included in appendix 2

District and Borough Councils have a staff resource that could be redeployed within their area to assist in winter weather once they are unable to conduct their normal duties.

# 11. TRAINING AND EXERCISING

## 11.1 Training needs

The following training needs have been identified, for those with specific roles in this plan:

1. Knowledge of the winter weather plan and NCC's response to a winter weather event
2. Knowledge of the major emergency plan and specific roles within it
3. Knowledge of multi-agency emergency planning arrangements in Nottinghamshire
4. Knowledge and skills for working in multi-agency tactical and strategic co-ordinating groups
5. Knowledge of the County Emergency Centre Plan
6. Skills for using the software and equipment provided in the County Emergency Centre
7. Skills for driving 4x4 vehicles in winter weather conditions ( mandatory)

These training needs link to the roles of the following individuals:

- Members of the Risk, Safety and Emergency Management Board – training needs 1, 2, 5
- NCC representatives at Tactical or Strategic Coordinating Groups – training needs 1, 2, 3, 4
- Departmental staff working in the County Emergency Centre – training needs 1, 2, 5, 6
- Front-line staff supporting the emergency response by driving 4x4 vehicles – training need 7
- Partner organisations – training need 1

The training which will cater for the needs identified in this plan are detailed below. Dates and further information on these training courses is available from the emergency planning team.

## 11.2 NCC training

The following training courses are provided by the emergency planning team:

- Major Emergency Plan / County Emergency Centre training (links to training needs 2, 3 and 5)
- Training on software packages and equipment used in the CEC (links to training need 6)

Nominees for courses are usually arranged through department Risk, Safety and Emergency Management Groups.

Familiarisation training around the use of 4x4 is available for pre identified critical service staff that may require access to 4x4. **This training is mandatory.**

Departments are responsible for arranging training for their own staff, the emergency planning team have taken responsibility for arranging training for staff volunteers who have volunteered to drive their own 4x4 or have experience of driving 4x4  
See the NCC 4x4 plan for trainers contact details.

Risk safety and emergency management groups will be used to raise awareness of this plan and NCC's response to a winter weather event.

Awareness will also be raised by incorporating into existing training covering the County emergency centre and major emergency plan.

*Links to training need 1*

### **11.3 Multi-agency training**

The following training courses are provided by the Local Resilience Forum:

- General awareness training (links to training need 3)
- Tactical management of incidents training (links to training needs 3 and 4)
- Strategic management of incidents training (links to training needs 3 and 4)

The training courses are designed to be multi-agency, with participants from different responding agencies in Nottingham and Nottinghamshire – this enables participants to meet and work together with the people they may be working with in an emergency. The courses are planned and delivered by a multi-agency team.

Nominees for courses are arranged through the emergency planning team.

### **11.4 Exercising**

An exercise to test the principles and procedures will be carried out within 3 years. Lessons identified from the exercise will be fed back into the planning process.

If the plan is activated to respond to a winter weather event within the time frame of the plan, this may be used instead of an exercise if deemed appropriate and lessons identified from the County Council's response fed back into the next version of the plan.

# APPENDIX 1: COMMUNITY RESILIENCE MESSAGES

## Snow Code: Clearing snow and ice

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There is no law stopping you from clearing snow and ice on the pavement outside your property, pathways to your property or public spaces.

If an accident did happen, it's highly unlikely that you would be sued as long as you:

- are careful
- use common sense to make sure that you don't make the pavement or pathway clearly more dangerous than before

People using areas affected by snow and ice also have responsibility to be careful themselves.

### Tips and advice on clearing snow and ice

- Start early - it's 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
- Be a good neighbour - some people may be unable to clear snow and ice on paths from their property
- If shovelling snow, think where you are going to put it so that it doesn't block people's paths or drainage channels
- Make a pathway down the middle of the area to be cleared first, so 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 care and 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 refreezing overnight
- If there's no salt available, sand or ash are good alternatives

(Taken from Directgov.com. advice issued 22<sup>nd</sup> October 2010)

Community resilience message

## Winter driving

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### Driving in snow and ice

- Reduce speed and allow extra space to slow down – it can take ten times longer to stop in icy conditions than on a dry road
- use the highest gear possible to avoid wheel spin whilst maintaining appropriate speed
- manoeuvre gently, avoiding harsh braking and acceleration
- get into a low gear earlier than normal when braking on ice or snow, allow the vehicle's speed to fall and use the brake pedal gently to avoid the wheels locking
- ease off the accelerator but do not brake suddenly if skidding occurs
- use car visors and reduce speeds in the event of being dazzled by winter sun.

### Before setting out

- Is your journey absolutely essential?
- Have you checked '*NCC road checker*' can you use treated routes.
- Are the windscreen wipers and lights working properly
- Are your windows, mirrors and lights clear, clean from frost and snow
- Do you have a full tank of fuel

### In case you breakdown or become stranded

- Never leave home without a coat.
- Is your mobile phone charged in case you break down.
- Do you have details of your breakdown/recovery service
- Do you have a shovel or spade in your boot
- Do you have Wellingtons or walking boots.
- Do you have a warm flask and food
- Does anyone know where your going and the route you plan to use.

If you are forced to abandon your vehicle, give the local police details.  
0300 300 99 99

## Being prepared for winter weather:

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- Have you checked if your house is on a salting route?
- Plan where you will park your car
- Have you got sturdy footwear for walking in snow? Do you own any Wellington boots?
- Have a week's worth of food and safety supplies, including bread in the freezer, long life milk and non-cook foods. If you live far from other people, have more supplies on hand.
- Keep a water supply. Extreme cold can cause water pipes in your home to freeze and sometimes break.
- Learn how to shut off water valves (in case a pipe bursts)
- Have a supply of your prescription drugs and other medicine
- Have a wind up torch and radio, in case of power cuts.
- Have you thought about producing a household emergency plan?
- Add the following supplies in preparation for winter weather to you emergency kit:
  - **Rock salt or table salt** to melt ice on walkways
  - **Snow shovels** and other snow removal equipment.
  - Also include **adequate clothing and blankets** to keep you warm.

If you become housebound you might find the following advice useful:

- Have regular hot drinks and at least one hot meal a day if possible, eating regularly helps to keep energy levels up during winter
- Wear several light layers of warm clothes
- Keep as active as possible

For household emergency plan templates and further advice on being prepared for emergencies please visit [www.nottinghamshire.gov.uk/emergencyplanning](http://www.nottinghamshire.gov.uk/emergencyplanning) and follow the links to "Ready to React"

Community resilience message

## Be a good neighbour:

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Elderly and vulnerable people are particularly at risk during times of cold weather. Ask in advance of bad weather if there is anything, you might be able to do to help friends or relatives.

During bad weather, be a good neighbour and check they have enough food, water, medical supplies, heating and adequate clothing. You could offer to do their shopping or you might offer to clear driveways or pathways so that they or their carers can move about more easily.

It might also be a good idea to set up a “buddy” system for people making essential journeys, so you can let people know you’ve got to your destination safely.

For household emergency plan templates and further advice on being prepared for emergencies please visit [www.nottinghamshire.gov.uk/emergencyplanning](http://www.nottinghamshire.gov.uk/emergencyplanning) and follow the links to “Ready to

## APPENDIX 2: LIST OF PRIORITY SITES

Departments/ functional teams are responsible for contacting the identified priority sites during an incident to confirm if they require assistance.

<u>Children and Young Peoples Services</u> <b>Special school Priority list</b>	<u>Adult Social Care and Health</u> <b>Older persons residential and day care and physical disability day care.</b>
<b>Fountaindale School</b>  <b>(Physical disabilities, mixed, 3 to 19)</b> Nottingham Road Mansfield Notts NG18 5BA  <b>Ashfield</b>	<b>Leivers Court</b> - Older persons residential Douro Drive Arnold Nottingham Nottinghamshire NG5 8AX  <b>Gedling</b>
<b>St Giles School</b>  <b>(Mixed, 3 to 19)</b> North Road Retford Notts DN22 7XN <b>Bassetlaw</b>	<b>Newark and Sherwood day service</b>  <i>London Road, Balderton,            Newark, Notts, NG24 3AL</i>  <b>Newark</b>
<b>Ash Lea School</b>  <b>(Mixed, 3 to 19)</b> Owthorpe Road Cotgrave Notts NG12 3PA <b>Rushcliffe</b>	<b>Moorlands</b> Day care 104 Church Lane, Brinsley, Nottingham NG16 5AB  <b>Broxtowe</b>
<b>Yeoman Park School</b>  <b>(Mixed, 3 to 19)</b> Park Hall Road Mansfield Woodhouse Notts NG19 8PS <b>Mansfield</b>	
<b>Orchard School</b>  <b>(Mixed, 2 to 19)</b> London Road New Balderton Newark Notts NG24 3AL <b>Newark</b>	

<p><b>Carlton Digby School</b></p> <p><b>(Mixed, 3 to 19)</b> Digby Avenue Mapperley Nottingham NG3 6DS <b>Gedling</b></p>	
<p><b>Foxwood School</b></p> <p><b>(Mixed, 3 to 19)</b> Off Derby Road Bramcote Hills Beeston Nottingham NG9 3GF <b>Broxtowe</b></p>	
<p><b>Bracken Hill School</b></p> <p><b>(Mixed, 3 to 19)</b> Chartwell Road Kirkby in Ashfield Notts NG17 7HZ <b>Ashfield</b></p>	
<p><b>Beech Hill School</b> <b>(Mixed, 11 to 16)</b> Fairholme Drive Mansfield Notts NG19 6DX Tel: 01623 626008</p> <p><b>Mansfield</b></p>	
<p><b>Redgate School</b></p> <p><b>(Mixed, 3 to 11)</b> Somersall Street Mansfield Notts NG19 6EL <b>Mansfield</b></p>	
<p><b>Derrymount School</b></p> <p><b>(Mixed, 3 to 16)</b> Churchmoor Lane Arnold Notts NG5 8HN <b>Gedling</b></p>	

# APPENDIX 3: HR GUIDELINES

## **SEVERE WEATHER CONDITIONS** **GUIDELINES FOR MANAGERS**

### 1. **Introduction**

In the event of a period of severe weather conditions, e.g. snow, fog, floods etc. Corporate Directors will need to manage the situation within their department in order to continue to maintain County Council services, feeding into the corporate Risk Safety and Emergency Management Board through their departmental Business Continuity lead officer.

However, this must be balanced against the need to consider the extremity of prevailing and anticipated weather conditions.

These guidelines have been prepared to assist managers in all departments, but are not exhaustive.

### 2. **Maintaining Services**

- 2.1 All avenues should be explored to continue to maintain County Council services. Managers may wish to consider minimal cover being provided by employees who do not have particularly long or difficult journeys home, or by those who do not have specific personal or domestic needs. Also the possibility of diverting services elsewhere as well as using any locally agreed measures that are already in place for emergencies of this nature.
- 2.2 Where cover is required in critical service areas managers may request that staff work additional hours on a volunteer basis. Time off in lieu will normally apply in these circumstances.
- 2.3 In exceptional circumstances, managers may consider it necessary to close an establishment. This should be done in consultation with the Corporate Director or their representative. Suitable notices should be displayed at the entrance of premises to inform the public of the closure and how they may obtain emergency assistance if needed. Answering machine messages with appropriate details should be used where available. Blanket notification of closures using e-mail should only be used where all of the service is affected.
- 2.4 Where a decision has been taken by a Head Teacher to close a school it may be possible for teaching staff to undertake work activities at home. Support staff may also be able to work from home.
- 2.5 Head Teachers should consider the option that school staff report for work to engage in professional activity even where a decision has been taken to close a school to pupils.

**Employment Issues**

- 3.1 Employees should make all reasonable efforts to travel into work during periods of severe weather.
- 3.2 Where managers are satisfied that this has occurred, then employees should not be penalised for non/part attendance. As a guideline, employees should be paid for absences due to severe weather conditions if: -
- \* the manager is satisfied that every attempt has been made by the employee to attend work.
  - \* their place of work is closed due to the loss of power/water supplies or damage caused by the weather.
  - \* normal care arrangements break down at short notice e.g. school closures.
- 3.3 Where appropriate, managers should consider whether it is possible for staff to work from an alternative Local Authority workplace, or to work from home in line with the council's guidelines on Homeworking (see Section B35 Health and safety manual).
- 3.4 Managers should also consider the potential for staff to use flexi time provisions (see Section D 26 Personnel Handbook) to manage their journey into work as necessary.
- 3.5 It may also be appropriate, by mutual agreement, to treat an absence due to severe weather as part of an employee's paid annual leave.
- 3.6 Where employees remain at work to continue to provide County Council services, heating must be maintained at the appropriate level and not turned down. Security must also be maintained and it is suggested that, where practical, there should be a minimum of two people in those premises which are remote or deemed to be vulnerable.
- 3.7 Managers should monitor prevailing weather conditions and the ongoing availability of public transport and risk assess these factors, balanced against critical service needs, to reach and communicate a decision on allowing staff to leave work early if necessary in order to maintain a safe environment for employees when leaving their place of work, particularly where buildings are isolated.
4. **Conclusion**
- 4.1 In a period of severe weather conditions it is hoped that, with the co-operation and flexibility of managers and employees, arrangements can be mutually agreed in order to minimise the effects on County Council services and its workforce.
- 4.2 Where Managers have evidence that there may be abuse of these guidelines then the council may treat absence, or lateness, as unauthorised absence

# APPENDIX 4: HEALTH AND SAFETY RISK ASSESSMENT. 4 X 4 USAGE

Safety Manual Section No. <b>B2</b>	<b>Nottinghamshire County Council</b> <b>Policy and Guidance – Risk Assessment</b> <b>(Risk Assessment Form)</b>	
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Operations/Work Activities covered by this assessment:	<b>Driving 4x4 vehicles in snow &amp; ice conditions By NCC Staff- (NCC Vehicles &amp; Grey Fleet )</b>		
Site Address/Location:	Various locations across county	Department/Service/Team:	Nottinghamshire County Council Volunteers

**Note:** A person specific assessment must be carried out for young persons, pregnant women and nursing mothers

Hazards Considered <i>Step 1 (Clause 1.3)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
<b>Safe Driver</b>												
Lack of competency for severe weather driving	<i>Road traffic collision (RTC)</i> <i>Vehicle overturn, vehicle damage, loss of mobility</i>  <i>injury potential to driver passengers &amp; third party</i>	Volunteer drivers should be experienced in the safe operation of the vehicle., ideally in severe weather conditions.  Familiar with gear ratio selection, 4 wheel drive select & differential lock functions.  If towing forms part of task , towing experience essential	L	H	M	Managers to discuss vehicle familiarity & severe weather driving experience with volunteer driver.   Towing equipment should be suitable for purpose and in serviceable condition						

Appendix 4

Hazards Considered <i>Step 1 (Clause 1.3)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
Lone working	<i>Lack of support in emergency situation,</i>	Minimise lone working where practicable.  Managers to know planned routes and timings.  Call back / lone working procedure established.  Vehicle occupants should have means of communicating with manager/ supervisor and summoning assistance in an emergency ie charged mobile phone ( ensure network coverage).	L	M	L							
Pre existing medical conditions if applicable (enter detail).			L	M	L							
Sun glare-driver vision impaired	Impaired driver visibility leading to RTC  <i>potential to driver passengers &amp; third party</i>	Sunglasses worn as required.  Ensure clean windscreen and screen wash function prior to journey.	M	M	M							

Hazards Considered <i>Step 1 (Clause 1.3)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
<b>Safe vehicle</b>												
Obscured windscreen visibility	Collision with vehicle or obstruction  <i>injury potential to driver passengers &amp; third party</i>	Ensure windscreen , windows & mirrors are clear before journey.  Top up screen wash with correct mix.  Keep dirt, snow & ice build up free from windows.	M	M	M							
Vehicle high centre of gravity	Vehicle overturn leading to crushing & entrapment injury  <i>injury potential to driver passengers &amp; third party</i>	Familiarisation with specific vehicle & capabilities of driven vehicle.  Guidance from vehicle handbook  Limit speed on turning.  Ensure correct vehicle loading to maintain stability.  Avoid driving across slopes beyond vehicle capability.  Avoid turning up slopes.	L	M	L	Prove safe route –void awareness.						

Appendix 4

Hazards Considered <i>Step 1 (Clause 1.3)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
Vehicle loss of surface grip, skid on ice & snow  Longer stopping distances and over confidence of 4X4 capabilities from inexperienced drivers	<i>RTC, contact with obstruction</i>  <i>injury potential to driver passengers &amp; third party</i>	Drive to road conditions.  Ensure correct tyre pressures. (refer to vehicle handbook)  Leave adequate stopping distance.  Use minimum acceleration when pulling away. Avoid violent movements on the steering wheel. Drive slowly and brake with great caution to avoid locking the wheels.	M	M	M							
<b>Safe journey</b>												
Low visibility driving conditions		Regulate speed according to visibility & road conditions  Leave adequate stopping distance										
General road conditions due to severe weather - snow & Ice	<i>Road traffic collision (RTC)</i> <i>Vehicle overturn, vehicle damage, loss of mobility</i>  <i>injury potential to driver passengers &amp; third party</i>	Route planning prior to journey.  Use of local knowledge of clear routes.  Where practicable journey should follow main roads (A&B) that are more likely to have been cleared & gritted.	M	M	M	Updates on cleared & gritted routes via Customer Service Centre –highways 08449808080 or Gritter twitter, or online gritting routes						

Appendix 4

Hazards Considered <i>Step 1 (Clause 1.3)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
Buried / hidden obstructions off road	vehicle damage & associated injury <i>injury potential to driver &amp; passengers</i>		M	M	M	Prove off road routes safe prior to driving .						
Unstable surface / ice including over water feature	Vehicle overturn or submersion in water. Crushing & entrapment injury Drowning & hypothermia <i>injury potential to driver passengers &amp; third party</i>	Avoid off road driving where practicable.	L	H	M	Prove off road routes safe prior to driving .  Topographical knowledge.						
Overhead structures	Raised running surface leading contact with obstruction. <i>injury potential to driver &amp; passengers</i>	Route planning.  In particular if driving off road or on compacted drifts observe route for over head hazard inc compromise of powerline safe proximity distances.  NB powerlines may be Sagging due to snow or fallen poles.	L	M	L							

Appendix 4

Hazards Considered <i>Step 1 (Clause 1.3)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions <i>Step 4 (Clause 3.4)</i>			Risk Rating		
			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
Struck by moving vehicle	Struck on highway due to static position or as pedestrian out of vehicle on highway  <i>injury potential to driver passengers &amp; third party</i>	Wear high visibility –( Ideally long sleeve high visibility clothing with reflectivity-EN471 class 3 ) outside vehicle on Highway.  Consider use of beacons/ lights to indicate hazard.  Move to safe position away from immobile vehicle where there is the potential for vehicle to vehicle impact./RTC.  Avoid walking on carriageway.  Cleaning snow, dirt & ice from vehicle lights to improve visibility.  Do not stand behind vehicle assisting to push for traction.	L	H	M							
Carbon monoxide poisoning	Fumes if running static vehicle for prolonged periods With exhaust outlet compromised or if in confined areas  <i>injury potential to driver passengers &amp; third party</i>	Do not run vehicle for prolonged periods in confined area.  Clear snow from exhaust outlet if static for long periods with engine running.	L	H	M							

Appendix 4

Hazards Considered <i>Step 1 (Clause 1.3)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		who (Name)	when (Date)	complete (Date)	Likelihood	Severity	Risk Rating
Low temperatures	Hypothermia particularly if stranded for prolonged periods due to breakdown of loss of mobility	<p>Additional warm &amp; waterproof clothing inc gloves , suitable &amp; footwear appropriate to weather conditions.</p> <p>Flask with warm drinks In case of breakdown.</p> <p>Emergency numbers carried. Including personal breakdown recovery numbers if held (ie AA/RAC for Grey Fleet , Workshops on call mechanic for NCC vehicles).</p> <p>Whereabouts of journey known by manager in event of breakdown or loss of mobility.</p> <p>Charged mobile communications.</p>	M	L	L							
<p>Consider if any additional hazards are created and control measures are required if this activity is undertaken in non-routine or emergency conditions</p> <p><b>General</b></p> <ul style="list-style-type: none"> <li>Managers should ensure that the requirements of B37 Managing Occupational Road Risk are followed by NCC drivers .</li> <li>Volunteer drivers should have access to B37 Managing occupational Road Risk Policy and the associated Drivers Handbook</li> <li>Ensure all drivers carry out vehicle safety checks prior to their Journey. This should include sufficient fuel for journey</li> </ul>						Review Date ( <i>Step 5</i> ) :						

Appendix 4

Hazards Considered <i>Step 1 (Clause 1.3)</i>	Who might be harmed and how <i>Step 2 (Clause 3.2)</i>	Existing Control Measures: <i>Step 3 (Clause 3.3)</i>	Risk Rating			Further action <i>Step 3</i> <i>Consider hierarchy of controls i.e. elimination, substitution, engineering controls, signage/warning and/or administrative controls, (PPE as a last resort)</i>	Actions Step 4 (Clause 3.4)			Risk Rating		
			Likelihood	Severity	Risk Rating		who <i>(Name)</i>	when <i>(Date)</i>	complete <i>(Date)</i>	Likelihood	Severity	Risk Rating
<ul style="list-style-type: none"> <li>Vehicle occupants should have means of communicating with manager/ supervisor and summoning assistance in an emergency ie charged mobile phone ( ensure network coverage)</li> <li>Managers should know vehicle details including vehicle registration number of vehicles tasked to make essential journeys in severe weather.</li> </ul> <p><b>Managers <u>must</u> modify this model risk assessment to be journey/task/person specific.</b></p>												
Assessors Signature: John Nilan				Date: 07/11/12		Authorised By: J Nilan				Date: 07/11/12		

Issue No. 4 Revision No.	50 of 10	Date of Issue: 0711/12
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## APPENDIX 5: 4 x4 DRIVING IN SNOW AND ICE GUIDANCE

<b>Subject : Driving 4X4 Vehicles in Snow &amp; Ice</b>	
<b>Type of Alert : Information &amp; Action</b>	<b>Alert Number : 02V2</b>
<b>Date of Issue: 11/1/2010</b>	<b>Display Until :</b>

Firstly always ask yourself, 'Is this journey necessary?'

Unless circumstances demand it, if your journey or task can wait, then let it wait and do something else until conditions improve.

Whilst your vehicle may cope with the driving conditions, be vigilant and aware of other drivers whose vehicles may be less well equipped and the inherent risk that may bring.

Therefore when using a service vehicle staff are asked at all times to drive courteously and with due care.

In weather such as ice and snow four wheel drive vehicles are often seen as the answer to all the problems these conditions can create. Some of the conditions can be very demanding of both staff and vehicle. Nottinghamshire County Council vehicles are there to help the staff provide an effective service, Nottinghamshire County Council Staff and their vehicles need to be prepared.

Ensure prior to your journey, routine daily vehicle checks are completed, and driver visibility isn't compromised by snow & ice.

It is important to remember that when driving in a 4x4 in snow you have more traction than in two wheel drive but the same brakes. By all four wheels being driven it gives the advantage over two wheel drive by allowing the same power to be put through 4 wheels and not just 2 wheels.

This in effect asks less of the surface in terms of grip and so you are less likely to experience the vehicle spinning its wheels and going nowhere fast.

This advantage is fine but you have to remember that you have the same type of braking as a two wheel drive vehicle. The feeling of confidence that a 4x4's tractive performance gives in snow generates is that the method of stopping is just the same as being in your car.

That is four wheels on the ground, each one's rotation retarded by the brakes. Because 4X4's are heavier they have a corresponding increased amount of kinetic energy to stop.

Which means that they take longer to stop and can slide. You are therefore not invincible and just like driving a two wheel drive car, you can end up in a ditch.

So always be gentle with the accelerator and the brakes.

- ✓ Select the highest gear possible for the conditions.
- ✓ Engage the Centre Differential Lock and disengage as soon as non icy ground is reached.
- ✓ Use minimum acceleration when pulling away. Avoid violent movements on the steering wheel. Drive slowly and brake with great caution to avoid locking the wheels.

Snow and ice can affect road conditions in a variety of ways. You have to remember what lies beneath the surface of snow/ice, which will extend or reduce the limits of traction of your vehicle.

### **Be careful and be prepared**

1. **Are you the first vehicle on the road?** If as often is the case you and your four wheel drive vehicle are the first vehicle on the road after the first snow on untreated roads, this is the best traction you will have in snow. The Off Road Bias tyre will cut through the soft snow either to the ground beneath or will make the first compressed snow 'rails' for you to travel on. These conditions are as grippy as they will ever be. Conditions will become worse from now on.
2. **Are you the second vehicle on the snow or later?** When others have been on the roads first, their compressed tracks will make the going slippery, if you drive out of these tracks you will achieve more traction but no improvement in braking. On long descents or tight bends stay in low gear.
3. **Subsequent snowfalls.** Snowfall on top of previous compressed tracks which may in places have slicked over into streaks of pure ice is a situation where a heavy four wheel drive needs to be driven very delicately allowing the four wheel drive to obtain traction. Braking will be fractionally better than a car by reason of your tyre selection but only if it is done gently.
4. **Snowdrifts.** The combination of a four wheel drive's big wheels, locked centre differential and appropriate tyres driven on all four wheels allow drifts to be driven through or they can be an ingredient for the vehicle to become stuck as the vehicle bottoms out on compressed snow. This can result in the vehicle having to be dug out. Do not be too ambitious with what you attempt to barge through. Also what is the drift hiding that you may hit? Anything above hub depth is starting to become marginal for sustained travel. Individual small drifts deeper than this can often be successfully tackled. Use Low box, probably 2<sup>nd</sup> or 3<sup>rd</sup> with diff lock engaged to allow the driver to make progress.
5. **Snow off Road.**  
Unless specifically trained to drive off-road, NCC drivers are not expected to take vehicles off-road  
As there is not a smooth potentially slippery surface beneath it, snow off road is easier to cope with than snow on tarmac carriageways. A moment's thought, however, highlights the dangers of minor drifting of the snow covering potentially destructive obstacles such as ditches, small rock outcrops or gullies. Firstly do you really need to be driving over this terrain? Can you walk? If you need to drive then check for hidden obstructions by checking on foot first and prod with a stick in doubtful areas. It could save a long walk out or a long wait for recovery

# APPENDIX 6 Guidance for head teachers and nominated property officers.

## GUIDANCE FOR HEAD TEACHERS AND NOMINATED PROPERTY OFFICERS ABOUT MANAGING BUILDING ACCESS ROUTES DURING PERIODS OF SNOW AND ICE

### 1. INTRODUCTION

Health and safety legislation requires employers to ensure, so far as is reasonably practicable, safe access to, and exit from, premises used as a workplace. This guidance is issued to assist you in the task of maintaining safety during bad weather, particularly ice and snow.

### 2. RESPONSIBILITIES AND ARRANGEMENTS

During adverse weather conditions, the overall responsibility for making arrangements for the clearance of snow and ice and the spreading of salt/grit rests with the Head Teacher or Nominated Property Officer. This responsible person should determine how on site resources are best used particularly the priority areas for snow and ice clearance and the application of salt/grit. A plan for dealing with severe weather should be drawn up in good time for each site.

Implementation of the plan will normally be the responsibility of site-based employees but they may want to refer to the responsible person for advice in particular circumstances. Details should be drawn to the attention of all employees working on the premises so they are aware of the safest ways of entering and leaving the premises. Reasonable steps must be taken to inform service users and the public of the arrangements.

Adults, including carers of people in their charge, are expected, legally, to behave as reasonable people. They need to take responsibility for the choices they make during severe weather, although NCC is expected to provide information to inform those choices. Ultimate responsibility for employee's health and safety rests with NCC.

### 3. FACTORS TO BE TAKEN INTO ACCOUNT IN DRAWING UP THE ARRANGEMENTS

Factors that should be considered when making decisions about what counts as reasonable steps are:

- The number and nature of people accessing the building
- The availability of employees able to implement the severe weather plan
- The scale of any clearance operations

Where there is early warning of snow or icy conditions, the Responsible Person should consider arranging for priority areas to be salted and gritted in advance. Clearly the priority will be for maintaining the main pedestrian access route to the building. The responsible person will need to use their discretion in determining other priority areas that people may need to use. Signage and other information should be used to inform people about which access routes to use. Snow and ice clearing duties should as far as possible be counted as part of normal working hours of caretaking staff, and as such, other non-essential duties may have to be left. If this causes particular difficulties, contact your caretaking Area Manager.

As a general rule, NCC is not expected to fully treat or clear its car parks. However, pedestrian routes to and from the car parks must be considered and also whether it is reasonable to clear car park spaces for disabled drivers or specialist transport.

All staff should be reminded of the need to wear appropriate footwear when coming to work in severe weather conditions as it will seldom be possible to clear all snow and ice from a site. In particular, walking from a parked car to the nearest access path may be more hazardous. Pupils, service users and visitors should be made aware of the arrangements so far as it is reasonable to do so.

Whatever action is taken, care must be taken not to make ground conditions more hazardous than if no action was taken. Ultimately, decisions about what is reasonably safe is a matter of judgement on the day and this may need to be revised as the weather changes.

SEE ALSO:

NCC Winter Weather Plan, Section 3 “Weather Forecasting Capabilities”

NCC Winter Weather Plan, Section 5 “Schools”

NCC Winter Weather Plan, Appendix 2 “Priority Sites”

Service Business Continuity Plans

#### **4. SUPPLY AND STORAGE OF SALT AND GRIT**

In the interests of safety it is advised that salt/grit is the most effective and economical method of over- covering slippery conditions. The Responsible Person must make arrangements to ensure that a sufficient supply of salt and grit is available for use by designated employees at the start of the cold season. Supplies should be ordered well in advance of adverse weather conditions. An appropriate container will enable a reasonable amount of salt and grit to be kept on site ready for use. The container also overcomes the problem of finding a suitable storage space for this bulky and occasionally used commodity. When ordering salt and grit, give consideration to the ability of employees to handle the bags and apply the mixture.

#### **IMPORTANT**

In the past, there has been at least one instance of pupils in a first school picking some crystalline salt granules off the playground and tasting them, thinking they were snow or ice particles. Heads Teachers and NPOs of buildings with young children are therefore advised to purchase salt/grit mixture rather than pure crystalline salt for treating icy surfaces. Children should be warned accordingly.

#### **5. SAFETY OF EMPLOYEES NOMINATED TO SPREAD SALT/GRIT AND CLEAR SNOW AND ICE**

Nominated employees will be at risk of injury from slipping over and from the task of handling grit/salt and clearing quantities of snow and ice. Suitable clothing and footwear will be needed when working outside. The personal capabilities of the individual must be considered and sufficient time allowed for the task taking account of welfare breaks. A balance needs to be struck, especially at small, low occupancy sites, between the risk to the individual carrying out route maintenance and the risk to small numbers of people accessing the building.

#### **6. MONITORING THE EFFECTIVENESS OF THE PLAN**

Arrangements should be made for access routes to be inspected regularly following the salting and gritting to monitor its effectiveness. It is recommended that this is done before the end of each session or working day. Additional information including signage about safe routes may be necessary. Check forecasts and weather warnings again and review the plan if necessary.

If there are any incidents related to the weather conditions or the task of maintaining the routes these must be recorded on Wellworker. Include observations about the ground conditions, measures taken to reduce risk and information about the individual(s) involved, including what they were doing and their footwear at the time of the incident.

#### **7. CHECKLIST FOR HEADS TEACHERS AND NPOS**

- Develop a written plan to ensure that clearance of ice and snow and salting and gritting are as effective as possible (See below)
- Receive forecasts about severe weather

- Acquire an adequate supply of salt/grit available, suitably stored with appropriate tools for the moving & distributing the salt/grit.
- Site-based employees have appropriate warm and protective clothing and footwear for the job
- Communication arrangements exist to ensure that employees, pupils and visitors are made aware of the arrangements for safe access to and exit from the buildings?
- There is a suitable and sufficient risk assessment for snow and ice clearing activities.

**CONTACTS**

The Health and Safety Team at 01623 434032/3

## PLAN FOR MANAGING ACCESS ROUTES DURING PERIODS OF SNOW AND ICE

Property name:

Head Teacher / NPO:

Date:

Review Dates:

### **Weather Warnings**

NCC Emergency Planning Team

BBC Radio Nottingham / Local Radio

Met office: [http://www.metoffice.gov.uk/weather/uk/em/em\\_forecast\\_warnings.html](http://www.metoffice.gov.uk/weather/uk/em/em_forecast_warnings.html)

Communication with employees, service users and public (Describe how warnings and advice will be distributed to relevant people)

Details of the routes and areas that will be, where reasonable to do so, gritted and cleared of snow & ice. (Describe routes or provide an annotated area plan)

Location of grit/salt supply and equipment

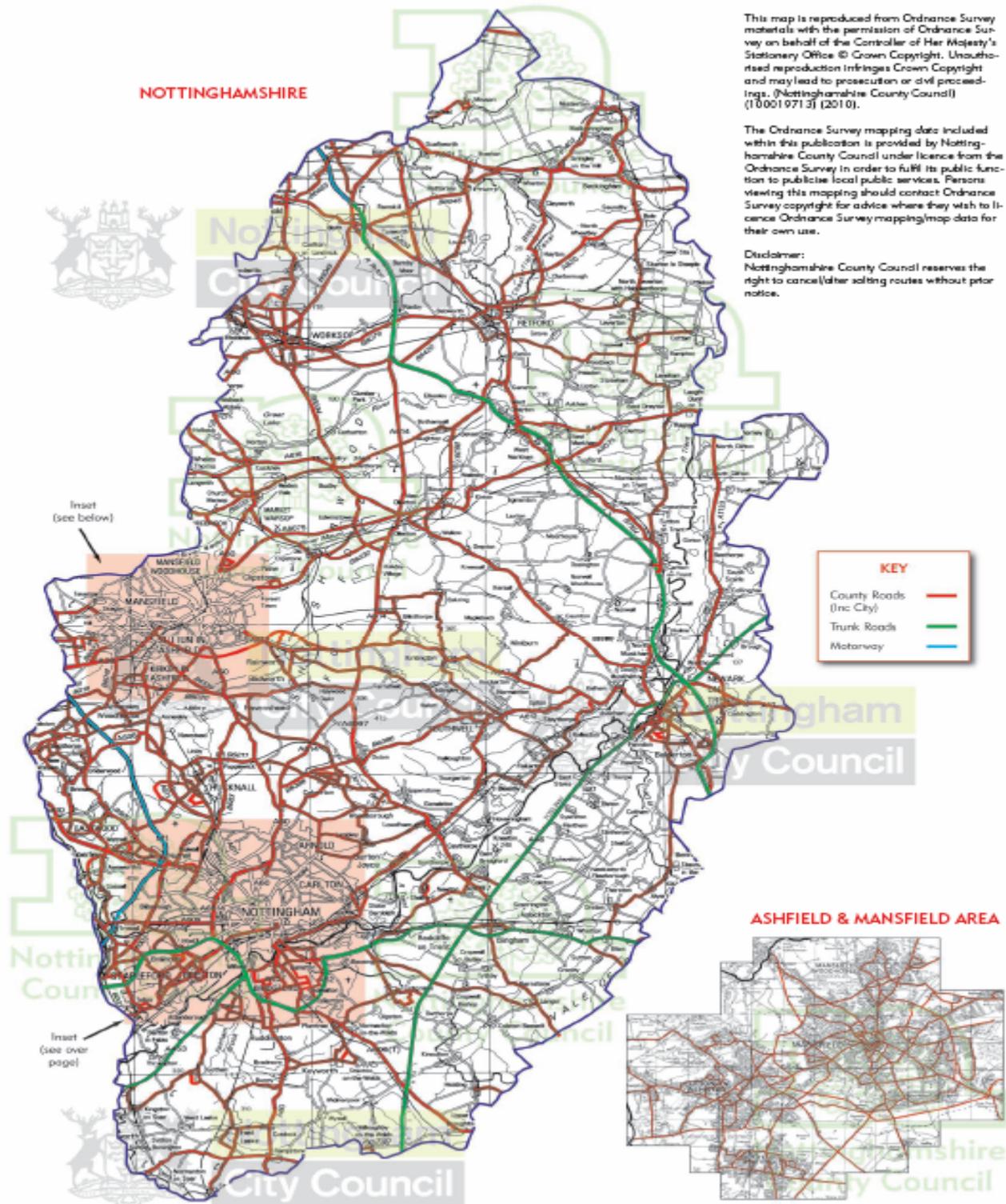
# APPENDIX 7: NCC OWNED 4X4 VEHICLES



	Service area	Location	Vehicle	Seating capacity	Open or closed back	Drivers	Availability	Reg and MOT
1	Country Parks	Sherwood Forest National Nature reserve <b>Ollerton</b>  (2 miles from Bassetlaw ASCH locality office ollerton)	Landrover 110 Defender	5	Open	No	7 days a week	FJ04PHF MOT due 3rd March
2	Country Parks	Bestwood Country Park <b>Nottingham</b>	Landrover defender	5	Closed	Yes	7 days a week	FN52 XUX mot 30 Jan
3	Outdoor adventure	Mill adventure base <b>Sutton in Ashfield</b>	Ford ranger	5	Closed Truckman top	4	7 days a week possibly OOH	FJ07 0RV / March MOT
4	Outdoor adventure replacement vehicle sept 2011	Mill adventure base <b>Sutton in Ashfield</b>	Ford ranger pick up	2	Open back	See above	7 days a week possibly OOH	
5	Highways training	Highways training centre <b>Newark</b>	Long wheeled base Landrover	5		no	7 days a week if accessed mon to fri	

Service area	Location	Vehicle	Seating capacity	Open or closed back	Drivers	Availability	Reg and MOT	Service area
6	Country Parks	Rufford Country Park <b>Ollerton</b>	Toyota hilux	2	Closed	No	7 days a week	FH55 XPL 20 Feb
7	Country Parks	Bestwood Country Park <b>Nottingham</b>	Vauxhall Brava	5	Closed	possibly	7 days a week	P574 ERR (mot:7/2/11)
8	Community Rangers hosted by Forestry commission	Sherwood pines <b>Edwinstowe.</b> FC 1	Vauxhall brava	5	closed	no	7 days a week	X474ERA
9	Community Rangers hosted by Forestry commission	<b>Rainworth</b> FC 2	Ford ranger	5	closed	no	7 days a week	FE03YXL
10	Green estates	Rufford country Park <b>Ollerton</b>	1 shogun 4x4 <b>Automatic</b>	2	closed	No	7 days a week	FN05CVE
11	ASCH	Bishops court <b>Ollerton</b>	Landrover frelander	5	Closed Back	Yes	7 days a week	FM57CZE

# APPENDIX 8: SALTING ROUTES



An interactive electronic version of the NCC gritting routes can be found at <http://www3.nottinghamshire.gov.uk/travelling/roads/winter-roads>

# APPENDIX 9: LOGISTICS CELL TERMS OF REFERENCE

## Terms of reference

### Purpose

To act as a multi agency coordination group, coordinating the acquisition, distribution and replenishment of resources essential for the response and recovery to an emergency.

### Role

To prioritise resources in line with the strategy set by the SCG/TCG

To identify resources required

To identify stockpiled resources

To identify owners of resources and agree the responsibilities of owners of items( this may be done on a case by case basis)

To collate available resources..(this could be done virtually)

To identify any gaps in the resources required

To identify alternative sources of procurement of items, (if not owned by partners) to fill any resource gaps identified

To recommend for distribution of resources on a priority basis

To arrange suitable transport if required for distribution of resources

Where a cost is involved, agree the funding.\*

Chair of the group to report back to the SCG/TCG

### Membership

The chair and secretariat will be determined by the SCG/TCG at the time of the incident

The logistics cell should be open to category 1 and category 2 responders and to others who have a role in procuring and distributing supplies essential to the incident.

### Member organisations could include

Nottinghamshire Police

Nottinghamshire Fire

Nottinghamshire County Council

Nottingham City Council

EMAS

Health

Environment agency

St John Ambulance

British Red Cross

Salvation Army

The cell should have access to procurement/transport specialist staff members, including military Joint Regional Liaison Officers

Staff representatives at the logistics cell should have

- Knowledge of resources their organisations own and have a capacity to procure.
- Knowledge of resources their organisation require from the cell.

The cell will normally be based at the MCC at either Highfields or the Arrow centre

The cell may also meet virtually be using telephone/video conferencing

\*The owner of a resource is not necessarily responsible for providing the funding. Eg 4x4 vehicle is maintained and owned by a voluntary agency but the cost of using the vehicle may be passed onto the agency using the vehicle

# APPENDIX 10: TEMPLATE MEMBERS BRIEFING



## Severe Weather Members' briefing No. X Date

### 1. Weather summary

*Insert text*

### 2. Nottinghamshire County Council response

*Insert text*

Our Winter Weather plan is available on the intranet:

<http://intranet.nottscc.gov.uk/index/departments/communities/coms-yourdivision/coms-safety/communities-emergencymanagement/emergency-plans/>

### 3. Gritting update

The County's A and B roads, main bus routes and snow routes were gritted overnight – 905 miles in total – one third of the county's entire road network.

*Insert text*

An interactive map showing gritting routes in Nottinghamshire is available on the NCC internet.

<http://www.nottinghamshire.gov.uk/travelling/roads/road-design-and-maintenance/winter-roads>

### 4. Summary of how County Council services have been affected

*Latest information on disruption to services is available on the homepage of the County Council's website at [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)*

Customer Service Centre:

Meals at Home service:

Day centres and services:

Children's Centres:

Youth Centres:

Country Parks:

Libraries:

Register Offices:

Any other services

## **5. School closures**

*Insert text*

Schools are responsible for deciding if they need to close due to the weather conditions. The decision is taken by the headteacher and depends on local weather conditions, staff availability and access to the school grounds.

## **6. Proactive action being taken to maintain services**

*Insert text*

## **7. Communicating with the public and employees**

*Insert text*

Proactive media work before the start of the severe weather has helped to raise awareness of what the Council does, how people can help themselves and where to find out further information.

Information from the disruption@ email address is being used to update the Council's website, employee intranet, Twitter and Facebook accounts and shared with the media through press releases and phone calls.

Employees have been reminded of what to do in severe weather through items in Team Talk and the intranet.

## **8. Local Resilience Forum LRF response (if applicable)**

*Insert text*

### **Further information for Elected Members**

- Visit the County Council's website for the latest updates about how the weather has affected our services
- [www.nottinghamshire.gov.uk](http://www.nottinghamshire.gov.uk)
- Call the Members' emergency information line on 0115 xxxxxxx - please note information will not be updated over the weekend.
- For general queries, please contact the Emergency Planning Team on 0115 xxxxxxx.
- In an emergency, or out of office hours, please call the duty officer on 0115 xxxxxxx.

