

Extreme Weather Procedures (January 2018)

Introduction

The information contained in this document is intended to ensure that when extreme weather is forecast, the University prepares and deploys resources in an organised and effective manner.

Responsibility

The University Grounds Manager has responsibility for monitoring weather forecasts and ensuring that resources at their disposal are deployed effectively in the event of extreme weather.

The Grounds Manager will consult with the Management team in Estates & Facilities to ensure appropriate response across the University Estate and additional resources will be co-opted as required in the event of extreme weather.

In the event of an extreme weather forecast, the Extreme Weather Management Team will convene to ensure sufficient and appropriate resources are deployed to effectively manage the situation. This team will be responsible for evaluating the situation and responding appropriately, recognising that the duration of such an event can persist over a significant timeframe. The Team will agree an action plan and delegate operational responsibility for response actions at individual University sites.

Extreme Weather Management Team

Director of Estates & Facilities
Assistant Director – Security & Operations
Assistant Director – Estates
Assistant Director – Hospitality
Head of Safety

Note;

In the event of unexpected extreme weather which occurs outside normal office hours, security will contact the duty on call number in the first instance (01905 54(2502))

Extreme Weather Categories

Category 1	Heavy snow, complete coverage of all surfaces, freezing conditions Flooding of University buildings likely or access restricted by floodwater Wind damage to University buildings likely, dangerous conditions for pedestrians.
Category 2	Heavy frost / light snow Flood warnings locally High winds with damage to buildings possible

Equipment

The Grounds manager has responsibility for maintaining stores of appropriate equipment which consist of;

Salt / Grit stocks, minimum of 4 pallets

Sandbags

Snow Shovels x 20

Walk behind gritters x 2

Tractor mounted gritter x 1

Tractor mounted snow plough x 1

Honda snow blower x 1

Supply of PPE overalls / wellies / gloves

Signage for agreed locations to direct pedestrians and advise of car park closures

The University employs a contractor to grit main campus roads when temperatures of three degrees or less are forecast.

Staff groups who will be co-opted to assist

Grounds Team

Campus Services Team

Car Parking Staff

Maintenance Team

Sports supervisor staff – Arena and Lakeside

Facilities Office Team

Actions in the event of extreme SNOW / ICE weather

- Confirm salt spreading contractor will attend
- Ensure supplies of salt / grit are well distributed across sites
- Deploy signage & agree which car parks will close
- Additional staff will be co-opted to assist as required
- All paths will be cleared to a minimum 70cm to ensure wheelchair access around site.
- Teams will be assigned to each University site with a designated 'team leader'
- Security / Campus services will be prepared to assist with the movement of disabled persons across site.
- Additional signage will be deployed to ensure cleared routes are utilised and are well used
- Car park closures will be considered to enable the team to focus clearance in a limited and manageable number of locations
- Actions and instructions for site users will be confirmed in an all user email.
- Ensure effective oversight and be reactive to changing situations / priorities
- Consider additional working hours to assist with clearance – weekends / early starts / late finish.
- Consider closure of footpath adjacent to Arena due to risk of snow / ice falls from roof.

St John's Campus

Please see appendix 1 for campus maps showing priority clearance areas in the event of snow.

City Campus/ Jenny Lind

Path to Main reception and steps.

Halls of Residence

Although not practical to clear every pathway, a safe route from all onsite accommodation will be cleared to Infirmary Walk

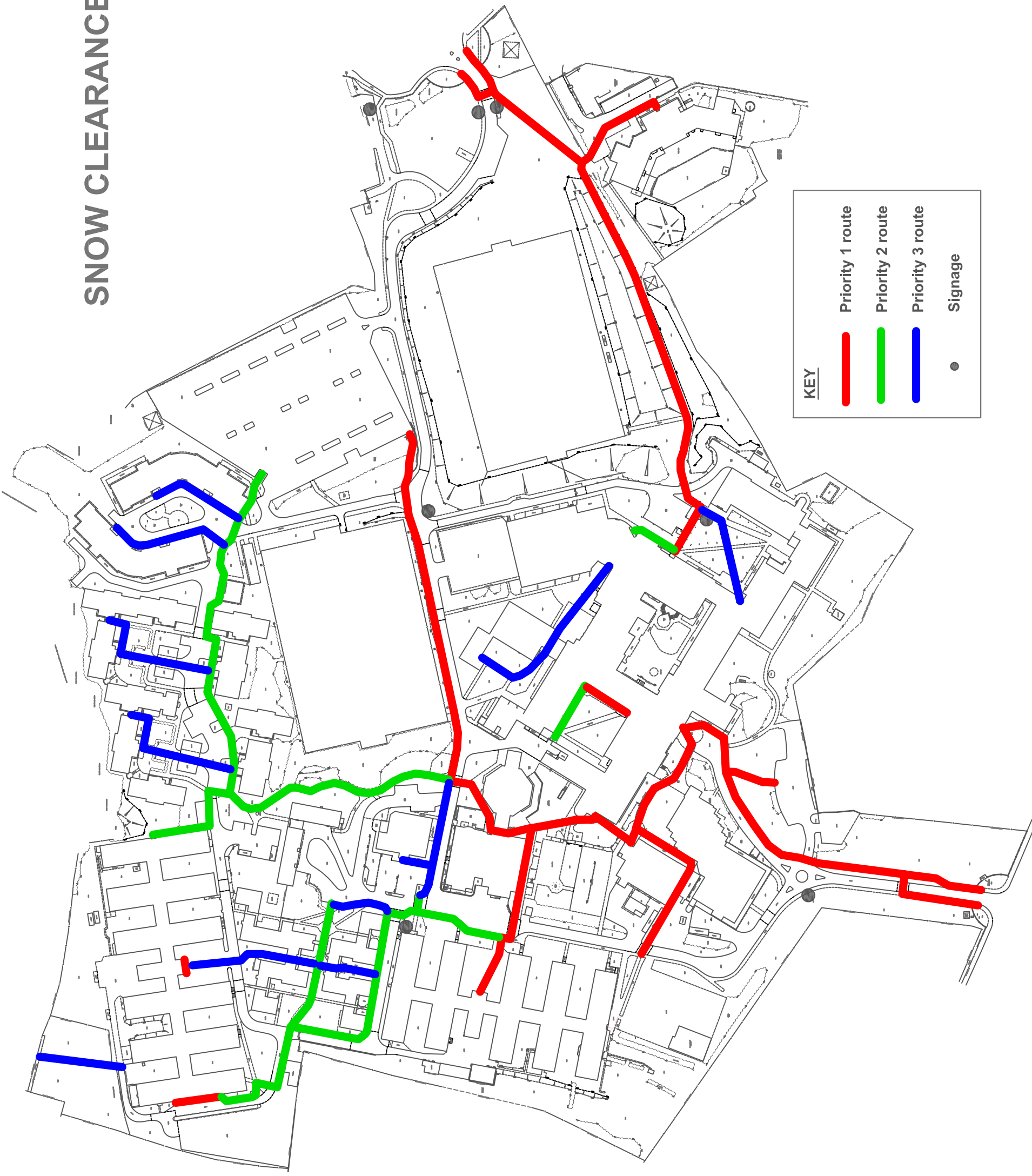
Route to Hive

Arena and Riverside buildings

All entrances, emergency exits gritted, and the main road junction.

In cases of severe weather, a snow and ice removal kit is stored in ETB for Arena/Sports staff to use.

SNOW CLEARANCE ROUTES



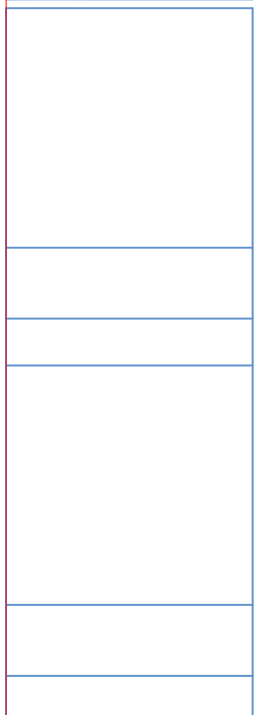
KEY

- Priority 1 route
- Priority 2 route
- Priority 3 route
- Signage

ORIGINAL SHEET SIZE A3

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Ref	Date	Revision



architect
 Facilities Department
 University of Worcester

job title
 SNOW CLEARANCE

location
 St Johns Campus
 Henwick Grove, Worcester

dwg.title
 PRIORITY ROUTES

drawn	scale	N.T.S.
AL		
checked	date	
AL	01'18	
site/building	floor	dwg ref
		rev