



**HEALTH & SAFETY ASSURANCE COMMITTEE  
PWYLLGOR ANSAWDD IECHYD A DIOGELWCH**

<b>DYDDIAD Y CYFARFOD: DATE OF MEETING:</b>	06 March 2023
<b>TEITL YR ADRODDIAD: TITLE OF REPORT:</b>	Severe Weather Gritting Policy 442 – For Approval
<b>CYFARWYDDWR ARWEINIOL: LEAD DIRECTOR:</b>	Andrew Carruthers, Executive Director of Operations
<b>SWYDDOG ADRODD: REPORTING OFFICER:</b>	Simon Chiffi, Head of Operations

**Pwrpas yr Adroddiad (dewiswch fel yn addas)**

**Purpose of the Report (select as appropriate)**

Ar Gyfer Penderfyniad/For Decision

**ADRODDIAD SCAA**

**SBAR REPORT**

Sefyllfa / Situation

The Health and Safety Committee is asked to approve the Severe Weather Gritting Policy 442 (Appendix 1). This report provides the required assurance that Policy 190 – Written Control Documentation has been adhered to in the review of the above mentioned written control document and therefore the document is in line with legislation/regulations, available evidence base and can be implemented within the Hywel Dda University Health Board (HDdUHB).

Cefndir / Background

1. Brief summary of the WCD:

This policy clearly sets out instructions and expectations for the management of gritting arrangements during severe weather conditions.

2. Scope of the WCD:

This policy applies to all staff at all premises owned or occupied by the Health Board

3. Reason(s) for reviewing the Policy:

This policy required updating as it had reached its three yearly review period, this has also provided an opportunity to ensure that the policy follows the new policy template and that any changes to the guidance and any supporting technical specifications are also reflected in the new document.

4. Aim(s) of the Policy:

The purpose of this policy is to provide safe and efficient systems to ensure that all reasonable steps have been taken by the HDdUHB to minimise the risk of slips and falls to all those who attend the HDdUHB's premises during time of exceptionally inclement weather.

A full review of Policy 442 has been undertaken, ensuring the document is in line with Welsh Government strategy and current legal and other requirements.

#### 4.1 Minor changes

Section 6.0 - removal of audio speaker systems and TXT alert – no longer in use by the HDdUHB.

Section 10.5 & 10.7 – Updated Job Titles.

### Assurance

#### 1. Equality Impact Assessment (EQUIA): (Appendix 2)

A EqIA was sent to the Equality Diversity and Inclusion team, it was requested that all male and female pronouns be eliminated and replaced with gender neutral pronouns. The current Policy has only received minor changes, as noted above and the previous EqiA form updated with the current names, dates, and job titles etc.

#### 2. Privacy Impact Assessment: – Not Applicable for this document.

#### 3. Evidence base:

There were no additional or specific reference sources used in the compilation of this revised Severe Weather Gritting Policy: This is based on the information and experience of the operational management teams at each acute site.

#### 4. Compliance with Legislation/Regulations:

Full adherence with the content of this policy will demonstrate that as far as reasonably practicable the Health Board has complied with the necessary guidance documents for health care purposes

##### 4.1. Interested Parties:

The Health and Safety Committee to which this document is tabled is the owning committee for its approval. To support this approval, this policy has also been officially circulated to the members of the Operational Compliance & Site Operations Group for prior consultation.

#### 5. Consultation:

The owning group for the revision of the Policy, the Operational Compliance and Site Operations Group, have officially signed off the revised policy on the 3 February 2023. There have been only minor amendments made to the policy as noted.

#### 6. Implementation:

The Policy will be made available to all staff within the Health Board via the intranet policy page.

#### 7. Monitoring:

It is essential that continued monitoring is carried out to establish the effectiveness of this policy. The outcome of this monitoring will determine what measures are required in order to improve specific aspects of non-compliance or lack of adherence to the policy. Principally this will be the responsibility of the Operational Compliance & Site Operations Group. This will then be further escalated to the Health and Safety Committee when requested

**Argymhelliad / Recommendation**

For the Health and Safety Committee to approve the revised Severe Weather Gritting Policy for the Health Board for a further three years.

**Amcanion: (rhaid cwblhau)**

**Objectives: (must be completed)**

Committee ToR Reference: Cyfeirnod Cylch Gorchwyl y Pwyllgor:	Not Applicable
Cyfeirnod Cofrestr Risg Datix a Sgôr Cyfredol: Datix Risk Register Reference and Score:	Risks have been scored and identified on the Datix system
Safon(au) Gofal ac Iechyd: Health and Care Standard(s):	2.1 Managing Risk and Promoting Health and Safety
Nodau Gwella Ansawdd: Quality Improvement Goal(s):	Protect Patients From Avoidable Harm From care
Amcanion Strategol y BIP: UHB Strategic Objectives:	All Strategic Objectives are applicable
Amcanion Llesiant BIP: UHB Well-being Objectives: <a href="#">Hyperlink to HDdUHB Well-being Objectives Annual Report 2018-2019</a>	10. Not Applicable

**Gwybodaeth Ychwanegol:**

**Further Information:**

Ar sail tystiolaeth: Evidence Base:	The content of this policy is developed utilising expert advice, with reference to legislation and guidance documentation.
Rhestr Termiau: Glossary of Terms:	Not Applicable
Partïon / Pwyllgorau â ymgynhorwyd ymlaen llaw y Pwyllgor Ansawdd Iechyd a Diogelwch:	Operational Compliance & Site Operations Group

Parties / Committees consulted prior to Health and Safety Assurance Committee:	
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<b>Effaith: (rhaid cwblhau) Impact: (must be completed)</b>	
<b>Ariannol / Gwerth am Arian: Financial / Service:</b>	There are direct financial consequences associated with the content of this policy; this is in the form, ongoing training, equipment, materials and signage.
<b>Ansawdd / Gofal Claf: Quality / Patient Care:</b>	There are direct patient care consequences associated with this policy across the HDdUHB.
<b>Gweithlu: Workforce:</b>	There are direct legal responsibilities for staff (workforce) associated with this policy. Particularly staff who have been appointed by the HB to ensure effective maintenance/ gritting arrangements are in place. Furthermore all staff have a duty of care to ensure their own safety and the safety of others.
<b>Risg: Risk:</b>	There are a variety of related risks associated with this policy, which are individually referenced in the Datix system, complete with the necessary mitigation plans and further actions to be implemented.
<b>Cyfreithiol: Legal:</b>	The HDdUHB has specific legal responsibilities as defined by this policy.
<b>Enw Da: Reputational:</b>	There are potentially significant reputational and damaging consequences (claims) on the HDdUHB particularly where there is clear evidence of failings as a result of non-compliance with this policy.
<b>Gyfrinachedd: Privacy:</b>	Not Applicable
<b>Cydraddoldeb: Equality:</b>	The equality impact assessment for this policy has been included for information.

# Severe Weather Gritting Policy

## Policy information

Policy number: 442

Classification:  
Corporate

Supersedes:  
Version 2

Version number:  
Version 3

Date of Equality Impact Assessment:  
09/02/2023

## Approval information

Approved by: Health and Safety Committee

Date of approval:  
*Enter approval date*

Date made active:  
*Enter date made active (completion by policy team)*

Review date:  
*Enter review date (normally three years from approval date)*

Summary of document:

The aim of this policy is to outline the necessary arrangements for the management of gritting during inclement weather conditions.

Scope:

This policy applies to all premises owned or leased by the HDUHB for the purpose of its intended business.

To be read in conjunction with:

N/A

Owning group:

Compliance and Operations Group

03/02/2023

Executive Director job title:

Andrew Carruthers – Executive Director of Operations

Reviews and updates:

Version 1 – New Policy – 25/06/2016

Version 2 – Revision – 17/07/2019

Version 3 – Revision – 03/02/2023

Keywords

Ice, Inclement Weather, Snow, Gritting

Glossary of terms

N/A

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## Introduction

The Hywel Dda University Health Board (H DUHB), hereinafter referred to as H DUHB, accepts that Under section 2 of the Occupiers Liability Act 1957, it has a duty of care to ensure that any visitors to its premises will be safe and will not come to any associated harm, whilst using the premises for the purposes for which they are invited or permitted by the H DUHB to be there. The H DUHB has a duty of care under the Occupiers Liability Act 1984 to trespassers.

This duty of care does not impose an obligation on the H DUHB in respect of any risks, which are willingly accepted by visitors to the premises.

In determining whether the H DUHB will have complied with section 2 of the Act in any claims subsequently brought by claimants who have slipped on ice on the H DUHB's premises. A court would consider whether any suitable and sufficient measures have been put in place by the H DUHB to address any risks presented by the presence of ice, snow, frost etc.

The court would have to consider the effectiveness of such measures, to ensure that the visitor is reasonably safe.

The H DUHB will be in a position to establish that it has complied with the Act if it can show that a system of gritting was in place for all designated routes where visitors would reasonably be expected to travel and that gritting was carried out promptly after the risk of slipping on the ice had been established.

The H DUHB also has a duty of care to its employees under Regulation 12 of the Workplace (Health Safety and Welfare) Regulations 1992. In order to comply with the Regulations the H DUHB would have to show that it had made arrangements to minimise risk to employees from snow and ice.

The H DUHB also recognises that it is impossible to implement a gritting policy and subsequent site procedures, which will mitigate all known risks associated with icy and potentially dangerous slippery surfaces at its premises. However, the H DUHB fully appreciates its legal responsibilities and will implement sufficient and adequate arrangements to minimise the risks as far as reasonably practicable.

## Policy statement

The purpose of this policy is to provide safe and effective systems to ensure that the H DUHB takes all reasonable steps to minimise the risk of slips and falls to all those who attend the H DUHB's premises during times of exceptionally inclement weather.

## Scope

This policy applies to all premises owned or leased by the H DUHB for the purpose of its intended business.

## Aim

The aim of this policy is to clearly set out the H DUHB's adopted procedures for the implementation of site gritting services during periods of exceptionally inclement weather on H DUHB's premises.

The policy will ensure compliance with all relevant legislation and aims to implement a standardised approach on how gritting services are undertaken and deployed at each of the H DUHB's sites across



the organisation. It is therefore essential that this policy is read in conjunction with the individual site specific procedures, which describe the methods of site gritting.

The Policy will not only ensure the organisation complies with the law as far as reasonably practicable, it also fosters confidence amongst both public and staff that the organisation takes its responsibilities seriously regarding the safety and welfare of all who uses its premises during times of exceptionally inclement weather when risks are potentially more severe.

## Objectives

This Policy will provide guidance to those responsible for the management of gritting services for the HDUHB during inclement weather conditions and will ensure that adequate liaison is established between key members of staff and the persons with overall responsibility for its implementation and review.

Ensure that the adopted arrangements and systems are effective and continue to remain effective at all times to minimise risk.

## The HDUHB Estate

The HDUHB has a vast estate of buildings and land that enable the HDUHB to undertake its business operation. This diverse property portfolio ultimately means that there is an array of surrounding roads, pathways, pavements and car parks which during severe weather conditions can become compromised and dangerous for pedestrians and vehicles to use.

The HDUHB also acknowledge that it has a duty of care not only during inclement weather conditions, but that of normal conditions and therefore must ensure that their grounds and access routes to and from buildings, pathways and car parks are well lit, safe and appropriate for their intended use.

The HDUHB appreciates that due to the nature of their business, access to their facilities will be required continually by staff, visitors and the general public alike. Access times will inevitably vary and due to this sporadic frequency, it is therefore imperative that mechanisms are put in place by the HDUHB to warn individuals of adverse weather conditions before they access our premises.

This will be achieved by positioning illuminated warning signage at each of the main highway entrances to the primary sites. These signs will automatically illuminate (when activated by movement either by vehicles or by passing pedestrians) an LED “visual warning image” when local temperatures reach below 3°C, where there could be a potential risk.

The definition of a primary site is where there is likely to be a considerable number of pedestrian footfall. A site list is provided in [Appendix 2](#) where these warning signs will be implemented and positioned along with their timescale of anticipated implementation subject to agreed funding.

The HDUHB acknowledges that warning pedestrians of potential hazards alone and giving them a choice to enter our premises is insufficient and therefore this alerting procedure will be in addition to the comprehensive site gritting procedures already in existence.

## Prioritised Gritting Plans

The HDUHB has reviewed each of its premises and for the acute sites in particular has prepared prioritised gritting plans to assess the level of risk at these premises. These have been produced to

measure the risk based upon the potential level of footfall to the various areas of the site. This is further described in table 1: below and highlighted on the gritting plans using the generic traffic light system. An example of a prioritised gritting plan is shown in [Appendix 1](#).

Table 1: Risk Prioritisation Table

<b>Risk Factor</b>	<b>Footfall Level</b>	<b>Risk Colour</b>
Low Risk	1 - 49	Green
Medium Risk	50-499	Amber
High Risk	500+	Red

During the site gritting process, the HDUHB will consider the above priority rating when deploying the various gritting support staff. The HDUHB has implemented a priority rating to determine where resources should be deployed to first and where greater levels of pedestrian activity are likely. The HDUHB acknowledges that it can take some time to fully grit an entire site and therefore at the larger sites it may be necessary to further subdivide the site up into areas of priority, as shown on the gritting plan in [Appendix 2](#). On the smaller sites, it may not be necessary to portion the sites up into corresponding areas.

## Notification Procedures

During the period between the 1<sup>st</sup> of November and the 30<sup>th</sup> April the HDUHB obtains regular (minimum weekly) electronic weather forecast reports from the Met Office, local authority, ambulance control office and possibly the police force.

Each maintenance department at the acute sites will receive this electronic alert and in the event of projected temperatures reach below 3°C, the appropriate personnel will be alerted immediately in order to implement the procedures for gritting the HDUHB's premises.

As described previously, priority will be given to the sites with the highest footfall, such as the acute hospital sites then to the Community Hospitals. At some sites, dependent upon resources, the deployment of gritting may be undertaken the night before any expected snow/ice is forecasted.

The HDUHB may also require the use of additional resources and it may be necessary to contact members of staff out of hours to support with gritting services, this will be managed locally at each acute site, and will be dependent upon the risk, time and severity.

The individual site procedures are held at the maintenance departments at each acute site and are regularly reviewed & updated by maintenance personnel.

## Salt Bins & Storage

The HDUHB must ensure that there are sufficient levels of salt and gritting supplies for its sites. The correct storage of this material should also be considered in order for it to remain as effective as possible. Stock levels will be reviewed by maintenance staff/building team leaders periodically and the

responsibility for ensuring adequate supplies are available rests with the site operations teams at each acute site.

Salt bins are also positioned around sites for use by any staff in certain circumstances where additional local gritting may be necessary. These bins should also be checked regularly so that they are sufficient and effective when required.

## **Responsibilities**

### **The Health Board (HDUHB)**

The HDUHB has the overall accountability for the activities of the organisation. The HDUHB must therefore ensure it has the appropriate mechanisms in place to meet the requirements of current legislation and the relevant guidance.

In addition, the HDUHB will ensure that the appropriate reporting arrangements are embedded within the organisation to allow effective communication, to highlight and communicate associated risks that require managing.

### **The Chief Executive Officer (CEO)**

The CEO has overall accountability for the Health and Safety for the organisation, is responsible for ensuring that current legislation is complied with and relevant guidance is implemented in all premises owned or occupied by the HDUHB.

The CEO is responsible for ensuring that adequate resources are in place to meet all of the statutory requirements and that appropriate policies and procedures are implemented. The following individuals listed below will have delegated responsibility to ensure this policy is adhered to.

### **The Board Level Director (BLD)**

The HDUHB must nominate a Board Level Director as Designated Person (DP) responsible to the CEO to take the lead role on all operational and estates governance issues under his/her control. The BLD will therefore act as DP and must conduct regular corporate meetings, which includes governance issues to update the Board accordingly.

### **The Director of Estates, Facilities and Capital Management (DEFCEM) & The Head of Estates Operations (HoEO)**

Are accountable officers responsible within the estates department for ensuring that adequate resources and expertise is available to formulate an estates operational maintenance structure to meet the needs of this policy. This structure will deliver an effective and robust maintenance strategy for the HDUHB, in order to meet its legal responsibilities for all statutory related issues in every respect. They must also ensure that all related issues are cascaded within the management hierarchy.

### **The Head of Estates Engineering (HoEE)**

The HoEE is responsible for overseeing and coordinating the day to day activities of the senior estates operational management team, ensuring that there is sufficient resources and expertise in supporting and maintaining the HDUHB to satisfy the contents of this gritting policy. The HoEE will also ensure that all related issues are cascaded within the management hierarchy. Gritting must also feature as an agenda item at operational managers meetings.

## **Estates Managers (EM)**

The EM's are responsible for the implementation of this policy. They must ensure that strategically resources are made available locally so that this policy and subsequent procedures remain effective for the sites which they have management responsibilities. Regular communications between all staff is essential.

This responsibility extends to the competency levels of the staff undertaking the gritting activities, the EM's and the SEO's will need to undertake a regular review of their training records so that designated staff have the sufficient knowledge, information and instruction to undertake the tasks safely and effectively.

## **Senior Estates Officers (SEO) & Estates Officers (EO)**

Will be responsible during severe weather conditions for continually reviewing the weather forecast and any incoming weather alerts, so that adequate time is available to implement the various site procedures.

They are also responsible during these periods for the day to day supervision, deployment, communications and arrangement of staff that are designated to undertake gritting activities. They must ensure that all necessary gritting equipment, tools, signage, machinery and PPE required for all associated gritting or snow clearing is in suitable condition and readily available for the intended purpose. The actual task of checking the equipment may be undertaken by the building team leader or competent person. The SEO/EO must also ensure that a suitable and sufficient risk assessment has been completed for the task and retained by them for future reference.

Liaison between EM/SEO/EO and Soft FM managers will also be required where additional staff resources (porters) may be needed to assist with gritting duties on site.

## **Operations Compliance Manager (OCM)**

The OCM is responsible for the preparation of this policy as well as the monitoring of its effectiveness. However, this will only be successful if the EM's etc. regularly communicate with the OCM. This will ensure that the OCM remains fully informed of effectiveness of the site procedures and their implementation, so that any failings can be promptly actioned and addressed.

This may on occasions require the formal bidding for capital moneys for additional equipment and machinery.

## **Staff Training, Equipment and Financial Considerations**

The HDUHB must ensure that there are adequately trained staff available at all times, in order to fulfil the aims and objectives of this policy, in addition to trained resources, the HDUHB will inevitably require the appropriate equipment, tools and materials to undertake the procedures correctly and swiftly. Consequently, these items will have a financial bearing on the HDUHB, however, the HDUHB must ensure that the funding for these items are never compromised. Training records shall be kept up to date for all staff and training a needs be established each year.

## **Monitoring and Evaluation**

Audits shall be conducted by the OCM and the SEO/EO's periodically to review the effectiveness of the policy and associated site procedures.

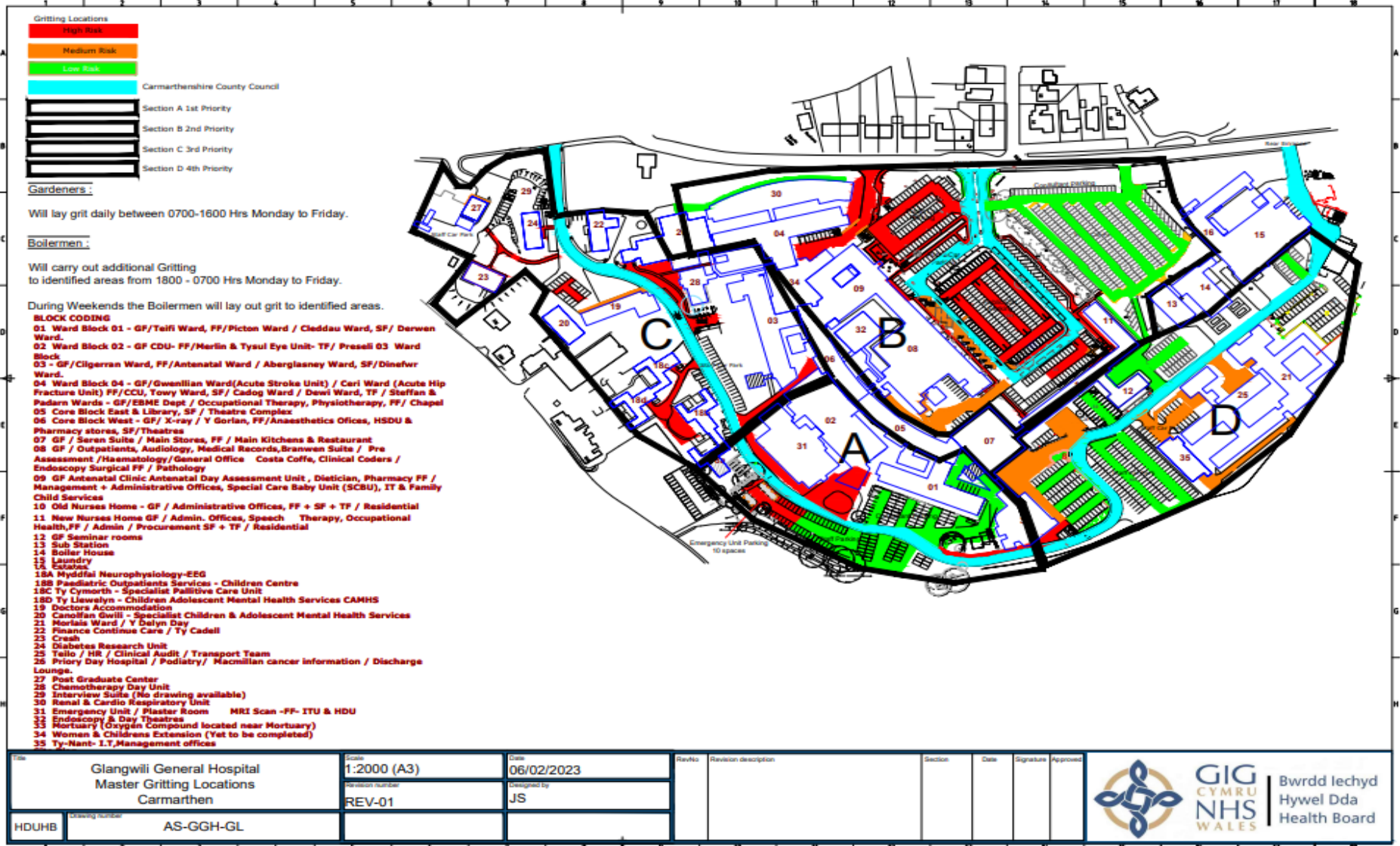
Performance along with other aspects of this policy shall be formally reported to the Senior Operational Managers Meetings.

### **Date of Review**

This policy will be reviewed biennially.

The DEFCM will periodically instigate audits to monitor and review compliance of this discipline and other Estates and Facilities policies within the HDUHB.

# Appendix 1 – Example of prioritised gritting plan: Glangwili General Hospital





## Appendix 2 – Sites and locations where illuminated signage is installed

<b>Site Name</b>	<b>Highway Location</b>	<b>Date</b>
Glangwili General Hospital	Main Site Entrance	February 2016
	A& E Entrance	February 2016
	Rear Site Entrance (Laundry)	February 2016
	Outside A&E dept.	February 2016
Prince Philip Hospital	Main Site Entrance	August 2016
Withybush General Hospital	Main Site Entrance	June 2017
	Side (Retail Park) entrance	June 2017
Hafan Derwen	Main Site Entrance	June 2017
Bronglais General Hospital	Subject to further RA for final decision	

## SUMMARY EQUALITY IMPACT ASSESSMENT – 442 - Severe Weather Gritting Policy

<b>Organisation:</b>	Hywel Dda University Health Board
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<b>Proposal Sponsored by:</b>	<b>Name:</b>	Paul Evans
	<b>Title:</b>	Operations Compliance Manager
	<b>Department:</b>	Estates Department

<b>Policy Title:</b>	Water Safety Policy
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<b>Brief Aims and Objectives of Policy:</b>	<p>The aim of this policy is to clearly set out the HB's adopted procedures for the implementation of site gritting services during periods of exceptionally inclement weather on HB's premises.</p> <p>The policy will ensure compliance with all relevant legislation and aims to implement a standardised approach on how gritting services are undertaken and deployed at each of the HB's sites across the organisation. It is therefore essential that this policy is read in conjunction with the individual site specific procedures, which describe the methods of site gritting.</p> <p>The Policy will not only ensure the organisation complies with the law as far as reasonably practicable, it also fosters confidence amongst both public and staff that the organisation takes its responsibilities seriously regarding the safety and welfare of all who uses its premises during times of exceptionally inclement weather when risks are potentially more severe.</p>
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<b>Was the decision reached to proceed to full Equality Impact Assessment?</b>		<b>No</b>
	If no, please give reasons - The policy has no direct relevance to duties under the Equality Act 2010, having a neutral impact on protected groups. A trawl of similar policies in other Health Boards in the UK indicated a similar outcome.	
<b>If no, are there any issues to be addressed?</b>	<b>Yes</b>	
	Copies of the policy in alternative formats can be made available on request. <b>Review January 2023</b> Policy wording amended to include Gender Inclusive Language	

<b>Is the Policy Lawful?</b>	<b>Yes</b>	The policy complies with Health and Safety legislation
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<b>Will the Policy be adopted?</b>	<b>Yes</b>	

<b>Are monitoring arrangements in place?</b>	<b>Yes</b>	
	Yes, the policy will be subject to regular reviews to assess its performance and implementation. Any complaints received in relation to equality, diversity and human rights received following implementation of the policy will be addressed on an individual basis and appropriate action taken.	

<b>Who is the Lead Officer?</b>	<b>Name:</b>	Andrew Carruthers
	<b>Title:</b>	Executive Director of Operations
	<b>Department:</b>	Operations
<b>Review Date of Policy:</b>	March 2026	

<b>Signature of all parties:</b>	<b>Name</b>	<b>Title</b>	<b>Signature</b>
		Paul Evans	Head of Estates Risk & Compliance, Estates & Facilities

	Robert O'Connell	Compliance Manager	08/02/2023
	Alan Winter	Senior Diversity & Inclusion Officer	6/2/2023