



# GREAT YARMOUTH BOROUGH COUNCIL

Approved v 2 EMT 31 October 2011  
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## Snow and Ice Policy

### 1. INTRODUCTION

The Great Yarmouth Borough Council has a statutory duty of care to members of the public and staff who must not be put at risk because of any failure by the Great Yarmouth Borough Council to take all reasonable precautions to ensure their safety.

Norfolk County Council, as the Highways Authority is responsible for maintaining the highways in the Great Yarmouth Borough Council. Norfolk County Council's priorities for gritting roads have been established on the basis of the route hierarchy and level of use:

- The main roads will be gritted before other routes.
- Cycle ways or pavements are not normally treated, although those alongside the carriageway do benefit from some treatment overspill from the road.
- Footways in the main shopping areas will receive treatment during long periods of frost and snow as available resources permit. In some areas salt bins are provided for the use of clearing pavements

For more information see their web site

[http://www.norfolk.gov.uk/Travel\\_and\\_transport/Roads/Road\\_maintenance/Winter\\_roads/Gritting/index.htm](http://www.norfolk.gov.uk/Travel_and_transport/Roads/Road_maintenance/Winter_roads/Gritting/index.htm)

The responsibility for the remainder of the footpaths, unadopted roads, parks, Council offices, Council buildings and Council Housing Sites is therefore Great Yarmouth Borough Council's.

Note. The government has also issued guidance to the public for clearing snow from pavements and other public places

[http://www.direct.gov.uk/en/N11/Newsroom/DG\\_191868](http://www.direct.gov.uk/en/N11/Newsroom/DG_191868)

## **2. POLICY**

Great Yarmouth Borough Council is in an area within close proximity to the sea and therefore is less prone to ice and snow than other more inland Councils, so it is reasonably practicable to adopt a reactive system than to unnecessarily treat areas and cause adverse effects on the environment and to the safety of the public.

## **3. AREAS TO BE ASSESSED/TREATED**

**3.1 Council Communal Housing sites**, where the main entrance to such properties is an external stairwell. During prolonged periods of frost and snowfalls an assessment of the condition of the stairwell needs to be undertaken by Caretaker's, in accordance with the Head of Community Housing Management's instructions, and treatment undertaken to enable residents to enter and exit safely.

**3.2 Council owned Town Centre Car parks, Market Place and areas servicing a large number of people.** Once the roads leading to the car parks and the town centre areas have been treated an assessment is required regarding whether to open and treat the car parks, either in part or fully and to close the untreated areas. The assessment of the action will include the predicated weather forecasts and the likelihood of a thaw and will be carried out by the appropriate Service Unit Manager (SUM), Parking or Property in liason with their Head of Services

**3.3 Council Office areas.** To enable staff to access the offices to undertake their duties the entrances to offices will be treated early in the morning in accordance with the risk assessment requirement and treatment undertaken in view of the situation at that time or following further weather changes during the day.

To enable the work to be carried out within the timescales available the following will ensure sufficient treatment is carried out:

- SUM, Construction - Town Hall complex including Greyfriars and the relevant car parking areas
- Relevant SUM – Responsible for any office housing their staff away from the main Town Hall complex, e.g. SUM, Economic Development for NOVUS Centre and SUM Community Housing Property Maintenance for Gorleston Housing Office.

**3.4 Crematorium.** Due to the significantly higher proportion of more vulnerable and infirm visitors to the Crematorium and Garden of Remembrance, Crematorium management will assess the situation and arrange for the treatment of the main vehicle and pedestrian routes within the Crematorium grounds, together with the main car park, as necessary throughout opening hours.

**3.5 Parks, Cemeteries and Recreation Grounds.** As with Norfolk County Council, it is not possible to clear and grit all paths and access routes within these locations and those that are done will be in priority order with highest priority being given to locations that are recognised as well used pedestrian through routes (e.g. St Georges Park, St Nicholas Churchyard). An assessment will be made by GYB Services as to the closing and locking of those locations where it is possible to do so, pending treatment or the likelihood of a thaw.

**3.6 In other areas,** SUMs to arrange with GYBS/NCC to provide grit bins in locations where problems are reported by persons using Council owned land to enable them to undertake the necessary treatment and to report when bins are becoming low for restocking.

#### **4. EMPLOYEES.**

Employees have a duty with regard to their own safety and they are expected to use a common sense, risk assessed approach when confronted by snow covered or icy surfaces while walking and driving at work.

Employees are expected to drive according to the conditions and to consider their own safety, and that of others, whilst driving to and from work in snowy and icy conditions.

***Note.** For advice concerning personnel issues relating to severe weather conditions refer to the Council's HR Policy. It is normal practice that the Managing Director, or in his absence, the Deputy Managing Director will in consultation with HR make decisions about relative conditions of service that will apply.*

#### **5. INFORMATION TO PUBLIC.**

Where areas are closed or restricted for the safety of the general public, the SUM responsible for the area/s will arrange for this information to be made available to the public via the Council's website.