Summary of document

The statutory basis for Winter Service in England and Wales is addressed through Section 41 (1A) of the Highways Act on the 31st October 2003, by Section 111 of the Railways and Safety Transport Act 2003.

The Railways and Transport Safety Act 2003 extends the requirements of Section 41 of the Highways Act 1980 to place a specific duty on a Highway Authority to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice. By using the words ‘reasonably practicable’ the legislation recognises that it is not possible to treat the entire network or to keep the treated parts of the network clear of snow and ice at all times.

The Council’s aim is to respond effectively to the weather conditions, to ensure key corridors of the highway network are operating satisfactorily to support residents, businesses and other service providers.

The purpose of this policy is to clarify both the standard and extent of the winter maintenance service the Council will provide by:

- Maintaining key elements of the highway network and facilitating public transport accessibility;
- Confirming what areas will not receive winter maintenance provision; and
- Signposting residents, community groups, businesses and schools to self-help information to ensure they can adequately prepare themselves.

This Highways Winter Service Policy aims to comply with legislation by its prioritised treatment of key areas of its highway network and thus ensure the Council acts in a reasonably practicable manner at all times within available resources.

This policy and the Winter Service Operational Plan have been developed in accordance with the recommendations contained within Well-Managed Highway Infrastructure: A Code of Practice Published by the UK Roads Liaison Group October 2016. (Arial 12 Font) Tell the reader what the document is about, what it hopes to achieve, and any other background information that you think is relevant.
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1.0 Policy Statement

The Council aims to provide a winter service which, as far as reasonably practical, will permit safe movement of traffic and minimise delays and accidents directly attributable to adverse weather conditions having regard to financial constraints and legal requirements.

2.0 Scope

This policy details the context for Rutland County Council’s winter service provision on the highway network. It is prepared in accordance with the recommendations of the Well Managed Highway Infrastructure – A Code of Practice (the Code) and covers all elements of the service. The Policy includes how the Council’s will prioritise its routes, arrange for appropriate treatment, deployment of personnel and plant to enable salting; and snow clearance of the highway in accordance with the specified response times.

How the service is delivered is covered by the Winter Service Operational Plan.

3.0 Responsibilities and management arrangements

The senior highways manager is responsible for implementing the Winter Service Policy.

The Winter Service will be delivered in accordance with the Winter Service Operational Plan (see Annex F)

As Client, the Council will provide road salt and will decide what action is required on a daily basis during the winter risk period.

The term maintenance contractor will provide gritters, gritter drivers, fuel, loader and any other equipment required.

The out of hour’s duty officer is responsible for the day to day operation of the council’s highways winter service. This person is responsible for deploying the winter service when required.

The winter risk period runs from the 1st October until 30th April.

4.0 Route Prioritisation

The Winter Maintenance Policy ensures, so far as reasonably practicable, that safe passage along an adopted highway is not endangered by snow or ice. Due to the size of the network, financial implications and operational resources, it is not considered to be practically possible to provide winter services on all parts of the highway network in one operation, and ensure that all running surfaces are kept free from ice and snow at all times, even on the treated parts of the highway network.
There are a wide variety of highway types, functions and uses across the County, and it is not practicable to either assess or build resilience across all of the network. There is a need to focus resilience risk assessments and plans on a subset of each network - defined as the “Resilient Network” and outlined in Section A.4 of the Code. It has been developed and reviewed as necessary to ensure that it provides:

- connectivity between major communities;
- links to the strategic highway network;
- connectivity across authority boundaries where appropriate;
- links to transport interchanges;
- access to emergency facilities including Fire and Rescue, Police, Ambulance Services and hospitals;
- links to critical infrastructure (ports, power stations, water treatment works etc);
- principal public transport routes, access to rail and bus stations, and to bus garages and other depots; and
- other locally important facilities.

The highway network within the County will be assessed using the scoring criteria identified in Annex A.

Each route will be given a score based on the criteria in Annex A, and routes will be determined on the following basis:

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<th>Scoring Criteria</th>
<th>Treatment</th>
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<td>Precautionary Route</td>
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<td>Score &lt;ABC &gt;DEF (to be updated when review complete)</td>
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<td>Snow Route</td>
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The approved treatment routes will be identified in the Winter Service Operational Plan (Annex F), and published on the Council’s website.

The Minimum Winter Network will be defined as all A & B class roads throughout the County, and in times of severe snow, all available resources will be directed to keeping these open.
5.0 Treatment Routes

5.1 Carriageways
Rutland County Council will prioritise the gritted network by defining if a route is either a precautionary route, secondary route or a snow route. The determined routes will be included within the Winter Service Operational Plan.

Precautionary Route: This is the advanced application of salt applied to a road to prevent ice forming and snow settling. These routes should be completed within 4 hours of the instructed start time.

Secondary Route: These may be treated before a forecast of severe weather, or in the event of prolonged cold weather (greater than 48 hours with forecast temperatures below 0.5 degrees Celsius), once the primary routes have been treated.

Snow Route: When heavy snow is predicted (greater than 10mm expected to settle), these routes will be gritted alongside the precautionary routes.

During severe winter conditions the Council will consider service requests for reactive gritting from members of the community where difficulties are being experienced, and in particular where assistance from us would benefit the wider community in terms of travel and accessing essential services. All requests for service can only be considered in accordance with the winter service priorities and available resources.

5.2 Footways
Footways will not normally receive a precautionary treatment, however when snow is forecast, precautionary gritting will be carried out on the main footways in Oakham and Uppingham town centre areas only. Where resources are available, treatment of footways after snowfall, other than in Oakham and Uppingham town centres, will take place on a priority basis. i.e. areas with high numbers of vulnerable users.

In Oakham the town centre is defined as the following roads:

a) High St  
b) Melton Rd  
c) New St  
d) Church St  
e) Gaol St  
f) Northgate  
g) Market St  
h) Market Place  
i) Mill St  
j) Burley Rd
In Uppingham the town centre is defined as the following roads:

a) Market Place
b) High St East
c) High St West
d) Orange St
e) Queen St
f) North St East
g) North St West

5.3 Cycleways
Cycleways will not receive a precautionary treatment.

5.4 Car Parks
Car parks will not normally receive a precautionary treatment, however when snow is forecast, precautionary gritting will be carried out on the Council’s car parks in Oakham & Uppingham (except Queens Road car park in Uppingham, as this is too small to accommodate a gritter).

The most comprehensive and current summary of roads and footways included in our designated gritting routes are available on the Council’s web page and can be accessed by logging on to https://roadworks.org/ under ‘driver information/winter gritting routes’.

Requests for routes additions will be considered by the Senior Highways Manager, and Portfolioholder for Highways, against the defined criteria in Annex A.

6.0 Grit Bins

To avoid contamination salt will only be provided in bins and not left in heaps. Bins are supplied and installed upon request from Parish or Town Councils, which fund the initial purchase of the bins. All requests for new grit bins must be submitted through the Parish Council and sent through to the highways department for consideration.

Following a request for a grit bin, an assessment will be carried out using the form in Annex B.

In addition the following criteria will also be taken into account:

• Placement of grit bin will not obstruct the free passage of pedestrians
• Grit bins will only be provided on the public highway
• Permission will be sought from property owners, if there is a proposal to place a grit bin outside their home

Grit bins will only be provided if a score of greater than 100 is achieved, when assessed against the criteria in Annex B.
If a grit bin is provided, and subsequently damaged, the Town/Parish Council will meet the cost of the replacement bin, if it is still required.

It is the responsibility of the Parish Council to inform Rutland County Council in a timely manner, as to when grit bin refills are required during the winter period. Requests for re-fills must be submitted to highways@rutland.gov.uk or via https://rutland.fixmystreet.com/

We will endeavour to re-fill empty grit bins within 5 working days of the request being received; as an authority our aim is to assist Parish and Town councils to keep their communities safe.

Grit bins will be checked annually and refilled before the start of the winter season.

Grit bins will be filled with a 50/50 mix of grit/sharp sand.

Grit bins will be filled for free at the start of the winter season. Parishes will receive one further free re-fill. Additional re-fills will be charged at the rate shown in the schedule of Approved Fees and Charges.

A schedule of grit bins will be included in the Winter Service Operational Plan (Annex F) and published on the Council’s website

7.0 Snow Warden Scheme

In winter, we focus on salting the major routes which carry the most traffic. This sometimes means smaller communities don’t receive as much help as they would like. During times of extreme weather, through the Snow Warden Scheme we will provide advice and training and to community groups and parish councils who are helping each other on a voluntary basis. The Snow Warden is the key point of contact between Rutland County Council (RCC) and the local community.

Full details of the snow warden scheme, including duties, application forms, and risk assessments can be found in Annex C.

Rutland County Council will provide the following equipment for snow wardens to enable them to clear snow and spread the salt evenly across the footway:

- snow shovel
- fluorescent waistcoat
- waterproof gloves

The equipment must be collected from the highways depot.

Parish Councils must nominate designated snow wardens prior to the start of the winter season.
Rutland County Council will provide specific training for snow wardens prior to the winter season.

8.0 Plant and Resources

Sufficient and suitable vehicles will be provided and maintained to treat all designated routes within 4 hours of the instructed start time. All gritting vehicles will be checked and calibrated in accordance with BS1622:1989.

All vehicles will contain electronic vehicle location systems together with automatic recording of salt spreading.

In the event of a breakdown repairs will be carried out within 2 hours and if required replacement vehicles will be provided within 24 hours.

All operatives shall receive suitable winter service training.

Sufficient and suitable equipment will be provided and maintained to treat footways as required.

Details of plant and resources will be made available in the Winter Service Operational Plan (Annex F).

9.0 Salt

Salt will be stored in a purpose built salt barn at Ashwell depot.

A minimum of 4,000T of salt will be held in stock at the start of the winter season.

Over the summer season, a salt stock review will be carried out by an approved body, as specified in the Winter Service Operational Plan, who will provide an accurate report of salt levels within the depot.

Salt levels will be automatically and electronically updated and monitored throughout the winter season.

Additional salt may be re-ordered if the level of salt falls below 1500 tons during the winter season.

6mm untreated rock salt will be used for carriageway gritting. The salt will be tested after delivery in accordance with BS 3247:1991 - Salt Spreading on Highways for Winter Maintenance.

Grit bins: will be filled with a 50/50 mixture of 6mm rock salt and sharp sand.
10.0 Weather Prediction and Information

10.1 Winter Risk Period
The winter risk period is from 1st October to the 30th April.

10.2 Forecast Arrangements
Weather forecasting services are to be provided by suitable forecaster, and forecasting accuracy statistics are reviewed on an annual basis. The target for accuracy is 95%.

Suitable records must be kept of all forecasts.

Weather station maintenance, data management and thermal mapping services are to be provided by a suitable supplier.

Information collected by the weather station and road sensor located on the A47 near Uppingham, is used by staff to monitor local conditions. This includes:

- Road Surface Temperature;
- Residual salt level/ expected freezing point;
- Dew point;
- Surface state (i.e. wet/dry/ice).
- Air temperature;
- Precipitation, type and levels;
- Wind speed and direction;
- Relative humidity.

10.3 Decision Making Process
Daily decisions on winter maintenance actions will be made by a suitably trained duty officer, depending on the forecast and with the aid of the flowchart shown in Annex D.

The flow chart and spread rates therein are derived from the National Winter Service Research Group Practical Guidance Documents (see Annex E).

Suitable electronic records must be kept of all decisions and actions.

11.0 Cross Border Agreement

As gritters may not be able to turn at the County boundary it is convenient to enter into agreements with neighbouring authorities to treat certain lengths of
each other's networks. Responsibility for gritting for these sections of road will be transferred under a Section 8 Agreement (Highways Act 1980).

Electronic records will be kept of all cross-border arrangements.

12.0 Information and Publicity

Information on the winter service and gritting routes will be provided on the Council’s website.

Winter service decisions will be communicated to all identified stakeholders by email, directly from the Winter Service Manager system.

Information on specific updates may be provided through the Council’s social media channels during times of severe weather.

The public are encouraged to assist with snow clearing activities, and the Dft advice on how they can assist their communities can be found here: https://www.gov.uk/clear-snow-road-path-cycleway

13.0 Winter Service Operational Plan

This Policy will be delivered through the provision of a Winter Service Operation Plan (see Annex F for the relevant version at the time of Policy publication).

14.0 Updating

This Policy will be updated if required due to changes in guidance or legislation, or at such time as required by Cabinet.

The Winter Service Operational Plan will be reviewed by the Strategic Director for Places, the Senior Highways Manger, and the relevant Portfolioholder on an annual basis.

The Plan may be brought back to Cabinet if changes are proposed which significantly alter the cost or level of service (greater than 10% increase).
## Winter Route Assessment Criteria

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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## WINTER MAINTENANCE - GRIT BIN ASSESSMENT FORM

<table>
<thead>
<tr>
<th>Characteristic</th>
<th>Severity</th>
<th>Standard Score</th>
<th>Actual Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gradient</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&lt;1 in 15</td>
<td></td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>1 in 15 to 1 in 29</td>
<td></td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>&gt; 1 in 30</td>
<td></td>
<td>Nil</td>
<td></td>
</tr>
<tr>
<td>Severe Bend</td>
<td>Yes</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Nil</td>
<td></td>
</tr>
<tr>
<td>Close proximity to and falling towards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heavy trafficked road</td>
<td></td>
<td>90</td>
<td></td>
</tr>
<tr>
<td>Moderately trafficked road</td>
<td></td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>Lightly trafficked road</td>
<td></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Assessed traffic density at peak times</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Moderate (traffic group 5)</td>
<td></td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>Light (traffic group 6)</td>
<td></td>
<td>Nil</td>
<td></td>
</tr>
<tr>
<td>Number of premises for which only access</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Over 50</td>
<td></td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>20 - 50</td>
<td></td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>0 - 20</td>
<td></td>
<td>Nil</td>
<td></td>
</tr>
<tr>
<td>Is there a substantial population of either disabled or elderly people</td>
<td>Yes</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Nil</td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL SCORE**
SNOW WARDEN
SCHEME

INFORMATION PACK
### Snow Warden Scheme Information Sheet

#### What is the Snow Warden Scheme?

In winter, we focus on salting the major routes which carry the most traffic. This sometimes means smaller communities don’t receive as much help as they would like. During times of extreme weather, through the Snow Warden Scheme we will provide advice and training and to community groups and parish councils who are helping each other on a voluntary basis. The Snow Warden is the key point of contact between Rutland County Council (RCC) and the local community.

#### Who can be a Snow Warden?

**The Snow Warden must:**
- be nominated as suitable by the town or parish council or similar body
- have received suitable training by RCC to carry out Snow Warden duties
- agree to work within the advice provided by the county council
- agree to work to the parish council’s plan that has been agreed with RCC
- be registered with RCC

#### Equipment required:

- High viz tabard (provided by RCC)
- Suitable gloves. (provided by RCC)
- Good non-slip footwear, e.g. waterproof boots/wellingtons.
- Warm clothing.
- Snow/grit shovel (provided by RCC)
- Fully charged mobile telephone (if you have one)

#### Role and responsibilities:

The Snow Warden is working on behalf of the parish/town council, not RCC, and will deliver winter maintenance support, determined by parish or town councils, to their communities. Their roles and responsibilities include:

- Keeping a register of local trained volunteers
- Receiving and responding locally to weather alerts
- Organising and deploying volunteers to clear snow
- Organising and deploying volunteers to spread grit when snow conditions are forecast
- Informing RCC of when grit bins require re-filling
- Encouraging the responsible use of grit/salt and help to minimise the abuse of grit/salt within communities
- Providing information on local conditions.
- Following personal safety measures
**Personal safety measures:**

- Do not attempt to clear snow from any carriageway, only clear snow from the footpaths.
- Always try to face oncoming traffic when working near a carriageway.
- Make sure your non-slip footwear is in good condition and has plenty of tread.
- Wear your gloves and always wash your hands the moment you have finished work.
- Make sure your wrap up warm and, if possible, take in plenty of hot drinks.
- Always commence work at the point nearest where the grit salt is sited.
- Use the snow shovel and grit salt as shown.
- When clearing snow from footpaths, always clear a line down the middle of the path first. This will provide you with a safer surface to walk on and allow you to then shovel snow from the centre to the sides.
- Spread grit salt as you progress to stop ice forming on the area you have cleared.
- Walk only on the areas you have gritted to reduce the risk of slipping.
- Use the sun to your advantage. Removing the top layer of snow will allow the sun to melt any ice beneath the surface. However, you must remember to cover the cleared area with grit salt to stop it refreezing overnight.
- Keep stretching and swapping tasks - moving snow and spreading grit is quite strenuous work so take it easy if it is a while since you last did any manual work.
- Try to always bend your knees, not your back, when lifting and do not try to move or lift anything that is too heavy.
- Always take extra care when walking on steps, slopes and icy areas of footpaths.
- **Do not** use hot water to melt the snow, this will create black ice.
- If you have children with you ensure they are closely supervised at all times.
- Report all accidents, incidents, violent incidents, or near misses that involve you, or those working with you, to Rutland County Council.
- Provided you have undergone the necessary training and follow the advice above, you will be covered by Rutland County Council’s liability insurance.
**Snow Warden – Application Form**

Do you consider yourself to be physically capable of carrying out the work involved?

Carrying out the duties of a snow warden can be physically demanding and tiring.

If you are pregnant or have any pre-existing health problems, e.g. angina or back pain, or you are not sure whether you are fit enough to carry out the work involved, please seek medical advice from your GP before you complete this form.

<table>
<thead>
<tr>
<th>Parish Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Which Town/Parish Council/Meeting will you be volunteering for?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact details (block capitals please)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Address (inc postcode)</td>
</tr>
<tr>
<td>E-mail</td>
</tr>
<tr>
<td>Telephone</td>
</tr>
</tbody>
</table>

I declare that I am fit to carry out the duties of a snow warden

| Signed |
| Date |

Please return this completed form to:

Ruth McNeil  
Highways Operations Technician, Places – Highways  
Rutland County Council  
Station Approach  
Oakham  
Rutland  
08/17/2018
Snow code

There's no law stopping you from clearing snow and ice on the pavement outside your home or from public spaces. So it's unlikely you'd be sued or held legally responsible if someone was injured on the path if you clear it carefully.

The public are encouraged to assist with snow clearing activities, and the Dft advice on how they can assist their communities can be found here:

https://www.gov.uk/clear-snow-road-path-cycleway

Follow these simple steps set out in the government's snow code.

- Start early - clear the snow or ice early in the day and cover the path with salt before nightfall to stop it refreezing overnight.

- Use salt or sand - not water. Help prevent black ice by spreading some salt on the area you have cleared. Use ordinary table or dishwasher salt - a tablespoon for each square metre you clear should work. Sand or ash won't stop the path icing over as well as salt, but will provide good grip under foot.

- Take care where you throw the snow so it doesn't block people's paths or drains. Make sure you make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides.

- Be a good neighbour. If your neighbour will have difficulty getting in and out of their home, offer to clear snow and ice around their property as well - especially if they're elderly or disabled and depend on social care services which need to reach them.

- Pay extra attention to clear snow and ice from steps and steep pathways - you might need to use more salt on these areas.

Useful contacts

Rutland County Council

<table>
<thead>
<tr>
<th>Contact</th>
<th>Telephone</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rutland County Council</td>
<td>01572 722577</td>
<td><a href="http://www.rutland.gov.uk">www.rutland.gov.uk</a></td>
</tr>
</tbody>
</table>
SNOW WARDEN RISK ASSESSMENT FORM

<table>
<thead>
<tr>
<th>ASSESSMENT NO.</th>
<th>RA 1</th>
<th>ASSESSMENT DATE:</th>
<th>17/8/208</th>
<th>SERVICE AREA:</th>
<th>Emergency Planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSESSMENT TITLE</td>
<td>Snow Wardens</td>
<td>REVIEW DATE:</td>
<td>17/8/2018</td>
<td>ASSESSED BY:</td>
<td>NAT</td>
</tr>
<tr>
<td>SELECT TYPE. DELETE TYPE N/A.</td>
<td>WORKPLACE TASK WORK EQUIP</td>
<td>SERVICE:</td>
<td>Volunteer Snow Wardens</td>
<td>SIGNATURE:</td>
<td>Neil Tomlinson</td>
</tr>
</tbody>
</table>

NB: USE RISK RATING SHEET TO DECIDE RISK RATING & RESIDUAL RISK: L/M/H = LOW – MEDIUM - HIGH

RESIDUAL RISK IS THE LEVEL OF RISK REMAINING AFTER INTRODUCING ADDITIONAL CONTROL MEASURES

<table>
<thead>
<tr>
<th>WORKPLACE/TASK/EQUIP. ASSESSED</th>
<th>HAZARDS IDENTIFIED</th>
<th>WHO IS AT RISK</th>
<th>EXISTING CONTROL MEASURES</th>
<th>RISK RAT. (L/M/H)</th>
<th>ADDITIONAL CONTROL MEASURES REQUIRED</th>
<th>RES. RISK (L/M/H)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Footpaths around Borough</td>
<td>Slips, Trips and Falls</td>
<td>Snow Warden</td>
<td>Wear correct Personal Protective Equipment – Boots, Gloves</td>
<td>M</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manual Handling of Snow</td>
<td>Snow Warden</td>
<td>Correct Manual Handling Procedures – bending knees, avoid twisting sharply. Turn feet/body in order to move snow.</td>
<td>L</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vehicles on Carriageway</td>
<td>Snow Warden</td>
<td>Using sensory skills, looking, listening for traffic, facing oncoming traffic, particularly when working close to edge of footpath. Wear hi-visibility jacket.</td>
<td>L</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frozen Footpaths</td>
<td>Snow Warden</td>
<td>Awareness – if snow is frozen hard to be aware of potential for jarring wrists, back.</td>
<td>L</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lifting Bags of Rock Salt &amp; shoveling salt</td>
<td>Snow Warden</td>
<td>Correct manual handling procedures – bending knees, using legs not back to provide strength to lift.</td>
<td>L</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spreading of Rock Salt</td>
<td>Snow Warden</td>
<td>PPE – wearing of gloves while spreading salt.</td>
<td>L</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Snow clearing duties</td>
<td>Snow Warden</td>
<td>Health and Safety training provided for all Snow Wardens</td>
<td>L</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Snow Warden Videos

Courtesy of Medway Council

https://www.youtube.com/watch?v=VTNeOKRya7E

Courtesy of Dover District Council

https://www.youtube.com/watch?v=A8s_Znql_____k
## DRY SALTING (De-icer spread rates in g/m²)

<table>
<thead>
<tr>
<th>Frost or forecast frost</th>
<th>Matrix Cvrgr</th>
<th>Traffic Loss</th>
<th>A PC</th>
<th>B PC</th>
<th>C PC</th>
<th>D PC</th>
<th>E FC</th>
<th>F FC</th>
<th>G FC</th>
<th>H FC</th>
<th>I GC</th>
<th>J GC</th>
<th>K GC</th>
<th>L GC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Surface Temperature (RST) and Road Surface Wetness</td>
<td>HT</td>
<td>NL</td>
<td>HT</td>
<td>MT</td>
<td>NL</td>
<td>HT</td>
<td>NL</td>
<td>HT</td>
<td>MT</td>
<td>NL</td>
<td>HT</td>
<td>NL</td>
<td>HT</td>
<td>NL</td>
</tr>
<tr>
<td>RST at or above -2°C and dry or damp road conditions</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>RST at or above -2°C and wet road conditions</td>
<td>10</td>
<td>13</td>
<td>13</td>
<td>16</td>
<td>8</td>
<td>11</td>
<td>11</td>
<td>13</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>8</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>RST below -2°C and above -5°C and dry or damp road conditions</td>
<td>15</td>
<td>20</td>
<td>17</td>
<td>20</td>
<td>13</td>
<td>17</td>
<td>14</td>
<td>17</td>
<td>10</td>
<td>13</td>
<td>11</td>
<td>13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RST below -2°C and above -5°C and wet road conditions</td>
<td>25</td>
<td>2 x 17</td>
<td>2 x 17</td>
<td>2 x 20</td>
<td>21</td>
<td>28</td>
<td>28</td>
<td>2 x 17</td>
<td>16</td>
<td>21</td>
<td>21</td>
<td>25</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RST at or below -5°C and above -10°C and dry or damp road conditions</td>
<td>29</td>
<td>2 x 19</td>
<td>2 x 16</td>
<td>2 x 19</td>
<td>24</td>
<td>32</td>
<td>27</td>
<td>2 x 16</td>
<td>18</td>
<td>24</td>
<td>20</td>
<td>24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RST at or below -5°C and above -10°C and wet road conditions</td>
<td>2 x 24</td>
<td>2 x 32</td>
<td>2 x 32</td>
<td>2 x 39</td>
<td>2 x 20</td>
<td>2 x 27</td>
<td>2 x 27</td>
<td>2 x 32</td>
<td>30</td>
<td>2 x 20</td>
<td>2 x 20</td>
<td>2 x 24</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Please see Table A for variations to the rates given above

**Key:**

- **Cvrgr:** PC = Poor coverage, FC = Fair coverage, GC = Good coverage
- **Traffic:** HT = High level, MT = Medium Level
- **Loss:** NL = Normal loss, HL = High loss

---

### Annex D

NWSRG Practical Guide for Winter Service
Spread Rates v1.0 06/12/2010
start

snow

<10mm

RST>1°C

Confidence high

Rain before freezing

Rain during freezing

RST<dew point

Wait for rain to stop

Salt @ 40g/m²

Salt @ 16g/m²

Salt @ 8g/m²

Salt @ 16g/m²

finish
Winter Service Operational Plan 2018/19

Version 1

July 2018
1 Introduction

The Council has a statutory duty under Section 41 of The Highways Act 1980 to ‘maintain highways maintainable at public expense’. The Railways and Transport Safety Act 2003 in Section 111, extends the requirements of Section 41 of the Highways Act 1980 to place a specific duty on a Highway Authority ‘to ensure, so far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice’. By using the words ‘reasonably practicable’ the legislation recognises that it is not possible to treat the entire network or to keep the treated parts of the network clear of snow and ice at all times.

This plan has been developed in accordance with the recommendations of Well- Managed Highway Infrastructure: A Code of Practice, published by the UK Roads Liaison Group October 2016.

2 Objectives

The Council aims to provide an effective and efficient winter service to:
- Allow the safe passage of vehicles and pedestrians on priority routes;
- Mitigate delays due to winter weather;
- Promote sustainability by reducing damage caused to the highway network as a result of ice formation;
- Carry out all operations safely.

3 Client and Contractor Responsibilities

The Senior Highways Manager is responsible for implementing the Winter Service Policy.

As Client, the Council will provide road salt and will decide what action is required on a daily basis during the winter risk period.

The term maintenance contractor, Tarmac, will provide gritters, gritter drivers, fuel, loader and any other equipment required to deliver the Winter Service.

The out of hour’s duty officer is responsible for the day to day operation of the council’s highways winter service. This person is responsible for deploying the winter service when required.
A detailed list of responsibilities is contained in Appendix 1.

4 Operations

Gritting operations will be carried out by the term maintenance contractor using their own gritters. In addition during extreme weather:
- Street cleansing and grounds maintenance contractors will be used to clear snow from footways;
- Farmers will be contracted to clear snow from carriageways as directed.
- Parish/Town Council snow wardens may carry out additional snow clearance duties in times of extreme weather.

5 Routes

5.1 Carriageways

To assist in determining which routes should receive precautionary treatment, risk assessments have been carried out in accordance with the Winter Service Policy.

Treatment routes are classified as:
- Precautionary
- Secondary
- Pre-Snow

The risk assessed routes are shown in Appendix 2, and those routes reaching the criteria for treatment, shall be published on the Council’s website.

The treated routes will be divided into three areas across the County, defined as Route 1, Route 2 and Route 3 (see Appendix 3), with a vehicle dedicated to treating each route.

The target for their completion will be 4 hours from the instructed time of commencement.

During periods of extreme weather, treatment of additional locations will be determined by prioritisation of requests from the police or the public, subject to resources being available. The defined precautionary routes will always take priority.

5.2 Footways

Footways will not normally receive a precautionary treatment, however when snow is forecast precautionary gritting will be carried out on the main footways in Oakham and Uppingham town centre areas only. Where resources are available, treatment of footways after snowfall, other than in Oakham and
Uppingham town centres, will take place on a priority basis. i.e. areas with high numbers of vulnerable users.

In Oakham the town centre is defined as the following roads:

a) High St  
b) Melton Rd  
c) New St  
d) Church St  
e) Gaol St  
f) Northgate  
g) Market St  
h) Market Place  
i) Mill St  
j) Burley Rd

In Uppingham the town centre is defined as the following roads:

a) Market Place  
b) High St East  
c) High St West  
d) Orange St  
e) Queen St  
f) North St East  
g) North St West

5.3 Cycleways

Cycleways will not receive a precautionary treatment.

5.4 Car parks

Car parks will not normally receive a precautionary treatment, however when snow is forecast, precautionary gritting will be carried out on the Council’s car parks in Oakham & Uppingham (except Queens Road car park in Uppingham, as this is too small to accommodate a gritter).

The most comprehensive and current summary of roads and footways included in our designated gritting routes are available on the Council’s web page and can be accessed by logging on to https://roadworks.org/ under ‘driver information/winter gritting routes’.
6. **Grit Bins**

To avoid contamination salt will only be provided in bins and not left in heaps. Bins are supplied and installed and maintained in accordance with the Winter Service Operational Policy.

Grit bins will be checked annually and refilled before the start of the winter season.

Grit bins levels shall be recorded in Confirm at the time of re-fill to assess which bins have received use over the previous winter.

Grit bins will be filled with a 50/50 mix of grit/sharp sand.

It is the responsibility of the Parish Council to inform Rutland County Council in a timely manner, as to when grit bin refills are required during the winter period. Requests for re-fills must be submitted to highways@rutland.gov.uk or via https://rutland.fixmystreet.com/

Requests will be recorded in Confirm and Town/Parish councils invoiced at the end of the winter season, including a report of all refill requests, detailing the following:

- Date requested
- Requested by
- Date filled
- Salt level at time of re-fill

We will endeavour to re-fill empty grit bins within 5 working days of the request being received.

Grit bins will be filled for free at the start of the winter season. Parishes will receive one further free re-fill. Additional re-fills will be charged at the rate shown in the schedule of Approved Fees and Charges.

The locations of grit bins are shown in Appendix 4 and shall be published on the Council’s website.

7  **Weather Prediction and Information**

7.1 **Winter Risk Period**

The winter risk period is from 1st October to the 30th April.

7.2 **Forecast Arrangements**

Weather forecasting services are provided by MetDesk, forecasting accuracy statistics are reviewed on an annual basis. The target for accuracy is 95%.
Weather station maintenance, data management and thermal mapping services are provided by Viasala.

Information collected by the Weather Station and Road Sensor located on the A47 near Uppingham, is used by staff to monitor local conditions. This includes:

- Road Surface Temperature;
- Residual salt level/ expected freezing point;
- Dew point;
- Surface state (i.e. wet/dry/ice).
- Air temperature;
- Precipitation, type and levels;
- Wind speed and direction;
- Relative humidity.

**7.3 Decision Making Process**

Daily decisions on winter maintenance actions will be made by the duty officer, depending on the forecast in accordance with the Winter Service Policy.

Although there is no specific duty to hold a formal qualification, all winter duty officers will undertake annual refresher training, usually provided by the Council’s weather forecasting supplier, or an accredited training organisation.

It should be noted that as the formation of frost is dependent on both temperature and dew point, gritting will not necessarily be carried out when the road surface temperature falls below zero, on a dry road surface, or when residual salt levels are sufficient to deal with the expected conditions.

Salt is spread at either 8, 11, 20, 21, 20x2g/m2 or 40 grams per m2 in the event of snow, in accordance with the recommendations in the flow chart and spread rates derived from the National Winter Service Research Group Practical Guidance Documents (see Appendix 5).

Rutland will be using Matric K in Appendix 6 with the following criteria being used:
- Cvrg: GC = Good Coverage
- Traffic: MT Medium Traffic
- Loss: NL

The duty officer will make a decision and instruct the contractor by 2pm at the latest, this will include timing of the runs and the salt spread rate.

Taking into account the following:

- Gritting should be completed before the predicted time of snow, ice or frost formation;
- Avoiding gritting during the morning or evening rush hour where possible;
- Maximising output from gritter drivers by avoiding night shifts where possible.
See Appendix 7 for the duty officer rota.

8 Equipment

RCC has the following winter maintenance equipment:

- 1no mini tractor with snow plough (owned by RCC)
- 4no hand gritters for footpaths;
- 1no 5,000T capacity salt barn;
- 1no weather station.

The following equipment will be supplied by the Term Maintenance Contractor, Tarmac:

- 2 x 9m³ gritters
- 1 x 3m³ gritter
- 1 x loading shovel
- 1 x 5000 litre fuel tank (maintained at a resilience level of 1000litres minimum)

All vehicles must be able to accommodate a snow plough attachment, if required.

All vehicles must able to spread salt in 1 gram increments.

All gritting vehicles must be fitted with electronic tracking devices to monitor location, speed, and spread widths.

In the event of a vehicle breakdown, the contract between Tarmac and Rutland County Council, states that repairs will be carried out within 2 hours and if required replacement vehicles will be provided within 24 hours.

Gritters will be calibrated at the start of the winter period to ensure salt is spread at the required rates.

Gritters will be washed down at the end of each run and parked under cover.

Effluent from washing down will be collected and disposed of to an authorised site.

Fuel for the gritters is supplied by the term contractor and included in the cost of the treatment runs.

Drivers should have the ability to re-fuel at local fuel stations should suppliers not be able to reach the depot in times of extreme weather, and the minimum fuel level is reduced below 500 litres.
9 Salt

Road salt is currently stored in a purpose built salt barn at Ashwell depot, which has a capacity of approximately 5,000 tons.

A minimum of 4,000T of salt will be held in stock at the start of the winter season. This is approximately 25% more than the total amount of salt used in any one of the last 10 winter seasons and would provide resilience in the event of severe winter weather conditions.

This salt level will be monitored through Viasala Manager software, which will be automatically updated from Exactrac once runs have been completed, uploaded and acknowledged by the Duty Officer.

Additional salt may be re-ordered if the level of salt falls below 1500 tons during the winter season.

1500 tons will provide resilience for up to 10 days in the most severe conditions, requiring 24/7 treatment operations.

6mm untreated rock salt will be used for carriageway gritting. The salt will be tested after delivery in accordance with BS 3247:1991 - Salt Spreading on Highways for Winter Maintenance.

The stored salt should have a moisture content of between 2 to 3.5%

Grit bins will be filled with a 50/50 mixture of 6mm rock salt and sharp sand.

10 Health and Safety

All operations are carried out in accordance with the term contractor’s (Tarmac) generic risk assessment for winter service operations (and inserted as Appendix 8.

This risk assessment will be completed after a pre-season meeting to be held in September.
11 Cross Border Agreements

As gritters may not be able to turn at the County boundary it is convenient to enter into agreements with neighbouring authorities to treat certain lengths of each other’s networks. Responsibility for gritting for these sections of road will be transferred under a Section 8 Agreement (Highways Act 1980).

Electronic records will be kept of all cross-border arrangements.

12 Quality Plan

The winter maintenance system, Vaisala Manager, based on the flow chart in Appendix 5, will be used for recording decisions, instructing the contractor and communicating decisions to third parties.

Gritting operations will be recorded using the Exactrak GPS tracking system, linked automatically to Vaisala Manager.

Weather records will be kept by the data management provider, and provided to RCC through web based applications.

13 Updating

The Winter Service Operational Plan will be reviewed by the Strategic Director for Places, the Senior Highways Manger, and the relevant Portfolioholder on an annual basis.

The Plan may be brought back to Cabinet if changes are proposed which significantly alter the cost or level of service (greater than 10% increase).

14 Information, Communications and Publicity

A winter maintenance leaflet detailing the precautionary gritting routes will be produced at the start of the season (see Appendix 9 for driver guidance and Appendix 10 for Government Guidance on snow clearance).

All winter service information will be provided on the Council’s website, including winter advice, winter gritting routes, and details of the Snow Warden scheme.
All winter decisions will be communicated through the Vaisala Winter Manager system, with emails or texts being sent to all stakeholders identified in Appendix 10. This will include all registered Parish and Town Clerks, unless they decide to opt out, or nominate an alternative contact.

Representations to be included on the list shall be made by contacting highways@rutland.gov.uk

All stakeholder contacts shall be stored within Vaisala Manager and updated annually.

Decisions can also be distributed by the Council’s communications team via social media channels, such as Facebook and Twitter (these channels will not be monitored out of hours).

All winter service requests will be communicated to the Duty Officer by phone. Service users can contact the Council 24/7 by ringing the officer number 01572 722577. This will divert to an out of hours service, monitored by Lifeline, who will pass service requests to the Duty Officer.
15 Appendices

Appendix 1  - Client and Contractor Responsibilities
Appendix 2  - Winter Gritting Routes
Appendix 3  - Winter Route Splits
Appendix 4  - Grit Bin Locations
Appendix 5  - Winter Decision Flowchart
Appendix 6  - NWSRG_Spread Rate Matrix K
Appendix 7  - RCC Out of Hours Rota
Appendix 8  - Contractors Risk Assessment
Appendix 9 – Winter advice for drivers
Appendix 10 – Stakeholder list

References

Winter Service Policy

Well Managed Highway Infrastructure: A Code of Practise
http://www.ukroadsliaisongroup.org/en/codes/

National Winter Service Group: Practical Guidance Documents
http://www.nwsrg.org/publications/guidance
Client and Contractor Responsibilities

A. Client

The management of the Winter Service is the responsibility of the Senior Highways Manager. His responsibilities are to:

- Deliver a service to deal with an average winter but having the capability to be extended to handle more severe winters.
- Arrange for adequate weather forecasts and consultation during the winter period.
- Scrutinize the weather forecasts to assess the winter service required.
- Secure an adequate service from a contractor for the provision of winter service.
- Maintain a rota of duty officers.
- Establish communication networks to allow immediate contact between the duty officer and the contractor, and the duty officer and the Emergency Services.
- Fully assess the highway network to identify priority and secondary treatment routes.
- Maintain a list of-treatment routes for carriageways, footways, and cycleways. Identify within these routes which will receive pre-treatments and which will receive post-treatments.
- Ordering appropriate service from the contractor specifying the start time of the treatment, the route number and the salt spread rate.
- Monitor the salt usage and ensure that new supplies are ordered and delivered to maintain an appropriate level of salt.
- Provide a list of salt bins and their location. Maintain the level of salt within the salt bins.
- Respond to calls from the public concerning the provision of winter service. Provide an adequate response where appropriate.
- Recording and logging electronically, all decisions relating to the winter service.
- Establishing a list of contractors with suitable plant for snow clearing purposes and hiring in such plant when necessary.
- Establishing contact numbers for access to emergency service control rooms for public transport operators.
- Liaising with adjoining authorities to ensure that the winter service operational plan is continuous at the boundaries;
- Collection of data for performance measurement.
- Review and update the winter service operational plan each year and implement updates as required.
B. Term Contractor

The delivery of winter operations is the responsibility of the term contractor (Tarmac). Their responsibilities are to:

- Provide and maintain suitable vehicles, adequate to carry out the salting of all routes within the specified response times.
- Provide the Council with salt spreading equipment calibration test records (BS 1622) prior to the start of the winter period.
- Provide skilled mechanical salting vehicle drivers, loading shovel drivers, supervisors, etc. adequate to manage and complete the winter service operations to the specification within the response times.
- Establish a communication networks to allow immediate contact between - The contractor supervisor/manager and the Council’s duty officer and the contractor’s supervisor/manager and his drivers, workshop operatives, shovel driver and fitter.
- Provide electronic locations and monitoring devices for all winter service vehicles, recording, as a minimum, historic data on location, speed, spread rates, route start and finish times.
- To update the duty officer on road conditions during severe weather (snow or widespread ice).
- Ensuring that all operatives are appropriately trained in winter service operations
- To ensure that workshop facilities and appropriate skilled personnel are available on 24 hour call-out during the winter period to repair and maintain vehicles and to deal with any mechanical breakdowns that may occur.
- Providing the Council with regular information on plant condition; listing any mechanical faults, which would prevent satisfactory operation.
C. Grounds Maintenance and Street Cleaning Contractors

During periods of snow the grounds maintenance contractor and street cleaning contractor will re-deploy their operatives to clear snow from footways. Travel disruption may limit the availability of the contractor’s operatives.

D. Farmers

During periods of snow farmers will be contracted to clear snow from carriageways. Prior to the start of the winter risk period the Senior Highways Manager will agree the areas covered by each farmer and provide suitable ploughs that can be attached to the farmers’ tractors.

E. Snow Wardens

Parish Council’s must nominate designated snow wardens prior to the start of the Winter Season.

Rutland County Council will provide the following equipment for snow wardens to enable them to clear snow and spread the salt evenly across the footway:
• gloves
• snow shovel
• fluorescent waistcoat

The equipment must be collected from the highways depot.
Appendix 2

ROUTES TO BE ADDED AFTER CABINET APPROVAL
Appendix 3

ROUTES TO BE ADDED AFTER CABINET APPROVAL
WINTER DECISION FLOWCHART

START

SNOW

YES

<10mm?

NO

SALT 40g/m²

NO

NO ACTION

YES

HIGH CONFIDENCE?

YES

RST > 1°C

YES

RST > -2°C?

NO

RAIN BEFORE/ DURING FREEZING?

NO

RAIN BEFORE/ DURING FREEZING?

YES

WAIT FOR RAIN TO STOP

RAIN BEFORE/ DURING FREEZING?

YES

SALT @ 8g/m²

NO

SALT @ 20g/m²

YES

RST > -5°C

NO

RAIN BEFORE/ DURING FREEZING?

NO

WAIT FOR RAIN TO STOP

YES

SALT @ 21g/m²

NO

SALT @ 2 x 20g/m²

YES

WAIT FOR RAIN TO STOP

NO

SALT @ 11g/m²

FINISH

Appendix 5
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<th>Matrix Cvg</th>
<th>Traffic Loss</th>
<th>A PC HT NL</th>
<th>B PC HT NL</th>
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<tr>
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Please see Table A for variations to the rates given above

**Key:**

*Cvg*: PC = Poor coverage, FC = Fair coverage, GC = Good coverage

**Traffic**: HT = High level, MT = Medium Level

**Loss**: NL = Normal loss, HL = High loss
Out of Hours Duty Rota for Highways 2018/19

During Office Hours 08:00-16:30 Please Call 01572 758297 or 01572 722577

<table>
<thead>
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<tr>
<td>02/04/2018</td>
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<tr>
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RCC Duty Officer

<table>
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<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Robyn Green</td>
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</tr>
<tr>
<td>Neil Tomlinson</td>
</tr>
<tr>
<td>James von der Voelsungen</td>
</tr>
</tbody>
</table>

Duties commence at 09:00 each day and are for a 24 hour period

Please do not issue these numbers to anyone outside the control room.
Contractors Winter Service Risk Assessment

To be inserted after pre-season meeting each year
Appendix 9

Guidance for Drivers

1. **During wintry weather conditions:**
   - Ask yourself – is your journey essential?
   - Check the local and national weather forecasts.
   - Listen to local and national radio for travel information.
   - Tell someone at your destination what time you expect to arrive.
   - Make sure you are equipped with warm clothes, food, boots and a torch. In snowy conditions, take a spade.
   - Clear your windows and mirrors before you set out and carry a screen scraper and de-icer.

2. **Adjust your driving to the conditions**
   - Hail, heavy snow and rain reduce visibility.
   - Uses dipped headlights and reduce your speed.
   - Dazzle from winter sun can be dangerous. Keep a pair of sunglasses handy and slow down.
   - Drive with care, even if the roads have been treated.
   - Keep well back from the road user in front as stopping distances are ten times longer in ice and snow, than on dry roads.
   - Take care when overtaking vehicles spreading salt or other de-icer, particularly if you are riding a motorcycle or cycle.
   - Watch out for snowploughs which may throw out snow on either side. Do not overtake them unless the lane you intend to use has been cleared.
   - Be prepared for the road conditions to change over relatively short distances.
   - Gentle maneuvers are the key to safe driving in heavy snow. Use all the car’s controls - accelerator, brakes, clutch and steering - as gently and progressively as possible.
   - Select second gear when pulling away, easing your foot off the clutch gently to avoid wheel-spin.
   - Try to maintain a constant speed, choosing the most suitable gear in advance to avoid having to change down while climbing a hill. When driving downhill, choose third or fourth gear to prevent skidding.

3. **Vehicle condition**
   - In winter it is even more important to check your vehicle is well maintained and serviced.
   - Keep the lights, windows and mirrors clean and free from ice and snow.
   - Keep your battery fully charged.
   - Add anti-freeze to the radiator and winter additive to the windscreen washer bottles.
   - Make sure wipers and lights are in good working order.
   - Check that tyres have plenty of tread depth and are maintained at the correct
### Winter Stakeholder Contact List

<table>
<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
<th>Email Address</th>
<th>Date Updated</th>
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</thead>
<tbody>
<tr>
<td>Neil Tomlinson</td>
<td>Rutland County Council</td>
<td><a href="mailto:ntomlinson@rutland.gov.uk">ntomlinson@rutland.gov.uk</a></td>
<td>17/08/2018</td>
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