

# Gritting Policy

This policy sets out the arrangements for gritting sites where Trust staff are based during periods of icy/snowy weather.

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Name of Author:	Estates and Facilities	
Name of responsible committee:	Health and Safety Committee	
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Type of Policy	Clinical	Non Clinical √
Which Relevant CQC Fundamental Standards?		



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## Version Control and Summary of Changes

Version number	Date	Comments (description change and amendments)
1	January 2012	Harmonisation of former procedures
2	July 2018	Transfer procedure document to policy document.
3	September 2018	Rewrite of document reflecting new Gritting Contractor and LPT Estates & Facilities guidance.

All LPT Policies can be provided in large print or Braille formats, if requested, and an interpreting service is available to individuals of different nationalities who require them.

### For further information contact:

Health and Safety Compliance Team at [healthandsafety@leicspart.nhs.uk](mailto:healthandsafety@leicspart.nhs.uk)

## Definitions that apply to this Policy

All procedural documents should have a definition of terms to ensure staff have clarity of purpose (refer to Policy for Policies for assistance)

<b>Gritting</b>	Applying treatment to a surface
<b>Contractor</b>	Organisation employed to undertake the work
<b>Inclement Weather</b>	Ground frost, ice or snow
<b>Due Regard</b>	Having due regard for advancing equality involves: <ul style="list-style-type: none"><li>• Removing or minimising disadvantages suffered by people due to their protected characteristics.</li><li>• Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.</li><li>• Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low</li></ul>

## **Equality Statement**

Leicestershire Partnership NHS Trust (LPT) aims to design and implement policy documents that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. It takes into account the provisions of the Equality Act 2010 and advances equal opportunities for all. This document has been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex (gender) or sexual orientation.

In carrying out its functions, LPT must have due regard to the different needs of different protected equality groups in their area. This applies to all the activities for which LPT is responsible, including policy development, review and implementation.

### **1. Introduction**

It is recognised that the organisation has a duty to clear obstructions such as those arising from the accumulation of snow and to take reasonable steps to prevent the formation of ice, or to deal with ice promptly after it did form in order to maintain safe access and egress to all LPT premise, in line with current legislation.

The common duty of care owed in conjunction with the Occupiers Liability Act 1995 and also the Health & Safety at Work etc Act 1974 in relation to Workplace Health, Safety and Welfare regulations 1992, regulation 12 - Condition of Floors and Traffic Routes. Specifically with regards to the ACOP "Arrangements should be made to minimise risks from snow and ice. This may involve gritting, snow clearing and closure of some routes, particularly outside stairs, ladders, walkways on roofs and any other identified risk area(s)".

LPT have an Estates and Facilities Contract which includes the provision of a gritting and snow clearance service which extends to LPT "freehold" sites and "leasehold" sites with 100% LPT occupancy.

LPT will be able to demonstrate through this policy that all has been done as far as reasonably practicable and the best use of resources to avoid injury to staff/patients/visitors/contactors through slips/trips and fall in adverse weather conditions.

It is not LPT's responsibility to grit areas that are the responsibility of the local authority, i.e. public foot paths and highways.

It would be prudent to acknowledge that where any local site initial gritting of designated areas is undertaken by staff member they would still be at risk of a slip, trip or fall. Whilst this staff member is carrying out their duties LPT would be vicariously liable for this person's actions. However, for the safety of the majority, this risk should be an accepted risk.

## **2. Policy Statement**

LPT is committed to demonstrate that all was undertaken as far as reasonably practicable to avoid injury to staff, patients, visitors and contractors through slips, trips and falls in adverse weather conditions within LPT “freehold” sites and “leasehold” sites with 100% LPT occupancy.

## **3. Responsibilities**

### **3.1 LPT Estates and Facilities Services**

LPT Estates and Facilities are responsible for ensuring a thorough and safe gritting and snow clearance service is provided, which includes the appropriate management of any sub-contractors engaged to perform gritting and snow clearance duties.

LPT Estates and Facilities will retain and update the LPT site list, site plans and priority areas. They will communicate any changes to the Contracted Estates and Facilities provider and Managers/Service Managers.

LPT Estates & Facilities Team will provide the Health and Safety Committee with assurance regarding the delivery of contract specification. This will be achieved through monitoring the “close down” reports produced by the Gritting Contractor.

### **3.2 Contracted Estates and Facilities provider**

To support the safe access and egress from sites, the contracted Estates and Facilities provider will:

- Provide gritting site plans and continually update as required \*
- Provide and place appropriate internal “wet floor” signage in an obvious position to warn staff, patients, visitors, contractors of the slippery surface and impending dangers
- Comply with the safe system of work. (Appendix A)
- Replenish grit as required in order that sites can undertake initial / emergency gritting should the Gritting Contractor be unable to attend site in an appropriate timeframe
- Take reasonable care of themselves whilst carrying out their duties in inclement weather
- Assist where available, local site staff with emergency/reactive//initial gritting if required
- Wear appropriate provided PPE for the task in-hand
- Ensure Gritting Contractor complies with LPT’s Control of Contractors Policy

\*The Gritting Contractor will have pre-agreed site based gritting plans for each site. These will identify areas for gritting, including pedestrian routes – footways and pavements before car parks.

Attention will be given to clearance or gritting of:

- Entrance to the hospital/clinic/surgery
- Ramps, including those for accessibility
- Zebra crossings and other areas where road markings need to be seen
- A pathway from the highway path to the entrance of the building
- Steep slopes within the site, where a foreseeable risk may be created due to its incline
- Where resources are available minimal levels of gritting shall be carried out to car parks

### **3.3 Gritting Contractor**

In the event of inclement weather i.e. ground frost, ice or snow the Gritting Contractor will through their extensive weather monitoring systems undertake gritting and/or snow clearance as defined in the contract agreement.

Snow Clearance

- Innovative methods/blowing as defined in the contract agreement.

The activation trigger for gritting is:

- Temperatures recorded at <0 degrees celsius or below
- Ground conditions to be considered when temperature fluctuation occurs, causing freezing, thawing and refreezing

Gritting will commence at an appropriate opportunity, relevant to the premises operational use. The Gritting Contractor will prioritise sites based on activity and attending other sites accordingly to geographical adjacency.

Where the use of gritting vehicles is used, then all motorised vehicles will display a flashing amber warning light and will travel at appropriate speeds throughout the site to ensure an even coverage and to ensure that all areas are gritted in a safe manner

### **3.4 Managers/Service Managers**

Managers are responsible for ensuring adequate arrangements are in place and evoking business continuity arrangements to mitigate the risk of adverse weather on their service, this will include gritting processes for safe access and egress.

Managers are to ensure that their staff are aware of local gritting procedures and where staff undertake gritting, follow the safe system of work (Appendix A).

Managers need to ensure that access is available for gritting to be undertaken and any equipment where provided, is accessible.

Inpatient units will need to ensure that an amended fire evacuation plan is produced should any fire exits become blocked due to snow.



Managers need to ensure that staff and visitors to their premises are instructed to use the recognised pedestrian routes when accessing/egressing the building.

Managers need to undertake the following actions:

1. Have knowledge of the site's gritting arrangements
2. Undertake a local gritting risk assessment for initial/emergency gritting
3. Instruct and support your team with the procedure

Further guidance can be found in the Trust's Adverse Weather Policy and details of site gritting plans are available from LPT Estates and Facilities

The Gritting Contractor will not provide gritting or snow clearance to internal gardens/courtyard areas/walled gardens within premises. Managers who are responsible for these areas will need to include details of the local arrangements staff are to follow/implement within their local gritting risk assessment to allow safe access to staff, patients and visitors to these areas.

The gritting risk assessment needs to include/consider:

1. Identify areas that would require gritting
2. How will it be carried out and what equipment\* will be needed.
3. Any health and safety or lone working considerations
4. PPE requirements, a minimum of gloves

\* Equipment

- Suitable spreading kit, this may in the cases of larger sites include the provision of gritting spreaders;
- Gritting containers should be accessible, lockable and safe;
- Keys to grit containers to be secured
- Bags of grit to be of an acceptable weight and stored in an appropriate environment to protect against theft or spoil.
- Provision of PPE i.e. gloves

### **3.5 All staff**

Staff should always be aware of their own health and safety and when inclement weather is forecast wear appropriate clothing and suitable footwear for their work activities, to help reduce the risk of slipping.

Staff should access their local weather forecast to aid them with pre-planning for this - <https://www.metoffice.gov.uk/public/weather/forecast>

In the absence of gritting not being undertaken, any member of staff encountering a situation where the spreading of grit will prevent injury or harm, staff are encouraged to take immediate steps to use the local grit bins strategically placed on sites to ensure safe access and egress to premises. Staff should consider their own health and capabilities before undertaking any gritting.

Staff should only “emergency/initial grit” in high priority areas, these include;

- Main access and egress routes for staff and patients e.g. main entrance
- Area in close proximity to these e.g. pathway in front of buildings, steps leading to them
- Fire evacuation routes

Advise Estates and Facilities of grit stock levels in a timely manner, so they can be replenished as required.

Managers to provide appropriate internal “wet floor” signage which should be placed in an obvious eye view position to warn of any slippery surface and impending danger staff/patients/visitors/contractors within their areas.

Staff are not expected to grit car parks, perimeters of buildings or large areas. These should be reported to Estates and Facilities Helpdesk to action – **0116 204 7888** retaining the job reference number.

Where staff carry out gritting as part of local arrangements or emergency/reactive//initial gritting in high priority areas, staff need to have read and understood the risk assessment undertaken by their manager.

PPE as identified within the risk assessment and gritting products manufacturers Safety Data Sheet should be used by staff.

The Trust can provide staff with snow/ice grippers for use in inclement weather. These are optional and staff may prefer to wear their own appropriate footwear. Further information can be found here – [OMB32 – Snow and Ice Gripper Shoes](#)

Do Not use too much grit salt, a light coverage is all that is necessary to achieve a safe environment, using too much grit is wasteful, can cause pollution of ground waters and can actually create a slip hazard especially for cars.

Remember emergency/initial/reactive gritting is an interim measure to make the immediate area safe while waiting for the approved Gritting Contractor to undertake thorough gritting.

All staff would be supported by the Trust for any proactive action they take.

#### **4. Monitoring and Review**

This policy has been developed in line with current regulations and guidance from both the Trusts Solicitors and the current best practice undertaken by other public sector partners. The policy will be monitored and reviewed through the Health and Safety Committee.

This policy shall be reviewed at a minimum frequency of three years or when substantial changes occur in the organisational structure of the Trust or when changes to legislation occur.

To facilitate the effectiveness of this policy auditing processes will be undertaken to ensure compliance with this policy and the Control of Contractors Policy, as and when required.

## **Appendix A - Safe System of Work to be implemented**

### **Lifting and Carrying**

Employees have a duty of care to take reasonable care of their own Health & Safety and that of others who may be affected by their acts or omissions at work. To this end, employees should correctly use all work items and procedures provided, in accordance with their training and the instructions they receive.

### **Activity**

Opening a bag of grit/grit from grit bin and transferring the grit into a grit spreader or a bucket and distributing grit to areas that require gritting i.e. pavement - this is a lifting, pushing and carrying activity.

### **Hazards Identified**

- Potential to cause a musculoskeletal injury by failure to observe correct techniques to lift and carry.
- Spillage of grit contents.
- Potential slip, trip, fall factor due to adverse weather conditions
- Thermal discomfort - cold

### **Safe System of Work**

Lifting grit bag to empty contents into grit spreader or bucket / removing grit from grit bin into grit spreader or bucket.

Observe correct lifting technique, when lifting grit bag to empty contents into grit spreader which is as follows:-

- Feet, slightly apart and firmly on the floor.
- Knees bent
- Back straight
- Measured lift, keep close to the trunk
- If close approach to the grit bag is not possible slide it towards you before trying to lift  
Lift smoothly, keeping control of the grit bag
- Or decant small quantities from the grit bag to the spreader or bucket using a spade
- Do not twist the trunk when turning to the side
- Do not over reach or over stretch
- Transfer the contents of the bag into the grit spreader or bucket
- Manoeuvre grit spreader and distribute grit to ground/ sparingly distribute grit over the area

### **PPE**

The following PPE should be provided as a minimum for the undertaking of gritting by any LPT staff member;

- Thermal gloves;

**Policy Monitoring Section**

Duties outlined in this Policy will be evidenced through monitoring of the other minimum requirements.

*Where monitoring identifies any shortfall in compliance the group responsible for the Policy (as identified on the policy cover) shall be responsible for developing and monitoring any action plans to ensure future compliance. monitoring any action plans to ensure future compliance.*

Ref	Minimum Requirements to be monitored	Evidence for self-assessment	Process for Monitoring	Responsible Individual / Group	Frequency of monitoring
4	Policy review every three years		Policy	Health and Safety Committee	Three years
3.4 3.5	Managers to undertake a gritting activity risk assessment and communicate findings and gritting procedures to the relevant staff.	To be held locally on site.	Annual health and safety inspections	Health & Safety Compliance Team	Annually
3.2 3.3 3.4	Effectiveness of gritting procedures - Monitoring of incidents during inclement weather		Incident review	Health & Safety Compliance Team	Through quarterly reports presented at the Health & Safety Committee
3.1 3.2 3.3	Assurance via LPT Estates & Facilities Team regarding effectiveness of the Gritting Contractor and policy through Contracted Estates & Facilities Team.		Close Down Reports (Activity reports)	LPT Estates & Facilities	Review meetings after inclement weather period – feedback to Health & Safety Committee

## Policy Training Requirements

The purpose of this template is to provide assurance that any training implications have been considered

<b>Training topic:</b>	Gritting Policy
<b>Type of training:</b>	Role specific
<b>Division(s) to which the training is applicable:</b>	Adult Learning Disability Services Adult Mental Health Services Community Health Services Enabling Services Families Young People Children Hosted Services
<b>Staff groups who require the training:</b>	Local instruction for site staff
<b>Update requirement:</b>	As required
<b>Who is responsible for delivery of this training?</b>	Line manager
<b>Have resources been identified?</b>	Yes
<b>Has a training plan been agreed?</b>	N/A
<b>Where will completion of this training be recorded?</b>	N/A
<b>How is this training going to be monitored?</b>	N/A

## Due Regard Screening Template

Section 1		
Name of activity/proposal	Gritting Policy	
Date Screening commenced	September 2018	
Directorate / Service carrying out the Assessment	Health and Safety Compliance Team	
Name and role of person undertaking this Due Regard (Equality Analysis)	Bernadette Keavney	
<b>Give an overview of the aims, objectives and purpose of the proposal:</b>		
<b>AIMS:</b> To minimise the incidence of fire throughout all premises provided by, or on behalf of Leicestershire Partnership Trust. To minimise the impact of such occurrence on life safety, the delivery of patient care, the environment and property. To provide a clearly defined management structure for the delivery, control and monitoring of fire safety measures, enabling it to be shared across the organisation.		
<b>OBJECTIVES:</b> To provide clear and concise direction on management structure and responsibilities regarding fire safety		
<b>PURPOSE:</b> To provide an unambiguous statement of fire safety policy and guidance in respect of management of fire safety within LPT. It applies wherever LPT owes a duty of care to service users, staff and other individuals. It ensures that suitable and sufficient governance and assurance arrangements are in place to manage fire-related matters and demonstrates due diligence.		
Section 2		
Protected Characteristic	Could the proposal have a positive impact Yes or No (give details)	Could the proposal have a negative impact Yes or No (give details)
Age	No	No
Disability	No	No
Gender reassignment	No	No
Marriage and Civil Partnership	No	No
Pregnancy and Maternity	No	No
Race	No	No
Religion and Belief	No	No
Sex	No	No
Sexual Orientation	No	No
Other equality groups?	No	No
Section 3		
<b>Does this activity propose major changes in terms of scale or significance for LPT? For example, is there a clear indication that, although the proposal is minor it is likely to have a major affect for people from an equality group/s? Please tick appropriate box below.</b>		
<b>Yes</b>		<b>No</b>
High risk: Complete a full EIA starting click <a href="#">here</a> to proceed to Part B		Low risk: Go to Section 4. <input checked="" type="checkbox"/>
Section 4		
<b>It this proposal is low risk please give evidence or justification for how you reached this decision:</b>		

*Sign off that this proposal is low risk and does not require a full Equality Analysis:*

**Head of Service Signed:** Bernadette Keavney **Date:** 7 April 2015

## The NHS Constitution

### NHS Core Principles – Checklist

Please tick below those principles that apply to this policy

The NHS will provide a universal service for all based on clinical need, not ability to pay.  
The NHS will provide a comprehensive range of services

Shape its services around the needs and preferences of individual patients, their families and their carers	<input type="checkbox"/>
Respond to different needs of different sectors of the population	<input type="checkbox"/>
Work continuously to improve quality services and to minimise errors	<input type="checkbox"/>
Support and value its staff	√
Work together with others to ensure a seamless service for patients	<input type="checkbox"/>
Help keep people healthy and work to reduce health inequalities	<input type="checkbox"/>
Respect the confidentiality of individual patients and provide open access to information about services, treatment and performance	<input type="checkbox"/>



### PRIVACY IMPACT ASSESSMENT SCREENING

Privacy impact assessment (PIAs) are a tool which can help organisations identify the most effective way to comply with their data protection obligations and meet individual's expectations of privacy. The first step in the PIA process is identifying the need for an assessment.

The following screening questions will help decide whether a PIA is necessary. Answering 'yes' to any of these questions is an indication that a PIA would be a useful exercise and requires senior management support, at this stage the Head of Data Privacy must be involved.

<b>Name of Document:</b>	Gritting Policy		
<b>Completed by:</b>	Christian Knott		
<b>Job title</b>	<b>Health &amp; Safety Advisor</b>	<b>Date</b>	25/09/18
			<b>Yes / No</b>
1. Will the process described in the document involve the collection of new information about individuals? This is information in excess of what is required to carry out the process described within the document.			<b>No</b>
2. Will the process described in the document compel individuals to provide information about themselves? This is information in excess of what is required to carry out the process described within the document.			<b>No</b>
3. Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information as part of the process described in this document?			<b>No</b>
4. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?			<b>No</b>
5. Does the process outlined in this document involve the use of new technology which might be perceived as being privacy intrusive? For example, the use of biometrics.			<b>No</b>
6. Will the process outlined in this document result in decisions being made or action taken against individuals in ways which can have a significant impact on them?			<b>No</b>
7. As part of the process outlined in this document, is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For examples, health records, criminal records or other information that people would consider to be particularly private.			<b>No</b>
8. Will the process require you to contact individuals in ways which they may find intrusive?			<b>No</b>
<p>If the answer to any of these questions is 'Yes' please contact the Head of Data Privacy Tel: 0116 2950997 Mobile: 07825 947786  <a href="mailto:Lpt-dataprivacy@leicspart.secure.nhs.uk">Lpt-dataprivacy@leicspart.secure.nhs.uk</a>            In this case, adoption n of a procedural document will not take place until approved by the Head of Data Privacy.</p>			
<b>IG Manager approval name:</b>			
<b>Date of approval</b>			

Acknowledgement: Princess Alexandra Hospital NHS Trust