

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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1.0 Quick Look Summary

The purpose of this policy is to outline the Trust's management arrangements for Gritting and snow clearance within its properties including operational procedures to ensure it meets its statutory obligations.

The organisation has made a commitment to manage all of its estates and all tasks carried out within in a safe and appropriate manner to reduce the risk to health of all staff, patients and visitors

Everyone is responsible for complying with the organisations arrangements for the Gritting and snow clearance, including the implementation of local management controls. In order to comply with this policy, all staff must be aware of the lines of communication and levels of responsibility, which exist to ensure that all matters relating to Gritting management are dealt with effectively.

PLEASE NOTE THAT THIS LIST IS DESIGNED TO ACT AS A QUICK REFERENCE GUIDE ONLY AND IS NOT INTENDED TO REPLACE THE NEED TO READ THE FULL POLICY

1.1 Version Control and Summary of Changes

Version number	Date	Comments
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.
4	October 2023	Policy reviewed to reflect changes in the provision of Estates & Facilities Services & transferred to new policy template

1.2 Key individuals involved in developing and consulting on the document.

Name	Designation
Paul Thomas	Interim Head of Estates
Peter Pierce	Compliance Manager

Trust Policy Experts	
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1.3 Governance

Level 2 or 3 approving delivery group	Level 1 Committee to ratify policy
EMEC	Finance & Performance Committee

1.4 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 promotes 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, sex (gender), gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity. If you require this policy in any other format please contact the Corporate Assurance Team.

1.5 Due Regard

LPT will ensure that Due regard for equality is taken and as such will undertake an analysis of equality (assessment of impact) on existing and new policies in line with the Equality Act 2010. This process will help to ensure that:

- Strategies, policies and procedures and services are free from discrimination.
- LPT complies with current equality legislation.
- Due regard is given to equality in decision making and subsequent processes.
- Opportunities for promoting equality are identified.

Please refer to due regard assessment (Appendix 4) of this policy

1.6 Definitions that apply to this policy

Gritting	Applying treatment to a surface
Contractor	Organisation employed to undertake the work
Inclement Weather	Ground frost, ice or snow
Due Regard	Having due regard for advancing equality involves:

- | | |
|--|--|
| | <ul style="list-style-type: none">• Removing or minimising disadvantages suffered by people due to their protected characteristics.• Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.• Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low |
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2.0. Purpose and Introduction

The purpose of this policy is to set out the organisational arrangements for the management of 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.

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.

3.0 Duties within the Organisation

Everyone is responsible for complying with the organisations arrangements for the management of Gritting, including the implementation of local management controls. In order to comply with this policy, all staff must be aware of the lines of communication and levels of responsibility, which exist to ensure that all matters of Gritting management are dealt with effectively.

Duties within the Organisation

The Trust Board has a legal responsibility for Trust policies and for ensuring that they are carried out effectively.

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 annual monitoring the Delivery of Contract Specification, and close down reports produced by the Gritting Contractor.

Group responsibility overseen by Estates Team via EMEC and the H&S Committee.

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.
- 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.

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.
- 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 215 6630** 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.

11.0 Policy Monitoring and Review

This policy shall be reviewed at a minimum frequency of bi-annually. It should also be reviewed when substantial changes occur in the organisational structure of the organisation or property portfolio or when significant changes to legislation occur.

12.0 Monitoring Compliance and Effectiveness

Page/Section	Minimum Requirements to monitor	Process for Monitoring	Responsible Individual /Group	Frequency of monitoring
12.1	Incident Reports	Review of incidents received at EMEC and H&S Cttee.	Health & Safety. Estates teams	Quarterly

13.0 References and Bibliography

The policy was drafted with reference to the following:

Health and Safety at Work Act 1974

Appendix 2 Training Requirements

Training Needs Analysis

Training topic:	Gritting Policy
Type of training: (see study leave policy)	<input type="checkbox"/> Mandatory (must be on mandatory training register) <input type="checkbox"/> Role specific <input type="checkbox"/> Personal development
Directorate to which the training is applicable:	<input type="checkbox"/> Mental Health <input type="checkbox"/> Community Health Services <input type="checkbox"/> Enabling Services <input type="checkbox"/> Families Young People Children / Learning Disability Services <input type="checkbox"/> Hosted Services
Staff groups who require the training:	Local Induction for site staff
Regularity of Update requirement:	As Required
Who is responsible for delivery of this training?	Line Managers
Have resources been identified?	N/A
Has a training plan been agreed?	N/A
Where will completion of this training be recorded?	<input type="checkbox"/> ULearn <input type="checkbox"/> Other (please specify)
How is this training going to be monitored?	

Appendix 3 The NHS Constitution

- 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	✓
Respond to different needs of different sectors of the population	✓
Work continuously to improve quality services and to minimise errors	✓
Support and value its staff	✓
Work together with others to ensure a seamless service for patients	✓
Help keep people healthy and work to reduce health inequalities	✓
Respect the confidentiality of individual patients and provide open access to information about services, treatment and performance	✓

Appendix 4 Due Regard Screening Template

Section 1			
Name of activity/proposal		Existing policy renewal.	
Date Screening commenced		December 2023	
Directorate / Service carrying out the assessment		Estates & Facilities Health & Safety	
Name and role of person undertaking this Due Regard (Equality Analysis)		R Brown E&F S Roost H&S	
Give an overview of the aims, objectives and purpose of the proposal: Update to existing policy			
AIMS: This policy describes the latest processes and developments applicable to gritting			
OBJECTIVES:			
Section 2			
Protected Characteristic	If the proposal/s have a positive or negative impact please give brief details		
Age	None		
Disability	None		
Gender reassignment	None		
Marriage & Civil Partnership	None		
Pregnancy & Maternity	None		
Race	None		
Religion and Belief	None		
Sex	None		
Sexual Orientation	None		
Other equality groups?	None		
Section 3			
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 <u>tick</u> appropriate box below.			
Yes		No	
High risk: Complete a full EIA starting click here to proceed to Part B		Low risk: Go to Section 4.	
Section 4			
If this proposal is low risk please give evidence or justification for how you reached this decision:			
This Policy covers all services where the activity of bathing and showering may be supported i.e. community setting and inpatients. It specifies differences for community staff			
Signed by reviewer/assessor	Richard Brown	Date	Dec 2024
<i>Sign off that this proposal is low risk and does not require a full Equality Analysis</i>			
Head of Service Signed	Richard Brown	Date	Dec 2024

Appendix 5 Data Privacy Impact Assessment Screening

<p>Data Privacy impact assessment (DPIAs) 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.</p> <p>The following screening questions will help the Trust determine if there are any privacy issues associated with the implementation of the Policy. Answering 'yes' to any of these questions is an indication that a DPIA may be a useful exercise. An explanation for the answers will assist with the determination as to whether a full DPIA is required which will require senior management support, at this stage the Head of Data Privacy must be involved.</p>		
Name of Document:	Gritting Policy	
Completed by:		
Job title		Date
Screening Questions	Yes / No	Explanatory Note
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.	No	
2. Will the process described in the document compel individuals to provide information about them? This is information in excess of what is required to carry out the process described within the document.	No	
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?	No	
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?	No	
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.	No	
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?	No	
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.	No	
8. Will the process require you to contact individuals in ways which they may find intrusive?	No	
<p>If the answer to any of these questions is 'Yes' please contact the Data Privacy Team via Lpt-dataprivacy@leicspart.secure.nhs.uk In this case, ratification of a procedural document will not take place until review by the Head of Data Privacy.</p>		
Data Privacy approval name:	Not required	
Date of approval		

Acknowledgement: This is based on the work of Princess Alexandra Hospital NHS Trust