

## **Hertford College** **Accommodation Snow and Ice Clearing Policy**

The College is committed to providing safe accommodation for its residents. The winter months present a number of specific problems relating to the environment, due to the risk of snow and ice. The following policy outlines the College's response to some of these issues.

The Maintenance Team provides site maintenance at the main site and at the College's residential annexes. The Housekeeping Team specifically manages the grounds and areas surrounding the Accommodation buildings.

### **Snow & Ice Clearance**

#### **Main Site and Large Annexe Accommodation (Graduate Centre, Warnock House, Abingdon House)**

In order to maintain a safe environment there are a number of arrangements in place to deal with snow and ice.

1. Housekeeping staff will aim to clear and grit pathways within the quadrangles, and at site entrances/exits by 10.30am Monday-Friday, and 12noon on Saturday & Sunday\*.
2. In instances where frost or snow is predicted the night before, Housekeeping and/or Maintenance staff will lay down grit as detailed above before 5pm, Monday-Friday.

\*This is subject to the timing and severity of the weather conditions.

#### **Small Annexe Accommodation**

The College does not provide snow or ice clearing services at these residential sites. The City Council are responsible for road and pavement clearance, and details of their policy can be found at [https://www.oxford.gov.uk/downloads/file/599/snow\\_and\\_ice\\_policy](https://www.oxford.gov.uk/downloads/file/599/snow_and_ice_policy)

In instances where frost or snow is predicted the night before, Housekeeping and/or Maintenance staff will lay down grit as detailed above before 5pm, Monday-Friday.

### **Health and Safety Advice**

Snow and ice present health and safety risks, as the potential for slips, trips and falls increases significantly. It is important all persons adhere to common sense protocols and accept they have a responsibility for personal safety by following simple rules:

- Walk, don't run.
- Wear appropriate footwear, with a non-slip sole.
- Try wherever possible to keep your hands free of objects, in order to aid balance and minimise the effects of a slip, trip or fall.
- Allow more time for your journey.
- Be mindful of slipping while walking, particularly when using ramps and steps.
- If driving or cycling, be mindful of skidding.

### **Grit Bins**

These are located at strategic positions around residential sites, and each off campus building has a grit bin. On and off the main site these stores are kept filled by the Maintenance Team.

**Staffing**

During periods of snow and ice, staff on site (Housekeeping, Maintenance and/or Lodge) will always make every practicable effort to ensure that snow and ice clearance is conducted as promptly and effectively as possible. Every effort will also be made to provide the agreed service required at weekends, subject to accessibility of the site by staff. Staff members will be notified of their requirement to attend by their Department heads or by the Bursar or Home Bursar.

**Exceptional Circumstances**

If in extreme situations the College is unable to get staff to its sites, a communication to this effect will be issued to all residents by the Home Bursar, Lodge Manager or Domestic Manager. The residents will be expected to follow the advice and act sensibly.