



Dartmoor Forest Parish Council

Procedure

Snow Wardens

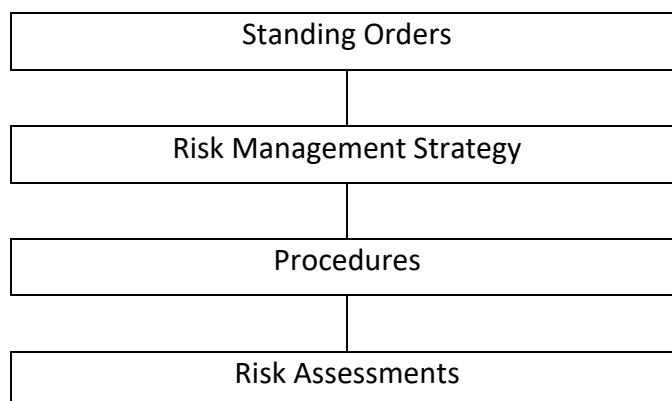
Record of Amendments and Reviews

<u>Version</u>	<u>Comment</u>	<u>Date of Adoption</u>
1	New procedure	1 January 2016
2	Revised to provide complete document, incorporating text from several semi-formal documents.	23 March 2021
2	Reviewed and readopted	28 June 2022
2	Reviewed, Lead Snow Warden name updated, readopted	27 June 2023
3	Reviewed and revised	April 2024

Next review required by:	May 2025
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Document Hierarchy

In the event of any discrepancy between Dartmoor Forest Parish Council Codes, Regulations, Policies, Strategies, Procedures and other documentation, the version contained in the higher level document detailed below will apply, unless changed by a resolution of the council.



Introduction

- 1.1 DFPC's Snow Warden scheme was originally developed under the DCC Highways Self-Help Snow Wardens scheme. Subsequently, much of the DCC support has been removed for the scheme, including some insurance cover and training. The Parish Council are not obliged to carry out this task, however, the DFPC Snow Warden scheme has been retained with reduced tasking with volunteers still providing key services to the community. Volunteers will only be utilized once a snow event has passed and there are enough volunteers to carry out the task safely and effectively.

Risk

- 2.1 Much of the Snow Wardens tasking is on pavements adjacent to the highways which presents specific dangers. The work is manual labour. The following high level risk reduction measures are mandatory:
- a. A formal risk assessment of all tasking must be undertaken. This is to draw on WDBC's expertise, and local knowledge. The mitigations identified in the Risk Assessment must be used in the development of working practices under this procedure.
 - b. All volunteers must be assessed and also declare themselves as physically fit to participate in the tasking.
 - c. All volunteers must be briefed on the requirements of this procedure and the associated Risk Assessment.

Qualifications/Experience Required

- 3.1 A person considered by the Council to have good common sense, a sense of responsibility and who is considered physically able to undertake the work.

Operation

- 4.1 The Princetown Snow Warden scheme is operated in the following areas.
- 4.2 **Footpath Clearing.** In the event of a significant snowfall, and there being no likelihood of the pavements being cleared by DCC Highways or other official bodies, the scheme will involve clearing and salting a single footpath after enough volunteers have been found and it is safe to do so. The locations will be decided by the Snow Warden taking into consideration the number of volunteers available and prioritising areas of high footfall.
- 4.3 Significant snowfalls in Princetown are often accompanied by drifting, and this may produce unpredictable amounts of snow on one side of the road compared to the other. The pavement may be cleared on either side of the road, with the one with least drifting selected. Usually, heavy snowfall is with the prevailing easterly winds which mean it is much easier to clear the pavement on the north side of the B3357.
- 4.4 No road clearing/gritting will be undertaken by volunteers. DCC Highways will grit the major routes through Princetown, when road and air temperatures are expected to fall below zero.

Equipment

- 5.1 The equipment owned by the council for use by the Snow Warden and volunteers, includes snow shovels and hi-visibility jackets.
- 5.2 Additionally, as a member of the West Devon Southern Parish Link Committee, the council may borrow communal equipment purchased by a Town and Parish Grant and held and administered by Bere Ferrers Parish Council.
- 5.3 Volunteers are permitted to use their own equipment if they prefer.
- 5.4 Devon CC Grit bins are for road use only as per DCC guidance.
- 5.5 DFPC will hold a stock of salt suitable for spreading on cleared pavements.

Annex A – Fitness to Participate Form

DARTMOOR FOREST PARISH COUNCIL WINTER SERVICE FITNESS TO PARTICIPATE FORM	
<p><i>Do you consider yourself to be physically capable of carrying out the work involved? Carrying out snow clearing activity 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 advice from your GP before you complete this form.</i></p>	
First Name	
Surname	
Address	Postcode:
Contact number	
Email address	
<p>I declare that I am fit to carry out snow clearing activities. I have been briefed by the Lead Snow Warden and/or have read the information covering the safe operations required for clearance of snow and ice from pavements provided on Devon County Council's website. (Appendix A & C)</p>	
Signed	
Date	

Please return your completed form in person to:
CLlr Gary Easton, Lead Snow Warden for Dartmoor Forest Parish Council;
or by email to:
Parish Clerk at clerk@dartmoorforestparishcouncil.gov.uk.

Annex B – Snow Warden Basic Training

Note: Text provided by DDC Highways.

Safety Whilst Undertaking Duties

Working in adverse weather situations or alone can put people in a vulnerable position, therefore it is essential that systems are put in place to reduce any increased risk due to carrying out Snow Warden duties.

The following points should be borne in mind when planning your response to any weather situation.

Before Starting

Do you have suitable clothing and footwear for the conditions?

It is advisable to have a reflective jacket or some light-coloured outer wear.

Ensure that someone knows where you are intending to go, what time you expect to return, what vehicle you will be using etc.

If you think that you may be some while, consider setting up a regular 'phone in', say every hour, to report your progress and where you are going next.

Check the weather forecast.

Whilst Working On-Site

Assess the location and current situation with regard to what you want to do. Is it safe to work at that place?

Think about traffic movements which may be happening, can you see / be seen?

Set sensible targets, you may not be able to achieve anything of practical benefit so do not waste time and effort on the impossible.

If working as part of a team agree the tasks and intended result so everyone knows what the target is.

General Guidance

In severe weather situations the best course of action maybe to do nothing until the main storm has passed. More benefit may be had by recording problems and planning a coordinated approach once the situation settles down.

The available resources, i.e. grit bins, may not have sufficient stock to do everything at once so prioritise your action.

Make yourself aware of what DCC Highways and others may be doing in your area so that you do not duplicate work.

Annex C – Guidance to Residents On Clearing Snow & Ice From Pavements & Public Spaces

Note: Text provided by the Department for Transport

This guide is designed to help you to act in a neighbourly way by safely clearing snow and ice from pavements and public spaces.

Will I be held liable if someone falls on a path I have cleared?

There is no law preventing you from clearing snow and ice on the pavement outside your property, pathways to your property or public spaces.

It is very unlikely that you would face any legal liability, as long as you are careful, and use common sense to ensure that you do not make the pavement or pathway clearly more dangerous than before. People using areas affected by snow and ice also have responsibility to be careful themselves.

What can I do to help clear snow and ice from pavements and public spaces?

Practical advice from highway engineers is given below. This is not a comprehensive list.

Start early: it is much easier to remove fresh, loose snow compared to compacted ice that has been compressed by people walking on it.

Do not use hot water. This will melt the snow, but may replace it with black ice, increasing the risk of injury.

Be a good neighbour: some people may be unable to clear snow and ice on paths leading to their property or indeed the footway fronting their property. Snowfall and cold weather pose particular difficulties for them gaining access to and from their property or walking to the shops.

If shovelling snow, consider where you are going to put it, so that it does not block people's paths, or block drainage channels. This could shift the problem elsewhere.

Make a pathway down the middle of the area to be cleared first, so you have a clear surface to walk on. Then you can shovel the snow from the centre to the sides.

Spreading some salt on the area you have cleared will help to prevent any ice forming. Table salt or dishwasher salt will work, but avoid spreading on plants or grass as they may be damaged by it. A few grams (a tablespoon) for each square metre you clear should work. The salt found in salting bins will be needed for keeping roads clear.

Particular care and attention should be given to steps and steep gradients to ensure snow and ice is removed. You might need to apply additional salt to these areas.

Use the sun to your advantage. Removing the top layer of snow will allow the sun to melt any ice beneath; however you will need to cover any ice with salt to stop it refreezing overnight.

If there is no salt available, then a little sand or ash is a reasonable substitute. It will not have the same de-icing properties as salt but should offer grip under foot.

Where can I find out more information about what I can do in an emergency?

The Preparing for Emergencies web pages on DirectGov contain useful information on how you can prepare for the impacts of all emergencies. The pages can be found at www.direct.gov.uk/preparingforemergencies

Why is the Government publishing this information?

During the severe winter in 2009/10, many people across the country worked very hard to keep our transport network open. This included many members of the public who cleared pavements and public spaces around their homes. Some people, however, were deterred from taking action to clear pavements and other public spaces because they feared that they might be sued.

An independent review of the transport sector's response to the severe weather of 2009/10 recommended that the Department for Transport should publish this note on good practice for members of the public in clearing snow and ice from footways and other public spaces. The Local Government Association published a report on behalf of Councils which reached the same conclusion. The Government is committed, as a key part of the Big Society agenda, to remove the barriers which may unnecessarily prevent people from helping themselves and those around them.

Annex D – Snow Wardens – Register of Volunteers Form

SNOW WARDENS – REGISTER OF VOLUNTEERS				
Parish/Town Council:		DARTMOOR FOREST PARISH COUNCIL		
Name of Lead Snow Warden:		Cllr. Gary Easton		
Name	Address	Contact Number	Date Trained	Trained by