

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title	Snow and Icy Weather Conditions – Wavertree HQ	Doc. No.	HS 004
Purpose	<p>The purpose of this SOP is to ensure that Wavertree HQ has plans in place for gritting the car park area during severe weather conditions (ice and snow).</p> <p>To acknowledge PC24's duties under the :</p> <ul style="list-style-type: none"> • Health and Safety at Work Act 1974 • Management of Health & Safety at Work Regulations 1999 		
Objective	<p>Implementation of this SOP will ensure that during icy snowy weather conditions:</p> <ul style="list-style-type: none"> • Staff based at Wavertree HQ are aware of the car park areas to be treated during icy and snowy weather conditions • Reasonably practicable actions will be taken to treat the car park area to reduce the risks of slips, falls and harm to staff and visitors by making the car park area less hazardous. 		
Guidelines	<p>Inclement weather is unavoidable and sometimes unpredictable, but it is possible to mitigate the threat it poses on to staff when using the car park through timely weather information.</p> <p>To ensure PC24 is fully prepared when we are faced with inclement weather conditions.</p>		
Equipment & Location	<ul style="list-style-type: none"> • 1 x blue salt bin located next to the entrance to the building (PC24's supply) • 1 x yellow grit salt bin located to the left of the building (Landlord's supply) • 3 x metal shovels located in the storage cupboard at the rear of the main office, in front of the executive office. • Additional bags of rock salt, purchased by PC24 is underneath emergency exit staircase at rear of call centre • 1 Gritting trolley 		
PROCEDURE		RESPONSIBILITY	
1	<p>Notification of icy snowy weather conditions.</p> <p>The Office Manager and Shift Manager will receive inclement weather forecast from the MET Office to identify if there are likely to be icy, snowy weather conditions.</p> <p>To receive weather alerts: https://service.govdelivery.com/accounts/UKMETOFFICE/subscriber/new</p>		Office Manager / Shift Manager

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2	<p>Grit Supplies</p> <p>The landlord is responsible for supplying and maintaining stocks of rock salt for gritting. This rock salt can be used by all tenants on a self-help basis.</p> <p>If the weather is so severe, the Office Manager or Shift Manager will contact the landlord (Whittle Jones, 01257 238666) who will hire an external organisation to grit the car park area.</p> <p>The Office Manager will ensure that there are adequate amounts of grit available at all times during the winter period.</p>	<p>Office Manager / Shift Manager</p> <p>Office Manager</p>
3	<p>Who will grit the car park area</p> <p>There is a likelihood that there may be a requirement for Wavertree based staff to assist with gritting process, particularly during the out of hours and weekend periods. This will be indicated by the weather warning received from the Met Office. This will be subject to circumstances</p>	<p>All Wavertree staff</p>
4	<p>If snow and ice are likely:</p> <ul style="list-style-type: none"> • The gritting procedure will be implemented by the Office Manager during normal working hours, typically, Monday – Friday 9-5pm. • The gritting procedure will be implemented by the Shift Manager during the out of hours and weekend periods. • Wavertree based staff, including IUC call centre staff will be called upon to assist in the implementation of the gritting procedure subject to circumstances • Any repeat gritting to be carried out will be decided by the Shift Manager or Office Manager • The Health & Safety Officer will monitor incident reports relating to snow and ice. 	<p>Office Manager</p> <p>Shift Manager</p> <p>Wavertree HQ Staff</p> <p>Office Manager / Shift Manager</p> <p>Health & Safety Officer</p>
5	<p>Areas to be gritted</p> <p>The identified hazardous areas where salt is to be applied are:</p> <ul style="list-style-type: none"> • The main entrance / exit to the building • The area where the PC24 med cars are parked. 	
6	<p>Personal responsibility</p> <p>All staff based at Wavertree HQ must be aware of the gritting procedure.</p> <p>A level of personal responsibility has to be applied during spells of snow and ice including:</p>	<p>Wavertree HQ staff</p>

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	<ul style="list-style-type: none"> • The selection of appropriate footwear • Not putting themselves or others at risk or harm • Take reasonable care of their own health and safety • Co-operate with Primary Care 24 • Report any incidents in a timely manner 	Wavertree HQ staff
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Title		Snow and Adverse Weather Conditions		Doc. No.	HS 004
Version		V1.0			
Supersedes		New SOP			
Approving Managers/Committee		DoN, H&S Safety Officer			
Date Ratified		15.01.21			
Department of Originator		Corporate			
Responsible Executive Director		DoN			
Responsible Manager/Support		Office Manager / Shift Manager			
Date Issued		January 21			
Next Review Date		January 22			
Target Audience		Operations and Corporate			
Version	Date	Control Reason		Accountable Person for this Version	
V1.0	12.01.2021	New SOP		S Dineley	
Reference documents		Electronic Locations		Locations for Hard Copies	
PC24's Health & Safety Policy. Health & Safety at Work Act 1974 The Management of H&S at Work Regs 1999		PC24's intranet \\uc24.local\Shared\Operations\Quality Governance\Corporate Policies & SOPs\PC24 SOPs\9. HEALTH & SAFETY\Current H&S SOP's'			
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