

From: [Foi Enquiries](#)
To: [REDACTED]
Subject: EIR-17-1741 - Working in Winter Weather
Date: 04 January 2018 15:04:05
Attachments: [Further Information - Right to Review & Appeal.pdf](#)
[EIR-17-1741 - Appendix 4 Toolbox.pdf](#)
[EIR-17-1741 - Appendix 5 017 - Adverse Weather Conditions Redacted.pdf](#)
[EIR-17-1741 - Appendix 2 Safety Cleat Specification.pdf](#)
[EIR-17-1741 - Appendix 3 Safety Cleat Instructions for Use.pdf](#)
[EIR-17-1741 - JA - db - Risk Assessment - Snow Clearance Redacted.pdf](#)
[EIR-17-1741 - FM018-How Do I-Snow Clear.pdf](#)
[EIR-17-1741 - JA - db - Risk Assessment - Snow Clearance Redacted.pdf](#)
[EIR-17-1741 - GS-D 165 Snow and Ice Clearing Redacted.pdf](#)

Dear [REDACTED]

Please accept our sincere apologies for the delay in responding to your information request of 15 November 2017. Aberdeen City Council (ACC) has completed the necessary search for the information requested.

1. Details of and documents showing or tending to show any policies that the Local Authority have in relation to their employees (generally, as opposed to only refuse collectors) working in winter weather conditions.

No specific policy for Road workers relating to working in winter conditions. Toolbox talks are carried out and all workers have access to 'Safe Systems of work', in addition to the Winter Maintenance meetings, however there are no specific policies.

Within the Building Services Section, we currently provide all operatives with PPE such as safety footwear, gloves, hats, glasses etc along with uniforms comprising of polo-shirts, trousers, boiler suits, fleeces and jackets. These products are for universal wear, i.e. both summer and winter months. We do provide, on request, thermally insulated boiler suits and rainwear for working in inclement weather, but these are not in general circulation and requires the authorisation of the operatives' Line Management. Bearing in mind, that the tasks our operatives perform may involve high levels of manual dexterity e.g. electricians, joiners, plumbers etc, thicker gloves would have an adverse effect on the ability to perform tasks safely and efficiently. However, I should add, that only emergency repairs would be carried out during periods of heavy rain and snow, so the exposure to these conditions is managed by the Team Leaders. Where work is being carried out internally in cold conditions, such as in Void Properties, we have temporary heaters which we would provide for use.

All janitorial staff are aware of the Aberdeen City Council bad weather policy and Janitorial Team Leaders provide information to their staff as and when it is issued.

2. Details of and documents showing or tending to show any policies that the Local Authority have in relation to Local Authority refuse collectors working in winter weather conditions.

Please see attached a copy of the toolbox talk that is used to inform crews of the hazards of working in adverse weather conditions (Appendix 4).

Please also see Appendix 5 – Risk assessment 017 for working in adverse weather conditions.

3. Details of and documents relating to any protective footwear provided to Local Authority employees (generally, as opposed to only refuse collectors) for working in winter weather

conditions. We are only concerned with footwear which is designed to prevent employees from slipping on snow or ice.

Aberdeen City Council Roads department don't provide any specialised footwear designed specifically for working in winter weather conditions, all operatives are issued with safety shoes.

Environmental Services - Industry standard footwear is provided free of charge and enforced wearing is applied. This is year round and not only in winter conditions. Wellington Boots are also supplied free of charge on request

Janitorial staff are offered a selection of footwear on a yearly basis and as and when required, which are listed below. They are also provided with appropriate outdoor winter wear such as fleeces, jackets and thermal gloves.

FC44 – Thor S3 Compositelite Safety Shoe – EN ISO 20345: 2011

Classic style S3 safety shoe. 100% non-metallic construction and full grain water resistant upper will keep your feet dry and healthy. Protective composite toecap and midsole. Hardwearing dual density PU/TPU outsole with superb slip and oil resistance.

FC11 - Thor S3 Compositelite Safety Boot – EN ISO 20345: 2011

Classic style S3 safety boot. 100% non-metallic construction and full grain water resistant upper will keep your feet dry and healthy. Protective composite toecap and midsole. Hardwearing dual density PU/TPU outsole with superb slip and oil resistance.

FC66 – Trooper S1 Compositelite Safety Trainer – EN ISO 20345: 2011

100% non-metallic, lightweight hiker style shoe in a classic black colour. Composite toecap, antistatic and oil resistant outsole makes this shoe suitable for a variety of work environments.

4. Details of and documents relating to any protective footwear provided to Local Authority refuse collectors for working in winter weather conditions. We are only concerned with footwear which is designed to prevent employees from slipping on snow or ice.

Council staffs are supplied with cleats which are manufactured by Safety First Ice Cleats. Product Part number SF10 cleats which are full CE certified.

Documents attached

Appendix 1 – Suppliers Details

Appendix 2 – Product details

Appendix 3 – Item Instructions for Use

5. Details and documents showing or tending to show the purchase and supply of any shoe grips/cleats/spikes/crampons (or other such equipment) to Local Authority employees (generally, as opposed to only refuse collectors) for the past three years, including the make, model or type, which are designed to prevent them from slipping on snow or ice.

Roads workers are not issued with any of the items listed.

Environmental Services - Yaktrax Walker shoe grips are available on demand, free of charge. This is a stock item in our store.

See response to Q1 above – no specified designed accessories for use with footwear for winter wear

Shoe grips/cleats/spikes/crampons are not part of the normal janitorial issue but as per School Crossing Patroller staff based within the Facilities Management Team, can request if required. To date no member of the janitorial Services Team have requested such items. All staff are provided with appropriate outdoor winter wear such as fleeces, jackets and thermal gloves.

6. Details and documents showing or tending to show the purchase and supply of any shoe grips/cleats/spikes/crampons (or other such equipment) to Local Authority refuse collectors for the past three years, including the make, model or type, which are designed to prevent them from slipping on snow or ice.

Appendix 1 – Suppliers Details

Appendix 2 – Product details

Appendix 3 – Item Instructions for Use

The current stock of cleats were purchased more than 4 years ago and copies of the purchase order/invoice are not available

7. Details of and documents relating to any reports, memos, investigations or other communications concerning the provision of shoe grips/cleats/spikes/crampons (or other such equipment) supplied to Local Authority employees (generally, as opposed to only refuse collectors) for the past three years, including the make, model or type, which are designed to prevent them from slipping on snow or ice.

Roads workers are not issued with any of the items listed.

Environmental Services - No communication other than verbal from Line Managers is given

See response to Q1 – no such accessories used

Facilities Management have no records/documents relating to reports, memos, investigations or communications concerning the provision of shoe grips/spikes/crampons etc. All staff are provided with appropriate outdoor winter wear such as fleeces, jackets and thermal gloves.

8. Details of and documents relating to any reports, memos, investigations or other communications concerning the provision of shoe grips/cleats/spikes/crampons (or other such equipment) supplied to Local Authority refuse collectors for the past three years, including the make, model or type, which are designed to prevent them from slipping on snow or ice.

Cleats were bought from Safety First Ice Cleats. Product Part number SF10 cleats which are full CE certified.

Staffs are issued with a Safety Handbook and Work Instructions booklet at the induction stage of their employment with the Aberdeen City council. Staffs are instructed to read the handbook and sign an acknowledgement that they have read and understood the contents of the Safety Handbook and Work Instructions

9. Details of and documents relating to the content of any training provided to Local Authority employees (generally, as opposed to only refuse collectors) in respect of working in winter weather conditions.

Winter Maintenance meetings are held, however no specific training is held.

Environmental Services - No specific training given. Covered in Risk Assessments

See response to Q1 – no such training specifically for working in winter conditions carried out

Facilities Management have no training as such for working in winter weather conditions other than on-site training with regards use of winter equipment such as snowploughs/snowblowers etc. All staff are provided with appropriate outdoor winter wear such as fleeces, jackets and thermal gloves.

10. Details of and documents relating to the content of any training provided to Local Authority refuse collectors in respect of working in winter weather conditions, and in particular in relation to loading bins onto refuse vehicles.

The Safety Handbook and Work Instructions booklet includes the technique to be used to load bins onto vehicles, the same technique is to be used in all weather conditions. The booklet also refers to the need to take care when operating in snow and ice conditions and emphasising the need to take care and allow for slippery conditions. The cleats are supplied with an instruction for use document which is very simple. (Appendix 3) Attached is a copy of the toolbox talk that is used to inform crews of the hazards of working in adverse weather conditions. (Appendix 4)

11. Details of and documents relating to risk assessments carried out by the Local Authority in relation their employees (generally, as opposed to only refuse collectors) working in winter weather conditions.

All Road workers use dynamic risk assessments whilst working in winter weather conditions.

Environmental Services - Risk Assessments for Snow Clearing and gritting is attached.

No specific Risk Assessments carried out for winter working – Risk Assessments would be performed by Line Management in the event of matter arising

Attached are:

JA-db-Risk Assessment 018-Snow Clearing

FM018-How Do I-Snow Clear

12. Details of and documents relating to risk assessments carried out by the Local Authority in relation to their refuse collectors working in winter weather conditions, and in particular any risk assessments which take into account the loading of bins on to refuse vehicles.

Attached is the risk assessment that refuse crews should adhere to while working in adverse weather conditions.

Appendix 5 – Risk assessment 017 for working in adverse weather conditions.

Please note that third party names and personal details, as well as the names of ACC Officers who are below Head of Service level have been redacted (blacked out) from the attached documents. This is because ACC considers that this information is exempt from disclosure. In order to comply with its obligations under the terms of Section 16 of the FOISA, ACC hereby gives notice that we are refusing your request under the terms of Section 38(1)(b) in conjunction with 38(2)(a)(i) – Personal Information – of the FOISA.

In making this decision ACC considered the following points:

ACC is of the opinion that Section 38(1)(b) applies to the information specified above as the information in question is personal information relating to living individual(s), of which the applicant is not the data subject.

ACC is of the opinion that Section 38(2)(a)(i) applies, as we consider that disclosure of this information would be a breach of the first Data Protection Principle (that personal information must be processed fairly and lawfully). The individual(s) have not consented to the disclosure of their information, and ACC does not consider that they would expect ACC to release this information about them into the public domain under the FOISA.

We hope this helps with your request.

Yours sincerely,

Grant Webster
Information Compliance Officer

INFORMATION ABOUT THE HANDLING OF YOUR REQUEST

As the information which you requested is environmental information, as defined under Regulation 2(1) of the Environmental Information (Scotland) Regulations 2004 (the EIRs), ACC considered that it was exempt from release through FOISA, and must therefore give you notice that we are refusing your request under Section 39(2) of FOISA (Freedom of Information (Scotland) Act 2002). However, you have a separate right to access the information which you have requested under Regulation 5 of the EIRs, under which ACC has handled your request. Please refer to the attached PDF for more information about your rights under the EIRs.

Information Compliance Team
Customer Service
Corporate Governance
Aberdeen City Council
3rd Floor North
Business Hub 17
Marischal College
Broad Street
ABERDEEN AB10 1AQ

foienquiries@aberdeencity.gov.uk

Tel 03000 200 292

*03000 numbers are free to call if you have 'free minutes' included in your mobile call plan.
Calls from BT landlines will be charged at the local call rate of 10.24p per minute (the same as 01224s).

www.aberdeencity.gov.uk



TOOLBOX TALK

Talk No: 11	Title: HSE - Adverse Weather
<p>Introduction: At this time of year it is important to consider your health in winter weather along with the obvious safety aspects of slips trips and falls.</p>	
<p>Main Points:</p> <p>Health:</p> <p>When working outdoors physical work in cold weather can increase the likelihood of sprains and strains, so take it easy for the first 15 minutes until your body has warmed up.</p> <p>When the body is exposed to cold temperatures it begins to lose heat faster than it can be produced. Prolonged exposure to cold will eventually use up your body's reserves. Low body temperature can affect the brain causing loss of coordination and confusion.</p> <p>The early signs of cold stress include:</p> <ul style="list-style-type: none"> • Cold, tingling, stinging or aching feeling in the hands and feet • Skin colour turns red, then purple, then white and is cold to the touch • Shivering • Fatigue • Loss of Energy • Confusion and disorientation. <p>It is important to layer up in order to find your own thermal comfort and control this during work by adding or removing layers as required. Sweating then exposure to cold can result in chills which is a rapid contraction and relaxation of the muscles trying to increase the body temperature causing shivering. Sever and prolonged exposure of the skin to the cold can lead to blistering and frostbite.</p>	

Therefore:

- Several layers is better than one thick one
- Make sure you wear a hat and gloves to protect against heat loss
- Ensure your boots are waterproof, have adequate tread and you have warm comfortable socks on.
- Take breaks and have hot drinks to keep warm.
- If possible limit the amount of time your exposed to cold temperatures.
- Never take short cuts - Remember that grass/dirt is likely to be very slippery at this time of year.
- Take care when moving from one surface to another such especially at the entrances to buildings.
- Ensure the snow/ice cleats are put on when required.
- Make sure your clothing doesn't block your vision or make it hard to hear traffic.

Driving:

Winter conditions can lead to poor driving conditions, so it is important to maintain your vehicles:

- Check your vehicle making sure your screen wash is topped up and not frozen.
- Check your lights are all working and are clean.
- Make sure your windscreens & mirrors are clear.

When driving in adverse conditions don't rush, keep a good distance from the vehicle in front allowing extra distance to stop, **DO NOT** enter any streets that look unpassable.

- Take care when exiting vehicle in icy and windy conditions - Ensure the snow/ice cleats are put on when required, stick to treated walkways where possible.

Sites:

Housekeeping and workplace safety:

- Ensure depot yard is gritted,
- Keep to pedestrian walkways and ensure they are gritted.
- Report any defective lighting.

Notes:



Recycling Collection City Wide

Line Manager name: [REDACTED]		Line Manager signature: [REDACTED]		Assessment No: 017
Date: 11 th October 2017	Assessed by: [REDACTED]	Location: City Wide		Review date 10th October 2018
	Signature: [REDACTED]	Activity: Adverse Weather Conditions		

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
Heavy snow fall first thing in the morning	Employees / Agency staff, members of the public	Line manager / Supervisor to assess conditions and whether it is safe to travel to work. Supervisor to use websites for monitory weather and road conditions.	5	3	M	Constant Monitoring of weather	
Adverse weather conditions when out working	Employees / Agency staff, members of the public	Line manager / Supervisor to asses if staff is to continue with duties or return to depot. Supervisory staff to advise Roads section.	5	3	M	Constant Monitoring of weather	
Adverse weather conditions when out driving	Employees / Agency staff, members of the public	Line manager / Supervisor Driver can judge whether it is safe to drive on roads. Drivers are advised not to drive on any road that would compromise the safe handling of the vehicle, the safety of the crew and members of the public.	5	3	M	Constant Monitoring of weather	
Slips and Trips	Employees / Agency staff	All Staff to wear correct PPE, correct foot wear (ice grips to go over boots) and lined waterproof	5	3	M	Constant Monitoring of weather	



What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
		gloves in snow and ice conditions. Procedure in place for accident reporting.					
Pulling ,Pushing, Bins/containers Through Snow (Musculoskeletal Disorders)	Employees / Agency staff	Crews advised only to uplift bins that will not compromise their personal safety. Large bins 660 /1100/1280 litre should only be manoeuvred by two loaders or loader and driver. All employees/ Agency have received manual handling training.	3	1	L		
Cuts, Bruises and Abrasions	Employees, Agency staff	Hand protection – various gloves available, issued and replaced on request through supervisor. Procedure for acquiring replacement PPE included in induction handbook. Procedure for accident recording/reporting.	3	3	L	To continually assess accident reports to identify any cut, bruise and abrasion injuries so that action can be taken to further reduce risks.	
Vehicle/Traffic and Pedestrian Interface	Employees, Agency staff	All employees must wear Hi-Vis clothing. Safety barriers, beacons and audible reversing alarm on vehicles. Vehicles fitted with CCTV for driver view before, during and after operations. Seat belts must be worn when provided. Banksman must be	5	3	M	Banksman training to be provided to all new employees/agency staff. Vehicle daily check report carried out and recorded.	Ongoing



What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
		used for all reversing. Secondman should be out of the vehicle to ensure safety of pedestrians during lifting operations. Vehicles must not enter school playgrounds when children are present. Vehicle maintenance programme in place. Drivers daily vehicle check recorded in logbook. Covered in induction. Specific items covered by supervisor.					
Provision of First Aid	Employees, Agency staff	All vehicles equipped with radios for contact with supervisors office. All vehicles equipped with First Aid.	5	3	L	First Aid procedures to be reviewed. Provision of radios to hired vehicles to be addressed in order for all staff to be in communication with the office/supervisors. Chargehands/supervisors to be trained in appointed First Aid.	Ongoing
Uneven surfaces – loose chippings, stairs – inclined paths.	Employees / Agency staff	Wearing of the suitable / required PPE as per HSE handbook, assess area where collection is to take place both during normal collections and / or assisted	5	2	M		



What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
		collections.					
Pinch points when opening any gates or access areas/	Employees / Agency staff	Wearing of the suitable / required PPE as per HSE handbook, assess area where collection is to take place both during normal collections and / or assisted collections.	3	1	L		



OUR PRODUCT

ABOUT US

FAQ

BLOG

CONTACT



SF 10

"The SF10 provides a high degree of grip reducing the risk of injuries to you or your workforce from slips, trips and falls in snowy or icy conditions."

BUY NOW
INDIVIDUAL

BUY NOW
CORPORATE

SF10 The Best Performing Anti-Slip Footwear

As confirmed by independent third party testing by the leading European body for assessing suitability of anti-slip safety footwear, the Finnish Institute of Occupational Health, the SF10 Ice Cleats are the best performing anti-slip footwear on snow and ice.

The SF10 not only passed but passed with flying colours tests pertaining to slip resistance, tensile strength, corrosion resistance and ergonomics/ease of use (amongst others). As an example, the SF10 achieved 275% greater slip resistance than the minimum slip resistance standards required by European regulations!

Waterproof Wallet for Storage



The SF 10 Ice Cleat comes with a reusable and practical waterproof wallet which is compact and easy to store (for example in an office desk drawer or a handbag).

NOW ONLY
£12.99

SF10 Unique Patented Features

In addition to being the best performing anti-slip footwear on snow and ice, the SF 10 has several unique patented features which are not available in any other Ice Cleat product.

Full CE Certification

Patented "Anchor Grip System" embeds the studs firmly within the sole of the Ice Cleat enabling the studs to withstand high degrees of force and pressure without being dislodged.

The SF 10 has 10 small stainless steel studs firmly embedded within the sole of the Ice Cleat giving high levels of slip resistance on snow and ice.

Special Thermoplastic Elastomer rubber thread allows grip of the non-studded surface of the sole as well as allowing greater flexibility and stretch.



Anchored- Grip System

A common issue with rival products is that the studs forming part of the Ice Cleats become easily dislodged and require constant replacing at additional expense. The studs on the SF10 Ice Cleats are firmly embedded within the surface of the product, therefore making it virtually impossible for them to be dislodged even with the application of great force or pressure.

Diamond thread

Another issue with rival designs is that the plastic mould of the product is either turgid and inflexible which means that the user experiences discomfort when wearing the product, or the plastic mould is fragile and weak, which means that the product is susceptible to quick wear and tear and has a short life span. By

PER PAIR

FREE DELIVERY
ANYWHERE IN THE UK WITHIN
3 WORKING DAYS OF ORDER

BUY NOW
INDIVIDUAL

BUY NOW
CORPORATE

contrast, the sole of the SF10 Ice Cleats is covered in a unique diamond thread design which as well as allowing greater slip resistance allows for greater flexibility and stretch granting the wearer the maximum comfort and ease whilst at the same time being robust and sturdy and therefore guaranteeing a longer lifespan

SF10: CE Certification/Satisfaction of all European Standards

Ice cleats come within the definition of "Personal Protective Equipment" (PPE) and therefore have to abide by certain EU Directives such as Directive 89/686/EEC. The vast majority of Ice Cleats available in Europe do not have CE certification and are therefore not suitable for use by outdoor workers. The SF10 Ice Cleats are fully CE certified by the leading European body for testing suitability of anti-slip safety footwear the Finnish Institute of Occupational Health

ABOUT US

[About us](#)

OUR PRODUCT

[Safety First: 10](#)

CUSTOMER CARE

[Contact Us](#)
[Terms of use](#)
[Privacy](#)

CONNECT





Instructions

1. Insert your shoe in the front part of the cleat (see diagram 1)
2. Connect the back of the cleat to the back of the footwear (see diagram 2)

We recommend that you clean the cleats with a dry cloth after each use.



Features

1. The cleat is made from rubber which allows the cleat to be flexible to -20C!
2. The special non-slip studs offer excellent grip on ice and snow!

Warning

- The cleat has been specifically designed to aid wearers improve their grip in icy and snowy conditions. Our products will not eliminate the inherent risks in such conditions. When wearing our products you should always exercise reasonable care.
- You must remove the Ice Cleat when driving a vehicle. It is not recommended to wear any of Safety First Ice Cleats products inside any building, including (but not limited to) the following: any indoor or smooth surface such as tiles, wooden floors, inside shopping centres or kitchen floors.

RISK ASSESSMENT

Line Manager Name : [REDACTED]		Line Manager Signature :	Assessment No : FM018 Issue Number 1
Date : See Register	Assessed by : [REDACTED] Signature :	Location : Various Activity : Snow clearance	Date : See Register

What has the potential to cause harm (hazards) and what harm may result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk Rating	What further action(s) need to be taken to reduce risk?	By whom and by what date?
Manual Clearance of snow. Potential for back , shoulder or wrist injury.	Staff	~ Snow ploughs in all city Academies and some larger Primary Schools ~ Snowploughs are provided to all establishments or shared between grouped establishments where practicable to reduce manual snow clearance. ~ Grit/Salt spreaders at all establishments ~ Object Handling Training ~ All members of Janitorial Staff to wear provided PPE when undertaking this activity. ~ PPE - Safety shoes, goggles, gloves, hard hat, face mask, hi-viz vest, ear defenders	4	2	8	~None	
						~None	
						~None	
						~ None	
						~ None	
						~ None	

RISK ASSESSMENT

What has the potential to cause harm (hazards) and what harm may result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk Rating	What further action(s) need to be taken to reduce risk?	By whom and by what date?
		~ " How do I ?" in place ~ Training Register				~ Review "How do I" annually ~ Update Training Register	Who: Janitorial Team Leaders By when: Annually Who: Janitorial Team Leaders By when: Ongoing
Incorrect operation of snowplough. Potential for impact injury.	Staff	~ Manufacturers Instructions on snowplough operation.	4	2	8	~ None	
		~ All members of Janitorial Staff to wear provided PPE when undertaking this activity.				~ None	
		~ PPE - Safety shoes, goggles, gloves, hard hat, face mask, hi-viz vest, ear defenders				~ None	
		~ Object Handling Training				~ None	
		~ " How do I ?" in place				~ Review "How do I" annually	Who: Janitorial Team Leaders By when: Annually
		~ Training Register				~ Update Training Register	Who: Janitorial Team Leaders By when: Ongoing
Exposure to excessive noise from snowplough. Potential for damage to hearing.	Staff	~ PPE - Safety shoes, goggles, gloves, hard hat, face mask, hi-viz vest, ear defenders	4	2	8	~ None	

RISK ASSESSMENT

What has the potential to cause harm (hazards) and what harm may result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk Rating	What further action(s) need to be taken to reduce risk?	By whom and by what date?
Exposure to excessive vibration from snowplough. Potential Hand Arm Vibration Syndrome (HAVS).	Staff	~ HAVS Awareness Training ~ Training Register	4	2	8	~ None	
						~ Update Training Register	Who: Janitorial Team Leaders By when: Ongoing
Slipping on untreated surfaces. Potential for impact injury.	Janitorial Staff, School Staff, Pupils, Visitors, Members of Public.	~ All members of Janitorial Staff to wear provided PPE when undertaking this activity. ~ PPE - Safety shoes, goggles, gloves, hard hat, face mask, hi-viz vest, ear defenders ~ Priority routes identified by Heads of Establishment ~ Site plans to be completed for Head of Establishment and Janitorial Staff information ~ Continual monitoring of weather conditions	4	2	8	~ None	
						~ None	
						~ None	
						~ None	
						~ None	
Lone working.	Staff	~ Mobile phones (see additional information) ~ Lone Working Guidance (see additional information)	5	2	10	~ Refer to Lone Working Risk Assessment Ref. FM015	
						~ None	

RISK ASSESSMENT

What has the potential to cause harm (hazards) and what harm may result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk Rating	What further action(s) need to be taken to reduce risk?	By whom and by what date?
		~ " How do I ?" in place				~ Review "How do I" annually	Who:Janitorial Team Leaders By when: Annually
					0		

How Do I – Snow Clear

Ser	Task	Groundsperson	Janitor	Janitorial/Grounds Team Leader	Janitorial Manager	Comments
1.	Personal protective equipment: Safety shoes/boots gloves Hi-Vis jacket Goggles, ear defenders.	◆	◆	◆		
2.	Equipment Needed: Snow shovels Snow plough if available salt spreaders. Bins for the sand/salt mix should be filled prior to the bad weather period. Rock salt stocks should be ordered in advance of winter period.	◆	◆	◆		Informal on site Staff Training to be given on the use of the plough and salt spreaders. Follow the Manufacturer`s instructions
3.	Health and Safety: Always refer to Specified Risk Assessments when carrying out tasks. Wear the appropriate P.P.E. when undertaking this activity. Follow Manufactures instructions when using any equipment. All equipment must be checked and recorded monthly in appropriate folder Facilities Management Janitorial Services	◆	◆	◆		Refer to FM 014 Use of sack barrows, pallet trucks, trolleys etc. Refer to FM015 Lone Working. Refer to FM016 Object Handling Refer to FM018 Snow Clearing. Refer to FM028 Use of Hand Tools.
4.	Priority areas to be identified and cleared : Clear paths to and from main building to kerbside then all out laying buildings and fire exits.	◆	◆	◆		Continually monitor weather conditions and follow site plans where available.
5.	Salting and gritting paths This should be monitored at regular intervals throughout the day and reapply if required.	◆	◆	◆		Monitor stock levels for re-ordering supplies.

6.	Care of equipment Wash and brush down the plough and salt spreaders so that the mechanical parts don't seize up. Snow Ploughs should be started up and run for a few minutes each month, this should be recorded on the Snow Plough recording folder, any faults should be reported to Head Grounds person Any faults with salt spreaders and shovels should be reported to JTL	◆	◆	◆		
7.	Store equipment Safely. All equipment (Mechanical Snow Ploughs) must be checked and recorded monthly in appropriate folder	◆	◆	◆		

Risk Assessment

Line Managers names: [REDACTED] (Environmental Manager)		Assessment No: GS/D 165
Line Managers signatures: [REDACTED]		
Date: 25 August 2017	Assessed by: [REDACTED] Signature: [REDACTED]	Location: Hazlehead Depot Activity: SNOW/ICE CLEARING
		Review date: 25 August 2018

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
1. Slips Trips and Falls Sprains, Twists and Broken bones	Employees, General Public	<ul style="list-style-type: none"> All employees are issued with protective footwear, which MUST be worn at all times crampons available to provide extra grip. The operatives are responsible for keeping plant and tools not in use properly stored at side of working area. Do not leave plant and tools unattended at any time. Be aware of your surroundings at all times. 	4	2	8		
2. Manual Handling Sprains, Twists and Broken bones	Employees, Contractors	<ul style="list-style-type: none"> All employees have attended manual handling courses. Where new employees start training will be given. <p>See COSHH Assessments Ref. No CLG/016</p>	4	2	8		

Risk Assessment

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
3. Eye Injuries	Employees, Contractors	<ul style="list-style-type: none"> ● Eye protection MUST be worn. ● First Aid-kit are kept at depots and in vehicles. ● Eye wash to be kept at depots and in vehicles. 	4	2	8		
4. Cut Bruises and Abrasions	Employees, Contractors	<ul style="list-style-type: none"> ● Various glove types available on request from the supervisor. ● All exposed cuts and abrasives should be covered by waterproof dressings. ● Coveralls and gloves issued and replaced upon request. ● First Aid-kit is kept at depots and in vehicles. 	3	3	9		
5. HAVS/Vibration White Finger	Employees, Contractors	<ul style="list-style-type: none"> ● Employees have received instruction and training to ensure that they are not over exposed to vibration on a daily basis. Where required, rotation of works will be put in place to assist in minimising exposure. ● Employees at risk have attended the HAVS awareness course and been made aware of vibration white finger and the precautions required. ● Where required employees showing symptoms after awareness courses have been 	4	2	8	See Vibration Risk Assessments. Review of affected persons set on annual basis. All future machinery purchase will take into account vibration level output.	

Risk Assessment

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
		referred for medical examination. Appropriate actions taken dependant on results from examination.					
6. Biological Hazards Hepatitis and Tetanus	Employees, Contractors	<ul style="list-style-type: none"> ● Employees have been offered tetanus and hepatitis inoculation. ● Records maintained of all employees who have and have not accepted inoculations. 	4	2	8	All staff given opportunity for tetanus and hepatitis inoculations. Programme of inoculations ongoing.	
7. Needle Stick Injuries HIV, Hepatitis	Employees, Contractors	<ul style="list-style-type: none"> ● Upon the discovery of syringe/needles, do not attempt to pick these items up unless you have received the relevant training and have access to the necessary equipment required, remember gloves alone give no protection. ● 1 Cin bin and sharps collection kits are kept in vehicles and at depots. ● Employees upon discovering these materials who have not received the relevant training MUST make contact with supervisory staff for the uplift of these items. <p>Refer to the Induction Booklet or depot notice board memos.</p>	5	2	10	Supervisors have been SHARPS trained	

Risk Assessment

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
8. Noise Tinnitus, partial or total deafness	Employees, Contractors	<p>Ear protection MUST be worn at all times when operating leaf blowers. Employees at risk have attended awareness course and been made aware of the Noise Regulations and the precautions required. Where required employees showing symptoms after awareness courses have been sent for medical examination. Appropriate actions to be taken dependant on results from examination. Review of affected persons set on an annual basis. Noise levels can be found in the manuals and machines have notices fixed onto the side if ear protection is mandatory or advised. All future machine purchase is to be based on noise level output and where required rotation of works within the required limits of machinery noise output.</p> <p>Working to The Control of Noise at Work Regulations 2005.</p> <p>Lower exposure action value :- 80dB(A) Lep,d with a peak sound pressure of 135 dB(C)</p> <p>Upper exposure action value :- 85dB(A) Lep,d with a peak sound</p>	4	2	8	<p>Noise Filter assessments to be carried out and distributed to all depots.</p> <p>Noise Awareness Toolbox Talks will be carried out</p>	Supervisors Ongoing

Risk Assessment

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
		<p>pressure of 137 dB(C).</p> <p>The exposure limit value :- 87dB(A) Lep,d (behind ear protection), with a peak sound pressure of 140 dB(C)</p>					
<p>9. Use of Hand Tools</p> <p>Cuts, Bruises broken bones</p>	Employees, Contractors	<ul style="list-style-type: none"> Tools to be kept properly stored when not in use. Do not leave plant and tools scattered around the maintenance area at any time. Before and after work all tools should be inspected, maintained and any faults reported to supervisor for replacement. Be aware of other employees and members of the public at all times. 	3	3	9		
<p>11. Road Traffic Accidents Vehicle/Pedestrians</p> <p>Broken bones, severe injuries such as loss of life/lives</p>	Employees, Contractors	<ul style="list-style-type: none"> Drivers are authorised by management, only valid licence holders are permitted to use vehicles. All employees must wear class 2 retro-reflective vests when walking or unloading from vehicles, and during operations. Avoid reversing vehicle if possible, where required banks-man to be used to aid driver 	5	2	10		

Risk Assessment

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
		reversing.					
12. Siting Traffic Signs and Road Cones Broken bones, severe injuries such as loss of life/lives	Employees, Contractors	<ul style="list-style-type: none"> ● Employees have attended a course on Siting Traffic Signs and Road Cones. ● Where new employees start training will be given where required. ● During operations on dual carriageways the area has to be coned off prior to work commencing. Operators must wear class 3 retro-reflective vests whilst working on dual carriageway roads with a speed limit of 50mph or above. ● Reference A.C.O.P. Safety at Street Work and Roadwork. 	5	2	10		
13. Interference From Public	Employees, Contractors	<ul style="list-style-type: none"> ● Show courtesy to members of the public at all times. On occasions you may come across an unsatisfied customer, switch off machinery, direct them to contact Head Office. ● If you feel the situation has become threatening leave the working site immediately and continue work at next site, then 	4	2	8		

Risk Assessment

What has the potential To cause harm (hazards) and what harm might result?	Who and how many people might be at risk?	What measures are already in place?	Severity	Likelihood	Risk rating	What further action (s) needs to be taken to reduce risk	By whom and by what date
		<p>report the incident to Depot Supervisor as soon as possible when the Incident Report form can be completed.</p> <p>Refer also to Employee Induction Handout</p>					