



# Rutland County Council

## **SNOW WARDEN SCHEME**

## **INFORMATION PACK**



## Snow Warden Scheme Information Sheet

### What is the Snow Warden Scheme?

In winter, we focus on salting the major routes which carry the most traffic. This sometimes means smaller communities don't receive as much help as they would like. During times of extreme weather, through the Snow Warden Scheme we will provide advice and training and to community groups and parish councils who are helping each other on a voluntary basis. The Snow Warden is the key point of contact between Rutland County Council (RCC) and the local community.

### Who can be a Snow Warden?

#### The Snow Warden must:

- be nominated as suitable by the town or parish council or similar body
- have received suitable training by RCC to carry out Snow Warden duties
- agree to work within the advice provided by the county council
- agree to work to the parish council's plan that has been agreed with RCC
- be registered with RCC

### Equipment required:



- High viz tabard (provided by RCC)
- Suitable gloves. (provided by RCC)
- Good non-slip footwear, e.g. waterproof boots/wellingtons.
- Warm clothing.
- Snow/grit shovel (provided by RCC)
- Fully charged mobile telephone (if you have one)

### Role and responsibilities:

The Snow Warden is working on behalf of the parish/town council, not RCC, and will deliver winter maintenance support, determined by parish or town councils, to their communities. Their roles and responsibilities include:

- Keeping a register of local trained volunteers
- Receiving and responding locally to weather alerts
- Organising and deploying volunteers to clear snow
- Organising and deploying volunteers to spread grit when snow conditions are forecast
- Informing RCC of when grit bins require re-filling
- Encouraging the responsible use of grit/salt and help to minimise the abuse of grit/salt within communities
- Providing information on local conditions.
- Following personal safety measures



**Personal safety measures:**

- Do not attempt to clear snow from any carriageway, only clear snow from the footpaths.
- Always try to face oncoming traffic when working near a carriageway.
- Make sure your non-slip footwear is in good condition and has plenty of tread.
- Wear your gloves and always wash your hands the moment you have finished work.
- Make sure your wrap up warm and, if possible, take in plenty of hot drinks.
- Always commence work at the point nearest where the grit salt is sited.
- Use the snow shovel and grit salt as shown.
- When clearing snow from footpaths, always clear a line down the middle of the path first. This will provide you with a safer surface to walk on and allow you to then shovel snow from the centre to the sides.
- Spread grit salt as you progress to stop ice forming on the area you have cleared.
- Walk only on the areas you have gritted to reduce the risk of slipping.
- Use the sun to your advantage. Removing the top layer of snow will allow the sun to melt any ice beneath the surface. However, you must remember to cover the cleared area with grit salt to stop it refreezing overnight.
- Keep stretching and swapping tasks - moving snow and spreading grit is quite strenuous work so take it easy if it is a while since you last did any manual work.
- Try to always bend your knees, not your back, when lifting and do not try to move or lift anything that is too heavy.
- Always take extra care when walking on steps, slopes and icy areas of footpaths.
- **Do not** use hot water to melt the snow, this will create black ice.
- If you have children with you ensure they are closely supervised at all times.
- Report **all** accidents, incidents, violent incidents, or near misses that involve you, or those working with you, to Rutland County Council.
- Provided you have undergone the necessary training and follow the advice above, you will be covered by Rutland County Council's liability insurance.



## Snow Warden – Application Form

**Do you consider yourself to be physically capable of carrying out the work involved?**

Carrying out the duties of a snow warden 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 medical advice from your GP before you complete this form.

### Parish Information

<b>Which Town/Parish Council/Meeting will you be volunteering for?</b>	
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### Contact details (block capitals please)

<b>Name</b>	
<b>Address (inc postcode)</b>	
<b>E-mail</b>	
<b>Telephone</b>	

### I declare that I am fit to carry out the duties of a snow warden

<b>Signed</b>	
<b>Date</b>	

Please return this completed form to:

Your local Parish Council Clerk, details of which can be found on our website, here:

<https://rutlandcounty.moderngov.co.uk/mgParishCouncilDetails.aspx?bcr=1>



## Snow code

There's no law stopping you from clearing snow and ice on the pavement outside your home or from public spaces. So it's unlikely you'd be sued or held legally responsible if someone was injured on the path if you clear it carefully.

The public are encouraged to assist with snow clearing activities, and the Dft advice on how they can assist their communities can be found here:

<https://www.gov.uk/clear-snow-road-path-cycleway>

Follow these simple steps set out in the government's snow code.

- Start early - clear the snow or ice early in the day and cover the path with salt before nightfall to stop it refreezing overnight.
- Use salt or sand - not water. Help prevent black ice by spreading some salt on the area you have cleared. Use ordinary table or dishwasher salt - a tablespoon for each square metre you clear should work. Sand or ash won't stop the path icing over as well as salt, but will provide good grip under foot.
- Take care where you throw the snow so it doesn't block people's paths or drains. Make sure you make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides.
- Be a good neighbour. If your neighbour will have difficulty getting in and out of their home, offer to clear snow and ice around their property as well - especially if they're elderly or disabled and depend on social care services which need to reach them.
- Pay extra attention to clear snow and ice from steps and steep pathways - you might need to use more salt on these areas.

## Useful contacts

### Rutland County Council

Contact	Telephone	Website
Rutland County Council	01572 722577	<a href="http://www.rutland.gov.uk">www.rutland.gov.uk</a>

**SNOW WARDEN RISK ASSESSMENT FORM**

ASSESSMENT NO.	RA 1	ASSESSMENT DATE:	17/08/2019	SERVICE AREA:	Emergency Planning
ASSESSMENT TITLE	Snow Wardens	REVIEW DATE:	17/08/2019	ASSESSED BY:	NAT
SELECT TYPE. DELETE TYPE N/A.	WORKPLACE TASK WORK EQUIP	SERVICE:	Volunteer Snow Wardens	SIGNATURE:	Ruth McNeil

**NB: USE RISK RATING SHEET TO DECIDE RISK RATING & RESIDUAL RISK: L/M/H=LOW-MEDIUM-HIGH**

**RESIDUAL RISK IS THE LEVEL OF RISK REMAINING AFTER INTRODUCING ADDITIONAL CONTROL MEASURES**

WORKPLACE /TASK/EQUIP . ASSESSED	HAZARDS IDENTIFIED	WHO IS AT RISK	EXISTING CONTROL MEASURES	RISK RAT. (L/M/H)	ADDITIONAL CONTROL MEASURES REQUIRED	RES. RISK (L/M/H)
Footpaths around Borough	Slips, Trips and Falls	Snow Warden			Wear correct Personal Protective Equipment – Boots, Gloves	M
	Manual Handling of Snow	Snow Warden			Correct Manual Handling Procedures–bending knees, avoid twisting sharply. Turn feet/body in order to move snow.	L
	Vehicles on Carriageway	Snow Warden			Using sensory skills, looking, listening for traffic, facing oncoming traffic, particularly when working close to edge of footpath. Wear hi-visibility jacket.	L
	Frozen Footpaths	Snow Warden			Awareness – if snow is frozen hard to be aware of potential for jarring wrists, back.	L
	Lifting Bags of Rock Salt & shoveling salt	Snow Warden			Correct manual handling procedures – bending knees, using legs not back to provide strength to lift.	L
	Spreading of Rock salt	Snow Warden			PPE – wearing of gloves while spreading salt.	L
	General Snow clearing duties	Snow Warden			Health and Safety training provided for all Snow Wardens	L



**Rutland**  
County Council

## **Snow Warden Videos**

Courtesy of Medway Council

<https://www.youtube.com/watch?v=VTNeOKRya7E>

Courtesy of Dover District Council

[https://www.youtube.com/watch?v=A8s\\_Znql\\_\\_\\_k](https://www.youtube.com/watch?v=A8s_Znql___k)