

Shavington Village Hall – Winter Service (Snow & Ice) Policy

Version 1.0 | Approved: _____ | Review: each October

1. Purpose and scope

This policy sets out how Shavington Village Hall will reduce the risk of slips/trips from snow and ice when the site is in use.

2. Roles and responsibilities

Responsibilities are shared between the Clerk, booking officers and event key holders.

The Clerk will:

- Maintain the system (this policy and grit plan).
- Ensure salt stocks, shovel/brush, scoop and warning signs are available and replenished.
- Keep/retain the Winter Log entries (when action is taken).

Booking officers will:

- Brief key holders on the Priority 1 routes and the simple steps in Section 5.

Key Holder (for each booking/event) will:

- Before opening (or on arrival), check conditions and treat Priority 1 (P1) routes if frost/ice/snow is present or forecast.
- Direct users to the safest route shown on the plan.
- Update the Clerk and booking officers if gritting/clearance is carried out (date/time, conditions, areas treated).

3. Priority routes

We will prioritise a limited set of safe routes, rather than trying to treat the whole site.

- Priority 1 (P1): Main pedestrian route from the drive/footway to the Entrance Hall; and the route from the rear car park via the gate to the Entrance Hall.
- Priority 2 (P2): Additional paths/areas as time and conditions allow

4. When to grit / clear

Treat P1 routes when any of the following apply (during bookings):

- Frost/ice is forecast or observed, especially where surfaces are damp/wet.

- Snow is forecast/settling, or compacted snow is present.
- Temperatures are at or below 0°C and surfaces are likely to freeze.

5. Method

A. Precautionary gritting (before frost/ice where possible)

- Attend site as close as practical to opening time (or the evening before) and treat P1 routes.
- Use salt evenly (do not tip in piles). Focus on slopes, corners, and shaded areas.

B. Snow clearance

- Shovel/sweep snow off P1 routes first, then apply salt.
- Do not use water to melt snow/ice (it can refreeze).

C. If conditions are severe

- Direct people to the safest route shown on the plan.
- If safe access cannot be achieved for P1 routes, consider postponing/cancelling the booking.

6. Equipment and storage

Minimum kit: rock salt, scoop, shovel/brush, gloves, hi-vis (optional), wet-floor/ice warning signs or cones.

Grit bin location: on the drive near the Entrance Hall (as shown on the plan).

7. Records

Complete a short Winter Log whenever action is taken:

- Date/time
- Weather/conditions
- Areas treated (P1/P2)
- Salt used / stock check
- Any incidents or hazards reported

8. Communication and signage

Where conditions are present, place wet floor signs at entrances to reduce indoor slips.