

Royal Mail Property & Facilities Solutions

Winter gritting and snow clearing 2017/18

Winter gritting and snow clearing 2017/18 falls in to two area;

- Sites that are on the contracted gritting service schedule and also self-grit
- Sites that only self-grit

Sites on the Contracted Gritting Services Schedule

All sites that are on the contract schedule will be gritted by RMG's appointed contractor ISS (Litterboss) between Monday 23rd October 2017 and Sunday 29th April 2018. All of these sites are agreed with your own Business Units (Demand Challenge Team).

Gritting occurs when the Met Office's six hourly report indicates that;

- the road temperature will be <0° centigrade between 00.00 - 06.00
- and the weather condition is predicted to be damp, wet, ice or snowing

In the event of non-attendance by our gritting contractor or when a snap frost occurs please contact the **Property & Facilities Solutions (P&FS) Helpdesk on 0844 800 9191** and request that the contractor attend site. Should an additional attendance be requested through the P&FS Helpdesk the attendance **WILL ONLY** be provided following demand challenge through your Business Unit. The P&FS Helpdesk will **NOT** accept additional ad-hoc requests for sites that are not on the contracted list.

These reactive calls incur additional costs and that should be taken in consideration.

- RDCs - £175.00
- MC - £99.00
- PFWW - £80.00
- DO - £55.00

Requirements of the contracted gritting and snow clearance service;

- Gritting and snow clearance services will be carried out to hard-surfaces, including loading bays, access roads, walkways and all car parks (RMG vehicles and both employee and public parking) that RMG both owns or manages
- Gritting and snow clearance services must be completed before 07:00 – the service will generally be undertaken between 00:00 and 07:00 Hours
- Gritting and snow clearance services will not occur under vehicles
- RMG employees on site may not override or cancel any reactive gritting or snow clearance service which has been triggered by the Met Office weather report
- Gritting and snow clearance will, under normal circumstances, be performed ONCE per day. All additional requests through the P&FS Helpdesk for additional gritting or snow clearance at contracted sites will be at additional cost and only be provided following demand challenge by your Business Unit.
- In advance and on completion of each gritting service a confirmation email will be sent to the nominated site contact email address
- Where an office is closed and there is not a Royal Mail employee on site, the gritting contractor has been authorised to access the yard and given keys, access codes or swipe cards as appropriate. The yard shall be left secure on completion of the service

Any concerns or disputes over the service provided please contact the **P&FS Helpdesk on 0844 800 9191**.

Self-Gritting:

All sites order their own grit and snow clearing equipment during the summer months for use during the winter. This includes sites that have contracted gritting services as well as those that do not. Surplus grit stock and snow clearing equipment must be stored securely on site and utilised the following year.

Ensure that a proper health and safety risk assessment is undertaken please reassess the health and safety risk when undertaking gritting and snow clearing.

We have found that the following best practices help reduce these risks:

- - Monitor the weather forecast to ensure that gritting takes place before the snow and ice arrives for precautionary cover.
- - Prioritise the grit and snow clearing on your sites, notably callers' office walkways, steps, slopes, staff entrances, yards, etc.
- - Ensure that gritting and snow clearing occurs with minimum risk to those performing the task, i.e. when no vehicles are moving in the yard.
- - Where appropriate, PPE is worn – e.g. hi-vis, gloves etc. as required.
- - Bags of grit weigh 20kg. Therefore, please apply correct manual handling techniques when moving. Open safely and handle small amounts at a time when placing it in your grit-hopper.

To assist in the amount of grit required, we have calculated that a 20kg bag will cover:

- - Precautionary cover; 10/15 grams per m² - this equates to approx. 1,700m² per 20kg bag (your yard size should be within your site log book)
- - Ice and snow cover; 20/40 grams per m² - this equates to approx. 800m² per 20kg bag (your yard size should be within your site log book)

Remember, when you order your grit and snow clearing equipment that safe and secure storage will be required and you will need a sufficient supply. Network Yorks should not be utilised for storage. If you require roll cage containers, please contact your mail centre.

We know from experience that it is difficult to obtain emergency requests once the snow and ice is with us – you can always use it next year.

For further information please contact your own Demand Challenge Team via your normal communication route.

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