



HIGHWAYS COLD WEATHER PLAN 2015/2016

(2 October 2015 to 22 April 2016)



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RECORD OF AMENDMENTS

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1 INTRODUCTION

- 1.1 Surrey County Council's Winter Service is essential in terms of both road safety and the economy. The Service intends, as far as is reasonably practicable, to safeguard the movement and well-being of all Highway users, both the residents of Surrey and those passing through the County. It is economically significant because of the delays and congestion that bad weather can cause.
- 1.2 Surrey County Council has, continued to develop new ways of working and provide appropriate, enhanced levels of resource to deal with the exceptional, severe weather events that now seem to be a regular feature of our lives during winter. A Winter Service Task Group, made up of members and officers, has met to review operations and recommend improvements, where necessary, across all the various winter service activities.
- 1.3 The County Council's Cabinet continue to support our enhanced winter service preparations. The Winter Service Task Group will continue to review the performance of our combined operations during this winter season and report again in July 2015. This continued testing of our response to the variety of winter service activities has provided tangible improvements over the last year that will enable Surrey to operate as efficiently and effectively as is reasonably practicable during the forthcoming winter season.
- 1.4 Winter Service involves treating the highway in order to:
- Prevent ice from forming (known as "precautionary salting")
 - Melt ice and snow already formed (known as "post salting")
 - Remove snow
- 1.5 The Winter Service Plan for 2015/16 gives details of how Surrey County Council intends to achieve the standards identified in the County Council's Winter Service Policy Statement. (See Section 3 of this plan.)
- 1.6 **The Surrey Winter Service response will be available from 2 October 2015 to 22 April 2016.**

2 WINTER PERFORMANCE TASK GROUP REPORT

- 2.1 The annual review of the levels of service and associated funding for the various Highway Winter Service activities has been undertaken with full Member input through Cabinet, Economic Prosperity, Environment and Highways Board (EPEHB) and the Winter Service Task Group. Following various meetings of the

aforementioned Committees the joint Member and Officer Task Group reported to both ETSC and Cabinet on 9 September and 22 September 2015 respectively.

- 2.2 The trend of relatively mild winters continued with only one short period of snow with no significant accumulations, the winter service has been effectively managed.
- 2.3 By the end of the season Kier had completed 58/65 precautionary salting runs in the west/east of the county respectively with a further 23 runs on the cold routes which is comparable with an “average” (56 runs per season) Surrey winter. The priority 2 salting network was also treated on 4 occasions during the cold snap from 28 January which brought in a number of snow flurries but no significant accumulations. Salt supplies have regularly been replaced throughout the winter period in accordance with Cabinet’s agreed recommendations.
- 2.4 Throughout their fourth year as the Council’s contractor, Kier worked with officers and members on all elements of the winter service to further consolidate on the improvements that have already been achieved. The efficiency gains through the adoption of the Appendix H are now being realised and leading to savings on salt usage.
- 2.5 Whilst no major changes are proposed to the winter service a number of improvements have been made to further enhance the service to residents over the coming winter as follows:-
- Minor adjustment to the priority salting network following consultation with Local Committees including the lowering of the traffic threshold on the priority 2 salting network to 4,000 vehicles per day.
 - Subdividing Domain D into two new forecast areas.
 - Maintaining our preseason salt stocks at 16,000 tonnes, approximately double the quantity required for an average Surrey winter.
 - Continuing our partnership with district and boroughs provide up to 40 tonnes of salt to helping them to keep key pavements and town centres clear.
 - Continue to supply new grit bins, allowing residence and local community groups to buy a grit bin for four years at a cost of just £947 or extend existing maintenance agreements at a cost of £ 639
 - Continuing to support localism through the grit bin licensing scheme enabling Parish Councils to maintain their own grit bins on the highway
 - Retain our pool of farmers willing to help out in the toughest of weather conditions (52 farmers)
- 2.6 The recommendations in the Winter Performance Report to Cabinet, together with the responses, are included in Appendix A.

3 POLICY STATEMENT

3.1 It is the Policy of the County Council to provide a Winter Service that, as far as is reasonably practicable, allows for:

- The “precautionary salting” of roads on major routes within the County.
- The “post-salting” of footways and carriageways in extreme weather to keep congestion, delays and incidents to a minimum.
- The removal of snow from the key areas of the public highway.

3.2 Surrey County Council as the Highway Authority for Surrey has a statutory duty to maintain the public highway. Section 41a of the Highways Act 1980 states that local authorities ‘have a duty to ensure, so far as is reasonably practicable, that safe passage along the highway is not endangered by snow or ice’. The qualification of ‘reasonably practicable’ being that this is not an absolute duty. In addition, highway authorities **may** take preventive measures against the accumulation of snow and ice.

3.3 Surrey County Council, as the Highway Authority, takes its Winter Service responsibilities extremely seriously. Until recently there has been no legal duty on Highway Authorities to take preventative measures in anticipation of snow or ice. This meant that, so long as any decision as to whether or not to act was taken on reasonable grounds, with due care and with regard to relevant considerations, the authority would not be liable. Moreover it had been said judicially that when there is a transient danger due to the elements, be it snow or ice or heavy rain, the existence of danger for a short time is no evidence of a failure to maintain the highway.

3.4 Following the introduction of the Railways and Transport Safety Act 2003 (31 October 2003), Highway Authorities have to ensure that, so far as is reasonably practicable, safe passage along a highway is not endangered by snow and ice. It is the belief of Officers that the arrangements Surrey County Council has in place are at least adequate to discharge this duty.

3.5 Highway Authorities are **permitted** to take preventative measures against the accumulation of snow and ice and to protect the highway over and above the minimum statutory requirements. The use of this power is relevant to an Authority's road safety responsibilities as well as its highway maintenance function.

County Council Maintained Highway

3.6 Surrey Highways delivers the winter service on the Surrey County Council maintained highway.

Minimum Winter (Resilience) Network

3.7 As the total highway network cannot be treated simultaneously within the resources reasonably available to the County Council, priorities shall be established as follows.

Following the 2009/10 salt shortage it has been accepted that the “A” road plus network met with the criteria and is deemed as the minimum statutory requirement. “A” roads plus is made up of the following and represents – approximately 17% of the County highway network and can be found at [Gritting routes in Surrey](#):

- Surrey Priority Network 1 (Mainly principal roads, plus some important non-principal (B and C roads) with traffic flows greater than 18,000 vehicles and/or 600 HGV per day)
- main access route to A&E and acute and second tier hospitals
- main access route to large/medium population hubs

3.8 These are the most important roads in terms of the volume of traffic carried, the proportion of large goods vehicles and their strategic function as principal links between major destinations within Surrey and beyond or within settlement hubs or other significant urban areas.

Carriageway Treatment

3.9 All carriageways forming part of the public highway network shall be allocated to one of the four groupings according to the following criteria;

Priority 1 – approximately 39% of the County highway network

Precautionary salting will be carried out on all Surrey Priority Network (SPN) 1, 2 and 3 roads within the County. These are the most important roads in terms of the volume of traffic carried, the proportion of large goods vehicles and their strategic function as principal links between major destinations within Surrey and beyond or within settlement hubs or other significant urban areas. The routes can be seen at

[Gritting routes in Surrey](#) includes:

- Surrey Priority Network 1, 2 and 3
- Roads with traffic flows greater than 8,000 vehicles per day
- main access routes to A&E, acute, and community hospitals
- main access routes to fire and ambulance stations
- major bus service routes (50 per day urban, 25 per day rural) and depots
- roads passing through major shopping centres
- access road/s leading to other hospitals
- main access route to designated special schools
- Priority 2 routes meeting three or more of the intervention triggers

Priority 2 – approximately 8% of the County highway network

The route can be seen at [Gritting routes in Surrey](#) includes:

- Roads with traffic flows greater than 4,000 vehicles per day
- main access route to important industrial areas

- main access route to secondary education establishments
- single access points to villages
- access roads leading to railway stations
- roads used by other bus service routes
- steep hazardous gradients and over bridges where known local icing conditions occur

Priority 3 – approximately 2% of the County highway network

The route can be seen at [Gritting routes in Surrey](#) includes:

- main access routes to other education establishments

Non-Priority

- all other public highways not covered by the above

3.10 Time Of Treatment For Frost, Ice And Snow

- **Priority 1:** to be treated, as routine pre-salting, in advance of any forecast frost, ice, or snow.
- **Priority 2:** to be treated only when there is prolonged and persistent frost, ice or snow which is expected to continue, or following snow, but only once Priority 1 routes have been cleared.
- **Priority 3:** to be treated following significant snowfall in combination with the Priority 2 routes. But only once the Priority 1 routes have been cleared.
- **Non-priority:** to be treated following significant snowfall but only once Priority 1 2 and 3 routes have been cleared with priority then being determined by the Works Delivery Group.
- In the event of severe snow condition when tandem ploughing is required (each route will require 2 gritters thus reducing our capacity to clear the network on a single run) or salt shortage the Priority 1 salting network will be restricted to the key “A” plus network only.

3.11 The Service provider must have the ability to mobilise the gritting fleet for precautionary salting within 1 hour of the decision being made day or night. The operational requirement is then to complete the treatment of all pre-defined precautionary salting routes within 2 hours 30 minutes. If an immediate response is required treatment will commence within one hour of the decision being taken. However, for the majority of occasions during the season it is recognised precautionary salting will be undertaken during the evening following the decision being made after the mid day forecast. The winter service operational plan contains route designations and summary information.

3.12 The performance of the Service Provider in relation to response, treatment times and salt usage will be monitored by the Works Delivery Group.

3.13 Extent of Carriageway to be Salted

- The full width of the running carriageway shall be treated at the specified rate of spread indicated on the agreed action treatment.
- Each carriageway of a dual-carriageway shall be treated individually.
- All slip roads at grade-separated junctions shall be treated individually.
- The full length of the carriageway at roundabouts and gyratory systems shall be treated.
- Treatments will only extend to the Surrey County boundary unless legally binding agreements are in place with neighbouring authorities under Section 8 of the Highways Act 1980.

3.14 At the request of Network Rail during the 2009/10 winter season the Council's policy is not to pre-salt from 12 metres to the nearest running rail both sides of the crossing. The Constructors may liaise with Network Rail, where known local problems exist, to discuss and agree alternative salting/de-icing arrangements and Network Rail should be notified of the County's precautionary salting decisions in order that they may also take appropriate action.

Footway Treatment

3.15 There is currently no case law to suggest that Surrey County Council has a legal responsibility to grit footways although they do form part of the highway. Although central government's Code of Good Practice states that Council's should consider a service for pedestrians and cyclists, this is discretionary. As a result most associated winter weather claims can be successfully refuted.

3.16 The discretionary aspect of responsibility for gritting footways allows the Council to focus resources on maintaining the road network as the main priority. It is recognised that footways often clear without specific treatment by the time roads have been fully gritted to an appropriate standard. As such, the Task Group believes that the public should be clearly informed that the County will not be responsible for gritting footways, and will only clear with priority then being given by the Works Delivery Group and, through negotiation; Borough and Districts will assist with this function.

3.17 Extent of footway snow clearing:

- **Priority 1** – Main town centres pavements and footways.
- **Priority 2** – Town centre pavements and links to main transport hubs.
- **Priority 3/4** – Shopping parade pavements and footways outside schools.

3.18 Members of the public are unlikely to be held liable, following an incident related to their snow clearance or salt spreading, as long as the condition of the road/footway is no worse than it was before they carried out the work. This information will again be

communicated to the public in the winter addition of 'Surrey Matters' and on the winter service web site [Pavement and footway snow clearing routes](#).

Grit Bin Provision and Use

- 3.19 Whilst it is recognised that the provision of grit bins is very popular with the public there is no legal duty for Surrey Highways to provide grit bins or maintain them. However, the Council recognises that by encouraging self-help they can further assist local communities, particularly those not on the P1 precautionary salting network and has set out clear guidelines to support their use in Appendix F.
- 3.20 Grit spread by hand from these bins is a very inefficient use of a valuable and limited resource and the wider use of hand operated machinery is far more efficient and provides value for money. In these circumstances our own contractors, local authorities and residents will be actively encouraged to follow this course of action.
- 3.21 Due to the demands created by the nature and duration of the weather events, a further mid season restock will be scheduled following severe weather but no ad hoc filling will be undertaken. It is noted that, in order to preserve valuable salt stocks and improve performance during snow events particularly, either a mix of salt and grit or grit alone may be provided in bins.
- 3.22 At present there are approximately 1731 (228 funded) plus 59 Licensed (Parish) and 25 Fire & Rescue grit bins in Surrey, and the Council will have to, without additional resources, continue to prioritise their provision and future replacement based on the previously agreed safety related criteria included at Appendix F. The location of the bins can be found at [Grit bin locations in Surrey](#).
- 3.23 Existing grit bins that do not meet the criteria (score less than 100 points) will remain in situ until they come to the end of their serviceable life and then be removed. Local members will be informed in advance and they, or their community, may choose to fund a replacement. During the winter season if a replacement grit bin is not funded, provided the bin is not causing an environmental or safety issue the bin will be retained until the end of the season at which time it will be removed.
- 3.24 The four-year cost of a grit bin in Surrey is currently £947 irrespective of the source of provision (to be reviewed annually). This cost includes the following elements:
- Initial purchase cost
 - Deployment on site, including plant, labour and materials
 - Subsequent refill in line with County cycle, including plant, labour and material
 - Annual maintenance of the asset and site as necessary
 - Asset inventory and management to replace, or not, after 4 years
- 3.25 Where Members or other stakeholders wish to pay for a grit bin, as a service, at any safe location the full amount should be paid to Highways, in advance as a commuted

sum, for the supply, single annual refill and maintenance of the asset over the four year period with the funding accounted for separately and ring fenced in Highway allocations specifically for this purpose.

- 3.26 At the end of the 4 year management period those grit bins that meet with the assessment criteria (scoring 100 points or more) will be transferred to the core winter service. Members and communities can chose whether or not they wish to extend agreements on grit bins that score less than 100 points. With the grit bin already in place the four-year cost will be £639.
- 3.27 Licensed grit bins – Parish Councils may, under agreement, place and maintain their own grit bins on the public highway. Any grit bins located on the highway network, will be labelled with details of the owner. Application forms and conditions can be found at: [Parish Council grit bin licence application](#) .
- 3.28 Private grit bins – The advice is that any private individual should keep salt bins on their own land. Only Council street furniture can be placed on the publicly maintained highway, the placing of private grit bins on the highway would be akin to an encroachment. Their placement on the highway would also raise a number of issues including who would be able to use the grit bin, the level of service against Council standards (perception that it is a Council grit bin), licensing, liability and ongoing maintenance. Additionally if a private grit bin on the highway caused damage to a person or vehicle, the person suffering damage could pursue the council for not exercising proper control. Any private grit bin will, therefore, be removed from the highway.

Defect Repairs in the event of severe weather

- 3.29 In the event of severe weather, response times for repairs can be affected due to available resources being diverted to snow clearance. Conditions leading to a backlog in defect repairs may, therefore, trigger the introduction of Severe Weather response times for defect repairs.
- 3.30 The Severe Weather response times referred to below can only be implemented by the Works Delivery Group Manager (or nominated deputy):

Category	Normal response time	Severe weather response time
Immediate (Priority 1)	2 hour	4 hours
Safety Priority 2	5 working days	7 working days (Permanent repairs within 40 calendar days)
Safety Priority 3	20 working days	40 calendar days

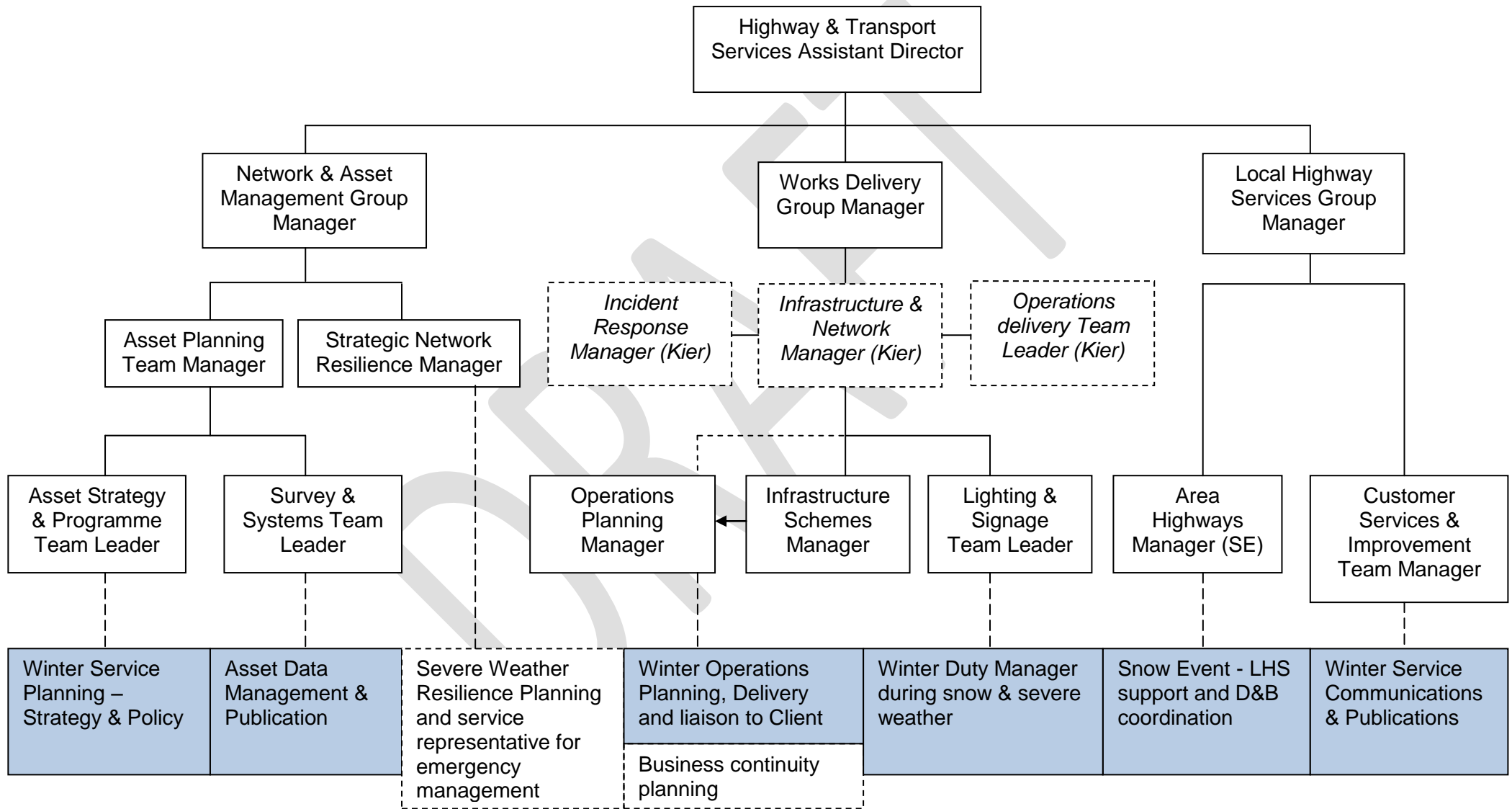
Motorways & Trunk Roads

3.31 The Department for Transport (DfT) is the highway authority for motorways and all-purpose trunk roads in Surrey and the Highways Agency acts for the Department in this respect. Details of contractors responsible for the operational maintenance of motorways and all-purpose trunk roads within Surrey are:

- Area 5 - M25 DBFO-Connect Plus
- Area 3 – Enterprise Mouchel - AccordMP
- Area 4 – Balfour Beatty Mott Macdonald

The Motorway and Trunk Road network can be found at [Gritting routes in Surrey](#). The County Council, therefore, has no responsibility for winter maintenance service activities on these particular roads.

4 MANAGEMENT STRUCTURE & DIVISION OF RESPONSIBILITY



- 4.1 Under Phase 2 of the E&I review the new structure for the Works Delivery Group has been designed with partners to have a single business structure (Surrey, Kier and Skanska). Subject to ratification a phased approach to its implementation will be undertaken from July 2015 to April 2016. It is not expected that the new management structure for the delivery of winter service will be in place for the commencement of the season.
- 4.2 The division of responsibilities for the various aspects of the Winter Service are (further adjustment to the division of responsibilities will be made once contract negotiations have been completed):

Network & Asset Management	Works Delivery	Service Provider (Kier)	Local Highway Services
Highways Cold Weather Policy Statement and Plan	Winter Service Operational Plans		
Winter Performance Task Group liaison, Committee and Cabinet Reports	Operation meetings and management	Day to day operations including decision making	Local Committee briefings
Setting of Standards and Level of Service	Performance Monitoring (KPI's)	KPI's	Winter service customer survey
Salting network review	Audit of routes	Design of routes and driver information pack	Identifying local changes to salting network for inclusion with review
Specifying spreader and saturator equipment	Checking service providers readiness in respect of: <ul style="list-style-type: none"> • Rosters and operational staff qualifications • Salt stocks • Proposed methods/routes • Spreaders and Ploughs 	Pre season preparations and operational resilience: <ul style="list-style-type: none"> • Manning levels (route driver ratio) • Provision of other winter maintenance plant / vehicles • Maintenance of spreaders and ploughs 	Checking District and Borough readiness in respect of: <ul style="list-style-type: none"> • Points of contact • Manning levels • Snow clearing plans D&B coordination during snow event

	<ul style="list-style-type: none"> • Calibration and servicing of equipment 	<ul style="list-style-type: none"> • Calibration of spreaders and in season checks • Maintenance and operation of saturators 	
Publicity and communications including web pages through LHS	Day to day external communications including severe weather through LHS	Receipt and dissemination of weather forecasts and updates	Communications & Publications
Procurement of Road Weather Information System Contract (RWIC) including weather station operation and maintenance services and bureau Service	Management of RWIC contract including support for Ice prediction systems and weather stations and supervision of installations	Procurement and management of forecast service (Meteo Group) and vehicle tracker service (Exactrak)	Management of Twitter and website with latest forecast updates
Procurement of salt supply contract	Management of contract and orders Scheduling salt deliveries to third parties	Salt delivery and stock management Delivery of salt to Districts, Boroughs, Parishes, Farmers and other third parties	
	Weighbridge maintenance and calibration	Recording of stock movement by weighbridge	
Procurement of farmers and small contactors snow clearing contract, including designated routes	Management of farmers and small contactors, including replacement snow ploughs	Maintenance of farmers and small contractors snow ploughs and coordination of snow clearing on strategic network	Coordination of farmers during snow event
Grit bin asset data	Grit bin management	Grit bin maintenance and restocking	Processing of grit bin applications, assessments and licences
Co-ordinating research and feasibility studies		Use of County Council depots under the contract	
Emergency Planning lead contact	Contingency planning		

5 WEATHER INFORMATION

Weather Information Systems

5.1 Surrey Highways, together with its Kier, use four main sources of information to forecast and monitor the weather and road conditions around the County. These are as follows:

- Weather forecasts from a forecast provider (Meteo Group)
- Thermal mapping (Vaisala IceViewer and IceNet)
- Ice prediction systems (Vaisala IceViewer and IceNet)
- Regional texts (Met Office Open Road)

Weather Forecasts

5.2 Detailed daily weather forecasts and reports specifically dedicated to roads in Surrey will be available during the period 1 October to 30 April each year. The Service Provider has obtained the winter weather forecast through Meteo Group, details of which are contained in their Winter Operations Plan.

5.3 The forecast provides:

Morning Summary (0730 hrs)

Summary of weather condition encountered over the last 24 hours
Minimum road surface temperatures (RST) encountered at weather stations
Preliminary forecast for the next 36 hours

Afternoon Forecast (1300 Hrs)

Detailed domain forecast for the next 36 hours
Site specific road surface forecast temperature graphs
Two to ten day forecast

Evening update forecast (1830 hrs)

Thermal Mapping

5.4 All precautionary salting routes in Surrey have been thermally mapped and this technology is used to identify sections of road that are cooler or warmer than average due to topography, type of construction, traffic flow and other factors affecting road surface temperatures. A road may be described as either 'cold' or 'warm' if thermal mapping shows they are cooler or warmer than average.

5.5 The information yielded from thermal mapping is used in conjunction with site-specific forecasts to predict accurately the minimum temperature of road surfaces across the road network. This allows accurate decisions to be made not only about whether to salt or not, but whether to salt only those roads that require treatment.

Ice Prediction

- 5.6 Eleven automated road weather stations have been installed around the county. These are equipped with sensors to monitor air and road surface temperature, rainfall, humidity, road surface conditions and give an indication of residual salt on the road surface.
- 5.7 A number of weather stations are also located in adjoining highway authority areas and on the motorway and trunk road network in Surrey. By working in collaboration with the various parties concerned we can view their sensor information to further assist our own decision-making.
- 5.8 The Meteo Group, via the Vaisala Bureau at Birmingham, collects information from these sensors at hourly intervals and this assists them in providing more accurate forecasts based on 'real time' information.

Duty Manager (Decision Maker)

- 5.9 Responsibility to instruct precautionary salting operations rests with the Kier Duty Manager. Detailed arrangements for undertaking this function are included in their annual Winter Operations Plan.
- 5.10 The Duty Manager is responsible for the following:
- Receiving forecast information from Metro Group
 - Monitoring current weather conditions
 - Issuing countywide salting instructions for Priority 1 and 2 salting routes
 - Forwarding decisions to Communications for further distribution
- 5.11 The decision making process will be based on the Winter Service Guidance for Local Authority Practitioners 'Recommended Precautionary Treatments and Post Treatments Including Revised Salt Spread Rates' which supersedes the Well Maintained Highways Code of Practice, Appendix H, Section H7 (September 2013).
- 5.12 Appendix H of the Code of Practice includes a pre-wetted target rate of 21g/m² within the H7 guidance table. All gritting routes are currently designed on 20g/m² which allows for two 20g/m² treatments in advance of snow. The variation between the two spread rates is within 80% of the guidance target. The 20g/m² will remain the maximum spread rate when making decisions until such time that the routes are re-optimised.
- 5.13 The Surrey Gritting Update will be issued daily by the Communications Officer containing information about expected weather conditions together with any salting instructions. The Duty Manager will be responsible for issuing forecast updates and any revised salting instructions to Communications. The Surrey Gritting Update will

be sent to members, Boroughs and District Councils, neighbouring authorities and the Highways Agency contractors.

6 SALTING

6.1 Precautionary Salting

Precautionary salting will take place on the Priority 1 salting network on a pre-planned basis to help prevent the formation of ice, frost and/or the accumulations of snow on the carriageway surface.

6.2 Post Salting

Post salting will normally take place on the Priority 1 salting network to treat frost, ice and snow that has already formed on the carriageway or footway surfaces. Post salting may also be carried out on roads or sections of roads beyond the scheduled Priority 1 salting network.

6.3 Spot Salting

Spot Salting is a non-routine activity carried out after the completion of the Priority 1 salting when, during periods of adverse weather, parts of the Priority 1 network may remain at risk due to the formation of ice/snow. In these instances there may be a need to undertake post treatment of these sections by spot salting. Requests for spot salting are received and managed by the Works Delivery Group.

Spot salting will not be undertaken on the network when it is unlikely to be completed before the ice begins to melt, or road temperatures are expected to rise. Spot salting can be undertaken either by mechanical spreader or by hand.

Additionally whilst the main priority is to keep the Priority 1 network open and free flowing in some instances it may be necessary to close roads and in these cases the diversion route should also be treated to the same standard as the remainder of the Priority 1 network.

7 SNOW CLEARANCE

Snow Condition Action Plan

The Snow Condition Action Plan forms part of both the Severe Weather and [Winter Operations Plan](#). The following is a summary of the key functions:

- Establishment of a Snow Desk, jointly manned by Kier, Works Delivery Group and other stakeholders, to provide clear management of the organisational arrangements and coordination of resources in response to severe weather conditions
- Identifies triggers for mobilising resources such as weather conditions, resources, location
- Identifies network hierarchy to keep clear, parameters and time scales
- Contacts for all resources to place on readiness once a 'severe weather warning' has been received
- Mobilising resources immediately the 'action levels have been met'

Emergency Procedure/Snow Desk/Local Control

7.1 When the potential for widespread and persistent ice and/or snow is forecast that is **likely** to result in action other than just P1 precautionary salting initiated by the service providers, the Kier Duty Manager/Winter Service Manager will proactively engage with the Works Delivery Group Manager or designated representative.

7.2 Where action involves any works other than P1 precautionary salting, including P2 salting in advance of ice and/or snow, a 'Snow Event' will be declared from a particular date and time and **all** decision making and associated resource management for winter activities will pass to the Works Delivery Group representatives until an agreed date and time when the 'Snow Event' will cease and decision making passes back to Kier for P1 precautionary salting.

In advance of and during a 'Snow Event' daily joint meetings of the Snow Event Coordination Team will take place to pre-plan and provide feedback on operations and priorities to the Strategic Network Resilience Manager and Emergency Planning Team. Such meetings may be virtual or require personal attendance subject to circumstances.

7.3 In the event of snow accumulations the Snow Action Plan will be activated and 'Local Control' declared. The Snow Event Coordination Team will be expanded to include Area Manager (SE), Principal Highway Maintenance Engineer (SE), or their representatives, who will meet twice daily to review conditions and the response. To ensure they are inclusive such meeting may be conducted by conference call.

Snow Event Coordination Team

Kier	Works Delivery	Local Highway Services
Winter Service Manager, Duty Manager	Group Manager, Infrastructure Schemes Manager (interim), Operations Planning Manager	Communications Officer
		Area Highways Manager (SE) Principal Highway Maintenance Engineer (SE)

- 7.4 During a 'Snow Event' Kier will continue to publish decision sheets and Works Delivery Group representatives will provide and communicate morning and evening updates, through Communications, of activities undertaken.
- 7.5 In the event of snow, carriageways will be treated and cleared commencing with the Priority 1 precautionary salting routes. Dependent on conditions it may be necessary to restrict the initial operation to the "A" Road plus network. Other routes will be cleared when resources permit and consideration may be given to treating strategic highway areas, including footways in town centres, shopping precincts and areas leading to hospitals and schools etc. with assistance from Borough, Districts Town and Parish Councils.
- 7.6 Management of farmers undertaking any winter service activities will be the sole responsibility of the Works Delivery Group with each district being coordinated through the Maintenance Engineers (LHS) or by direct contact from the Snow Desk.
- 7.7 The Strategic Network Resilience Manager or representative will represent Highways & Transport Services on any group(s) established by the Emergency Planning Team.
- 7.8 Responsibility for carrying out spot salting and emergency response remains with Kier using their routine emergency response crews. Any use of the frontline gritters in these circumstances will be strictly by agreement with the Works Delivery Group, and only under exceptional circumstances, such as a medical emergency.

Control Hub (Snow Desk) Operational Procedure

- 7.9 Depending upon the nature of the incident, the following maps will be available as required in the control hub, which will be used as described elsewhere in this section:
- Road Condition Map: Identifying the latest situation throughout the area, with further information added as actions are taken;
 - Pre-Salting/Plough Routes: Indicating Priority 1, 2 and 3 salting/ploughing routes, for information;
 - Footway and Pavement priority schedules.
 - Farmer's Plough Routes: Indicating agreed farmers ploughing routes, for information.

- Contacts, schedules, maps and plans are available in both [Road Zone](#) (winter service page) or [S:\CORE\Asset Team\Winter Service\2015-16](#)

Resources of the Control Hub (Snow Desk)

7.10 Kier will switch their resources in the Control Hub to the Snow Desk which will be jointly manned by the Works Delivery Group, with additional support provided by Local Highway Services. The table below sets out roles and responsibilities.

Role	Lead Officer	Responsibility
Emergency Planning	Strategic Network Resilience Manager (NA)	Acting as the key contact point with the Council's Emergency Management Team
Controller	Works Delivery Group Manager or designated deputy.	Overseeing joint setting up of the Snow Desk and actions taken. Chairing Snow Coordination Team meetings, liaison with communications, LHS and NA
Condition Co-ordinator	Operations Planning Manager or designated deputy.	Co-ordination of incoming data, maintaining road condition maps. Liaising with Resource Co-ordinator on actions required.
Resource Co-ordinator	Winter Service Manager (Kier)	Joint setting up and general organisation of Snow Desk. Agreement of action with Condition Co-ordinator, co-ordination of resources and recording actions
Local Highway Services Coordinator	Area Manager (SE) or designated deputy on condition.	LHS Snow desk liaison representative, co-ordinate LHS response.
District and Borough Co-ordination	Maintenance Engineer (LHS)	Co-ordinate with District and Borough's on footway clearance and update and Area Manager (SE) or designated deputy on condition.
Farmers Co-ordination	Winter Service Manager (Kier)	Co-ordinate Farmers on P1 salting network with main snow clearing operation
	Maintenance Engineer (LHS)	Co-ordinate Farmers on side road clearance and update Area Manager or designated deputy on condition.
Scouts	Works Delivery Group engineers, Community Highway Officers (CHO)'s Highway Inspectors	Fact finding of current situation on the network at the request of the Snow Desk, or as part of regular controls of designated areas. Provide additional pool resource for Snow Desk and as drivers mates.
Communication officer	Representative from Local Highway	Responsible for recording and passing key messages to the website, contact centre

	Services	and communications team.
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Service Provider (Kier)

- 7.11 The vehicles and plant required by snow clearance will be no different to their normal requirements. In exceptional circumstances Kier may provide additional special snow clearance plant, this may entail special payments to snow clearance contractors.
- 7.12 The normal snow clearance equipment will be open back lorries and vans, JCB's and personnel with brooms and shovels, together with hand operated spreading equipment.
- 7.13 Snow clearance and other winter service activities will be carried out on a priority basis as directed by the Controller or his/her representative.
- 7.14 Snow clearance sub-contractors will be directed to draw salt and grit from depots as appropriate by Kier using the installed weighbridges for record and audit purposes.

Co-ordination of Resources

- 7.15 Districts and Boroughs

To assist with footway clearance works, negotiations have taken place with the Borough and District Councils to agree a Statement of Understanding whereby they will give priority to gritting/snow clearance when their crews are unable to undertake their primary functions. They will clear agreed priority footways dependent on the availability of grit/salt and manpower.

To assist with the operation each District & Borough has been provided with hand spreaders and up to 40t of salt depending on commitment but the overall responsibility remains with Surrey, as the highway authority. This includes insurance liability, other than for negligence on the part of operatives whilst working or arising from road traffic accidents involving fleet vehicles whilst on duty.

Summary of the Statement of Understanding are included in Appendix E.

As discussions continue with Borough, District, Town and Parish Councils in relation to the provision of additional resources for snow and ice clearance during a weather emergency, the Maintenance Engineer, or designated representatives, will be responsible for liaising with these authorities to assess/record their actions and co-ordinate any assistance they may be able to provide.

- 7.16 Parishes

Through local working arrangements, representatives of a number of Parishes and Chambers of Commerce now operate mechanical hand spreaders to clear pavements

in towns and villages in their area. Salt is provided from the overall Borough and District allocation.

During a snow event a number of steep hills across the county may become impassable. In Tatsfield the Parish Council, will, by agreement, erect information boards advising drivers that certain roads are impassable.

7.17 Third Parties (Farmers/Contractors)

In some rural areas it may be appropriate to lodge snowplough attachments with farmers equipped with suitable machinery or otherwise hire their equipment and services in extreme events so that they can operate on the public highway with the authority of the Works Delivery Group. They will then be reimbursed at rates agreed by the Works Delivery Group.

Local farmers and plant operators who are under agreement to Surrey Highways, will carry out snow clearance on certain minor route carriageways using either ploughs provided by the Council, agricultural snow ploughs and snow throwers/blowers as directed by the Works Delivery Group.

Snow ploughing will commence as soon as 50 mm (2 inches) of snow has fallen on the specified route, providing snow is persisting, or unless otherwise directed by the Works Delivery Group. Each farmer will have a designated route or work as a team with the Kier, or others, and report daily on progress.

A number of farmers have salt spreading capacity and provision has been made for a pre season delivery of approximately 5t of salt to each farmer providing the service.

Each farmer has been provided with a set of signs to advise motorist that roads are being ploughed and to take an alternative route.

Snow clearance on other minor routes will be carried out as resources permit. Some minor routes and cul-de-sacs will inevitably have to be left to thaw naturally.

7.18 Members of the public and Liability

Members of the public are unlikely to be held liable, following an incident related to their snow clearance or salt spreading, as long as the condition of the road/footway is no worse than it was before they carried out the work. This information will again be communicated to the public in the winter addition of 'Surrey Matters' and on the winter service web site providing a clear legal position:

"As with all actions taken by members of the public, people should act sensibly and consider the effect their actions might have on other highway users. Provided any salting or snow clearance is carried out responsibly and without creating further hazards which could lead to a passerby injuring themselves, then there would be no liability for such actions."

8 VEHICLES & INFRASTRUCTURE

Vehicles

- 8.1 A mixed fleet of 39 front line gritters will be deployed on the network with 1 spare in each of the depots, all managed and maintained by Kier on a 24/7 basis, inclusive of call-out cover. Vehicle details and locations are included in the Winter Service Operations Plan:

Vehicles	Volume
6m ³ Pre wet spreaders with DIN plates	28
6m ³ Quick Change Body (QCB) Pre wet spreaders with DIN plates	6
9m ³ Pre wet spreader with DIN plates	5
3.5t Dry spreader	2
1.5t demountable body	1
Snow Ploughs	40
Salt Spreader	15 (Kier) + 50 (B,D&P)
Depot loading shovels	4
SCC ploughs with farmers	31

(B, D&P) – Borough, District & Parish

- 8.2 All front line vehicles are fitted with GPS tracking facilities. The records from each gritting run are to be collated with the salting return sheets and passed directly to the Works Delivery Group for retention and future audit as necessary.
- 8.3 The County normally expects spreading vehicles to be single manned but during severe weather, snow clearing or when dense fog persists, two-man operation may be required.
- 8.4 All spreaders and ploughs will be available for use during the entire winter service season. The calibration and service of all plant and equipment will be completed prior to the start date of the winter season.
- 8.5 After each period of use and at least once every 24 hours, whether in constant use or not, each vehicle and associated piece of equipment will be thoroughly washed to remove any trace of salt or brine.

Saturator Contingency Planning

- 8.6 The County is committed to a completely pre-wet precautionary salting operation. There are four brine producing saturators located at the Bagshot, Godstone, Merrow and Witley depots.

- 8.7 As with all mechanical equipment, the units are subject to operational wear and failure of component parts. Operation, maintenance and repairs will be undertaken during the season by Kier.
- 8.8 It is noted that approximately 70% of the brine tank capacity on the spreaders is used to complete the routes. In order to provide greater operational resilience in all vehicles brine tanks are to be fully replenished by the Service Provider at the conclusion of a spreading run so the tanks have sufficient reserve. In these circumstances additional time is allowed to deal with any power failure or saturator plant breakdown without any immediate, direct operational effect.
- 8.9 Brine is not corrosive to the polypropylene material used for the spreader tanks so prolonged storage is not a problem and the majority of plant malfunctions should be repaired on a permanent or temporary basis within 48 hours.

9 SALT

- 9.1 Surrey held 14,696t of salt across the five county barns at the end of last season further deliveries during September will bring the pre season total up to a minimum of approximately 16,000t. Through Compass Minerals stock control monitoring system deliveries are automatically released as stocks are used. By maintaining stock levels the impact of any national shortage will be reduced.
- 9.2 The following table summarises salt stocks and their distribution across highway depots, together with barn capacity figures: -

Depot	Total Barn Capacity (tonnes)	End of Season Stock Levels (tonnes)		Kier/SCC Proposal 2015/16 (tonnes)	
May Gurney Contract:					
Bagshot	3500	3107		3250	
Godstone	4000	3307		3600	
Merrow (including open storage)	5750	6022		6700	
Witley	1800	1243		1400	
Other SCC Depot:					
Beare Green	900	1017		1017	
Total	15950	14696		15967	
Combined Capacity (Kier + Highways) for 2015/16					16,000t

- 9.3 Salt stocks will be maintained at the maximum level that storage permits through the peak season until mid February when stocks will be allowed to run down to a minimum of 8,000t (equivalent of 6 days of continuous salting), to enable stock rotation, prior to receipt of new supplies.
- 9.4 However, it is recognised that national demands may result in no further significant deliveries being received by highway authorities for the remainder of 2015/16 and 'Salt Cell' operation could be implemented by the Government. The 'Salt Cell' formulae has previously disadvantaged Surrey as a council which conserves salt stocks while rewarding other authorities who do not conserve or who may operate less efficiently. Orders can be sourced from abroad but this is more expensive and not the preferred option.

Salting Methods

- 9.5 The primary precautionary salting operation is undertaken through the application of "pre-wet" salt. This process uses a brine solution comprising 30% salt and 70% water that is pre-mixed in purpose built brine 'saturators'. The brine solution is then stored in tanks on the spreading vehicles and mixed with dry salt on the spreader plate at a ratio of 30% brine and 70% salt.
- 9.6 The advantage of this treatment method, with its partial dilution at the point of application, is the immediate de-icing action that takes place on contact with the road surface. There are also significant environmental benefits as the salt solution adheres to the road surface and doesn't tend to 'bounce' during the spreading operation so having less effect on adjacent verges and buildings and also passing vehicles.
- 9.7 Surrey will again use 6mm salt during the 2015/16 winter season in its 35 frontline, pre-wet spreaders, each dedicated to a pre-defined precautionary salting route.

Residual Grit and Sand

- 9.8 During severe winter weather events large quantities of grit and sand may be spread on the network to comply with the County's duty to maintain the highway in a safe condition. Once these materials have served their purpose they could be considered to be litter under the terms of the Environmental Protection Act, particularly where they remain in sufficient quantities. However, spreading grit is considered to be a legitimate and reasonable duty of the Highway Authority and, therefore, not actionable under the terms of the legislation. It is thus the responsibility of the relevant District Council to clear these materials as part of their street cleansing duties. However, there will be circumstances where residual grit and sand cause potentially hazardous conditions, for example:
- On slopes to footways with high pedestrian use
 - When significant local spillages have occurred during spreading

These excessive amounts of material should be removed as part of the Highway Winter Service function.

10 BUDGETS

- 10.1 At their meeting on 22 September Cabinet agreed the £2.437m budget allocation to ensure the existing level of service is maintained.

11 PUBLIC AND MEDIA COMMUNICATIONS

- 11.1 Effective communications and news media management, particularly local radio stations, is of the utmost importance. A Highways Communications and Engagement Plan, has been developed for use during a severe winter event by the Works Delivery Group Manager, supported as required by the Assistant Director, Highways and in liaison with the Cabinet Member for Transport as appropriate.
- 11.2 Additional information will also be provided, including to members as appropriate, especially during periods of snow clearance to ensure that the travelling public are informed of current road conditions and affected or cleared routes.
- 11.3 A Winter Service Information Pack giving details of the means by which Surrey County Council intends to achieve the objectives and standards identified in the Winter Service Policy will be made available to members and other interested parties. The pack will include schedules for the priority salting network, footways and grit bins, together with the arrangements that are in place with Borough, District and Parish Councils, and others, including the farmers.
- 11.4 The County Council's Communications and Media Teams will act as the focal point for Winter Service briefings and media communications during the 2015/16 Winter Service Season and will again be running a campaign in advance of the season.

12 WINTER SERVICE REVIEW AFTER THE 2015/16 SEASON

- 12.1 This review will look at the delivery of continuous improvement during the 2015/16 winter season and update members on performance with recommendations for further improvement and ongoing scrutiny.
- 12.2 The review will include consultations with stakeholders and Local Committees, and involve the Winter Service Performance Task Group. The proposed engagement timetable is as follows:-:

Stakeholder and Local Committee feedback on winter service (Agenda item to be included on spring round of Local Committees)	Oct - March
End of season wash up meetings – Local Highway Service Teams, Service Provider, Highway Maintenance Team and Asset Planning	March - April
Task Group Review Meeting (including progress on the 2015/16 recommendations)	April & July
Local Committee Chairmen advised of any changes to salting network	May - July
Economic Prosperity, Environment & Highways Board – Winter Service Report & Plan	September
Cabinet – Winter Service Report & Plan	September
Winter service information pack and communications campaign	September onwards

- 12.3 During May the Highway Maintenance and Planned Maintenance Team Leaders will review the previous season's activities. The de-brief will follow the structure below:
- Discuss feedback from Local Committees and stakeholders
 - Discuss things that went well
 - Discuss things that went not so well
 - Discuss things we would do differently next time
 - Discuss what the Partnership could do differently next time.
 - Changes to the network and implementation
 - Review of latest national guidance and industry innovations
- 12.4 The review will ensure that the service is efficient, delivers value for money and is environmentally sustainable. The review will challenge current practices and draw on innovations in materials and equipment to ensure continuous improvement to the Service.

Development of salting network

- 12.5 It is recognised that changes in the use of the network will continue and evolve over time which in turn will impact on the roads that we treat e.g. bus service amendments and the adoption of new roads etc. Where these occur the priority salting network will be updated to reflect the changes.
- 12.6 Other influence can come from local communities who want to swap one road for another. Provided this does not impact on the strategic network and has been mutually agreed locally (Local Committee) the swapping of roads can be implemented on a “like for like” bases in keeping with the localism agenda.

Monitoring and evaluating the service

- 12.7 Works Delivery Group, together with the Kier, will review the Winter Service performance and report the percentage of Priority treatment routes completed on time to the Core Management Team. Other reports that will be completed to demonstrate a successful Winter Service are:
- Production of Snow Conditions Action Plan
 - Accuracy of weather forecast by Met Office
 - Completion of actions within treatment times and unplanned call outs
 - De-icing material stock
 - Third Party claims, accuracy, and compliments
 - Vehicle and plant availability.
- 12.8 These reports will be used to evaluate performance and feed into the annual winter service report.

Appendix A – Summary of Cabinet Decisions on 22 September 2015

The recommendations of the Winter Performance Task Group, as agreed by Cabinet and recorded below following the meeting on 22 September 2015, should be implemented as appropriate for the 2015/16 winter season:

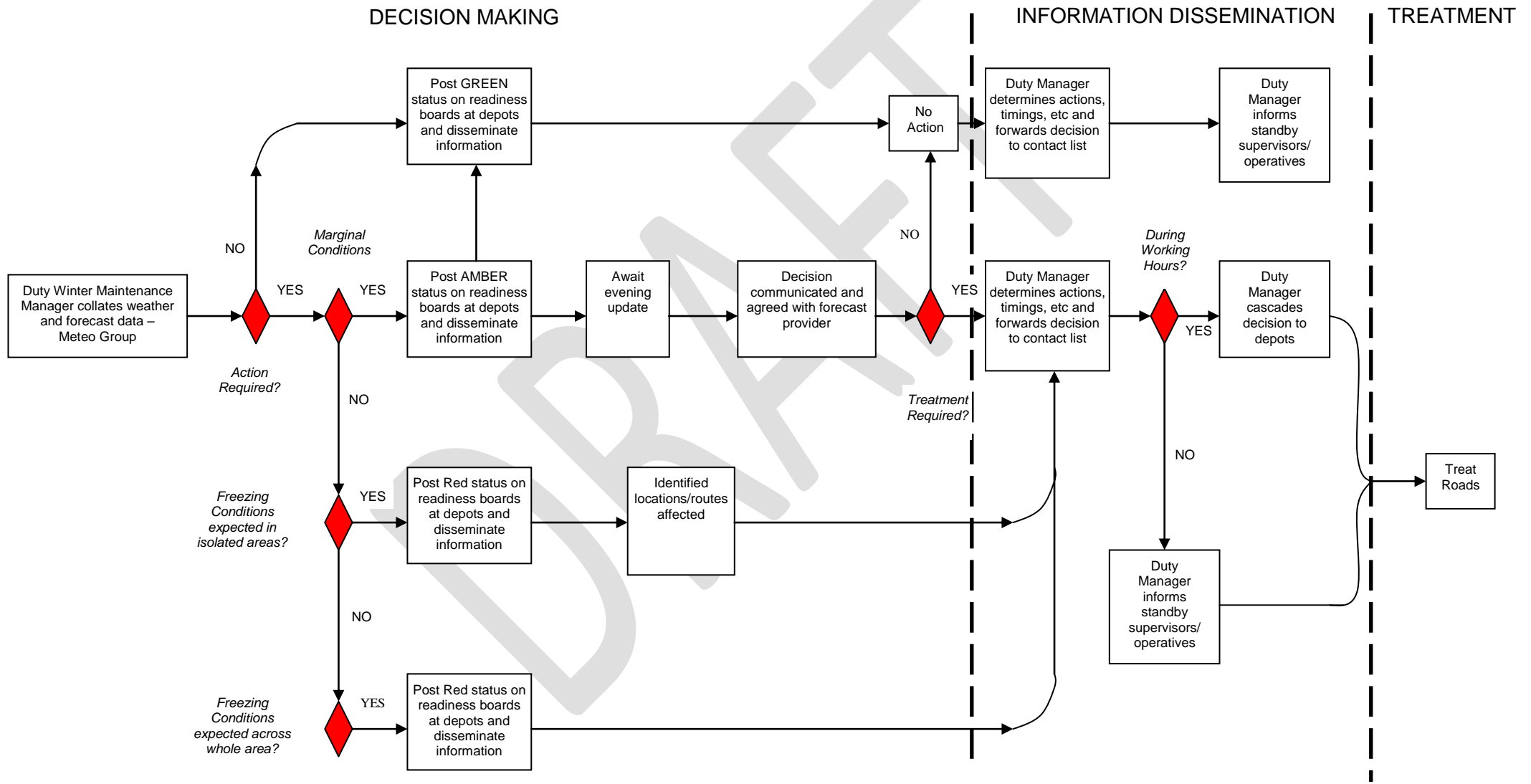
- I. The 2014/15 Gritting Route Network be maintained for the 2015/16 winter season while also incorporating minor amendments resulting from member, resident and officer feedback.
- II. Communities are permitted to purchase additional grit bins at a total cost of £947 for an initial 4 year period and £639 for each subsequent 4 year extension while Parish Councils and other statutory bodies may be licensed to install grit bins on the public highway.
- III. The Highways Cold Weather Plan 2015/16, included at Annex 1, is approved.
- IV. Approval of any future amendments to the Highways Cold Weather Plan be delegated to the Cabinet Member for Highways, Transport and Flooding and the Assistant Director Highways and Transport.

Appendix B – Service Provider’s Winter Operations Plan (Kier to advise)

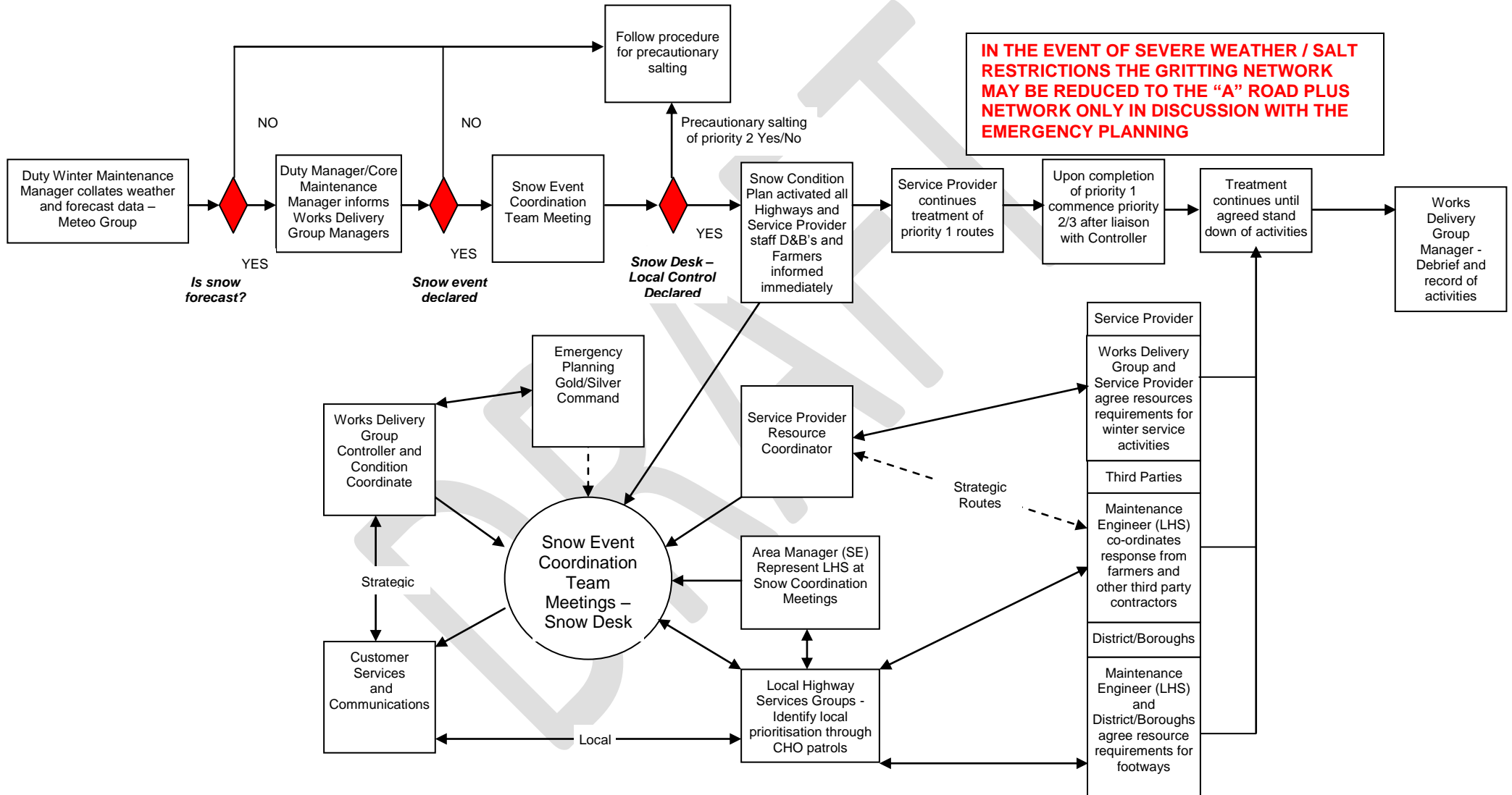
The Service Provider’s Winter Operations Plan forms part of the Winter Service Plan and is contained in a separate document. The plan can be seen at [Winter Operations Plan](#) and includes reference to:-

1. Introduction
2. Purpose and scope
3. Aims and objectives of plan
4. Weather prediction and monitoring
5. Decision Making
6. Communication to operational staff
7. Management Structure
8. Operational resource
9. Depot and salt
10. Additional salt provision
11. Routes
12. Vehicles and Plant
13. Facility Details and Welfare
14. Occupational health and safety
15. Post incident review – lessons learnt
16. Winter Operations Plan review
17. Document control
18. Appendices
 - Appendix 1 – Winter Driver Rota
 - Appendix 2 – Decision making process
 - Appendix 3 – Operational and structural organogram
 - Appendix 4 – Winter vehicle fleet list
 - Appendix 5 Vehicle calibration certificates

Appendix C - Precautionary Salting Process Map



Appendix D – Snow Event Process Map



Appendix E – District and Borough Footway Agreement Summary

To assist in the snow clearing operation the County has entered into a Statement of Understanding with each of the Districts and Boroughs, all parties are agreeing to:

- Openly share information and best practice with each other
- Seek to maximise efficiencies and benefits and to get the best deal for local people within the budgets available

District and Borough Winter functions

The agreed footways will be given priority for gritting/snow clearance when the District and Borough Council crews are unable to undertake their normal primary functions. The extent of clearance on these footways will be dependent on the availability of grit/salt and manpower.

Overall responsibility remains with Surrey as the Highway Authority. This includes insurance liability, other than for negligence on the part of operatives whilst working or arising from road traffic accidents involving fleet vehicles whilst on duty.

Resources

Each District and Borough Council has indicated the level of resources that would be available during a winter event and these resources should be sufficient to carry out at least the top priority routes listed. A number of priority routes have been split between the Districts and Boroughs and Surrey.

It is understood that these resources may vary depending on the scale and severity of an event. If waste services are suspended the cleansing operatives would be available to help with hand salting and clearing snow.

The response will be coordinated through the District or Borough representative and the Maintenance Engineer for each area.

To assist with the operation each authority has been provided with hand spreaders and 40t of salt. This salt is in addition to, and does not replace the individual salt stock of the District or Borough and will, therefore, be used primarily for gritting the highway and/or priority footways.

As discussions continue with Borough, District, Town and Parish Councils in relation to the provision of additional resources for snow and ice clearance during a weather emergency, the Maintenance Engineer, or designated representatives, will be responsible for liaising with these authorities to assess/record their actions and co-ordinate any assistance they may be able to provide.

In some instances the responsibility for the initial response has been shared an outline summary of the District and Borough response is scheduled below for detailed response refer to RoadZone for schedules and maps or [Pavement and footway snow clearing routes](#):

1. **Elmbridge BC**

Elmbridge Borough Council provide resources to clear Priority 1 and 2 footway snow clearing routes

- 2. Epsom and Ewell BC**
Epsom and Ewell Borough Council provide resources to clear Priority 1 and 2 footway snow clearing routes
- 3. Guildford BC**
Guildford Borough Council provide resources to clear Priority 1 footway snow clearing routes in Guildford Town Centre
- 4. Mole Valley DC**
Mole Valley District Council provide resources to clear Priority 1 and 2 footway snow clearing routes in Dorking Town Centre. Betchworth, Brockham, Capel, Charlwood and Newdigate Parishes also have local arrangements to clear their footways in partnership with SCC.
- 5. Reigate and Banstead BC**
Reigate and Banstead Borough Council provide resources to clear Priority 1 and 2 footway snow clearing routes
- 6. Runnymede BC**
Runnymede Borough Council provide resources to clear Priority 1, 2 and 3 footway snow clearing routes
- 7. Spelthorne BC**
Spelthorne Borough Council provide resources to clear Priority 1 and 2 footway snow clearing routes. The Priority 3 footway snow clearing routes are split between Spelthorne and the County.
- 8. Surrey Heath BC**
Surrey Heath Borough Council provide resources to clear Priority 1, 2 and 3 footway snow clearing routes for Camberley, and Frimley. Windlesham Parishes also have local arrangements to clear their footways in partnership with the County in Bagshot, Lightwater and Windlesham.
- 9. Tandridge DC**
Tandridge District Council coordinates snow clearing in partnership with Parish Councils and Chambers of Commerce across the district to clear Priority 1, 2, 3 and 4 footway snow clearing routes.
- 10. Waverley BC**
Waverley Borough Council have limited resource and will initially concentrate their snow clearing operations at their own car parks and amenity areas, including access points. In Haslemere localised assistance is also provided by the Parish and Chamber of Commerce.
- 11. Woking BC**
Woking Borough Council provide resources to clear Priority 1 and 2 footway snow clearing routes in Woking Town Centre.

Appendix F – Criteria for the provision of Grit Bins

1. The Council has provided grit bins at certain adopted highway locations that are not included on the Priority 1 precautionary routes already treated as an aid to road safety.
2. Grit bins are placed in consultation with Area Team Managers where they can be positioned safely, near the highway, to provide for spot treatments at: -
 - Difficult road junctions
 - Slopes
 - Acute bends
 - Concentration of pedestrian and commuter use
 - To assist with service for those in isolated rural communities off the primary and secondary precautionary treated routes

Criteria

3. Grit bins are assessed against a score to ensure those provided meet the criteria of servicing the highest priorities within the scope of budget constraints. The Winter Performance Task Group has endorsed the continued use of the same criteria for the 15/16 winter season.
4. The score allocated must reach a minimum of 100 points for a location to qualify, but priority within limited resources will go to those locations with the highest scores. The decision of the Asset Maintenance Plan Team Manager will be final in deciding on the provision of grit bins.

5. Difficult junctions

Grit bins may be positioned to provide spot treatments at junctions where side road traffic joins high volume flows at peak times and snow or ice make the junction particularly difficult to negotiate safely.

6. Slopes

All slopes are potentially hazardous when snow or ice is present. Drivers are accordingly expected to exercise due caution in extreme winter conditions. Grit bins may be considered at locations where the presence of snow or ice on steep inclines makes it almost impossible for drivers to control their vehicles.

7. Bends

All bends are potentially hazardous in snow and ice conditions and drivers are accordingly expected to exercise due caution in extreme winter conditions. Grit bins may be considered at locations where an acute bend exists combined with a slope that make it almost impossible for drivers to control their vehicles.

8. Pedestrian locations

The focus of providing grit bins will be at pedestrian locations subject to commuter use. These will include locations where steps, or ramps, exist particularly at subways or footbridges. For convenience bins are placed at each access point, as far as possible to ease salt distribution at these locations.

9. Salt Storage

Salt is stored in waterproof containers to protect the salt from weathering and to help avoid contamination wherever bins may be affected by seepage. Salt is normally stored in yellow bins for ease of location during servicing operations. In sensitive areas, green bins may be supplied as an alternative to standard yellow as they may appear less obtrusive.

In order to conserve the environment, salt must not be stored on the highway where it could damage trees or areas of conservation verge, or where the salt might dissolve and enter an adjacent water course. In order to safeguard trees a grit bin should not be placed within a radius equal to 12 times the truck diameter or 4 times the circumference.

Highway Grit Bin Assessment Form

Site Name
Requested by
District team area

Location
Coordinates
Assessed by
Date

Characteristic	Severity	Points weighting	Points allocated
Vehicular Movement			
Is site on Priority One precautionary treatment route	Yes No	→ Continue assessment	Void location rejects application.
Is treatment area off priority one routes on which bin will be safely located	Yes	25	
Surface gradient	1:10 or over Less than 1:10	75 Nil	
Difficult junction requiring precise timing to exit, or Within 25m of and falling towards junction with: -	(Exit traffic at peak times) Moderate Traffic Light traffic	30 Nil	
Bends on slope location with moderate traffic	Yes No	25 Nil	
Traffic density at peak times	Moderate Traffic Light traffic	40 Nil	
Pedestrian Movement			
Concentration of use by pedestrian's steps, ramps, footbridge, subway. (Category 1 & 2 Footways)	Yes No	100 Nil	

Bin condition damaged yes / no
Locality density

TOTAL POINTS

Retain/Remove

DISTRIBUTION LIST:**(ELECTRONIC COPIES TO BE CIRCULATED BY EMAIL WITH ANY SUBSEQUENT REVISIONS)**

Cabinet Member for Highways, Transport and Flooding – John Furey

Chairman of Environment and Transport Select Committee – David Harmer

Assistant Chief Executive – Susie Kemp

Strategic Director Environment and Infrastructure - Trevor Pugh
Assistant Director, Highways & Transport – Jason Russell
Assistant Director, Environment - Ian Boast

Network & Asset Management Group Manager – Lucy Monie
Strategic Network Resilience Manager – Doug Hill
Asset Planning Team Manager – Amanda Richards
Asset Strategy & Programme Team Leader – TBC

Works Delivery Group Manager – Mark Borland
Asset Maintenance Manager (Kier) - TBC
Infrastructure & Network Response Manager (Kier) – TBC
Infrastructure Scheme Manager – Tony Casey
Operations Planning Manager – Daniel Robinson
Lighting & Signage Team Leader - TBC

Local Highway Services Group Manager – Richard Bolton
Area Highways Manager (North East) – Nick Healey
Area Highways Manager (North West) – Andrew Milne
Area Highways Manager (South East) – Zena Currey
Area Highways Manager (South West) – John Hilder

Business Support & Customer Services Improvement Team Manager – Mike Dawson

Countryside Group Manager – Lisa Creaye-Griffin

Finance Manager – Tony Orzieri
Senior Finance Officer – Lisa Beach

Head of County Emergency Planning Officer -- Ian Good

Marketing and Communications Manager - Paul Marinko

Insurance & Risk Management Group Manager - Andrew Prior

Kier Contracts Manager – James Birch
Kier Asset Construction Manager - Darren O'Connor
Kier Immediate Response Manager – Kristian Fields
Kier Operations Delivery Manager - Matthew Greenwood

Surrey Police HQ, Mount Brown – Graham Cannon & Duncan
Brown
Individual Borough and District Council Winter Service contacts

DRAFT