



PRESCOT TOWN COUNCIL

Gritting and Snow Clearance Policy 2023

Version 1.0 (Approved)

Date approved: 22nd June 2023 (FPHR Committee)

Date to be reviewed June 2024

POLICY CONTROL SHEET

POLICY AUTHOR	Alex Spencer – Town Clerk
POLICY STATUS	Approved
POLICY APPROVAL DATE	22 nd June 2023
APPROVING COMMITTEE	Finance, Policy & Human Resources Committee
DATE OF POLICY REVIEW	October 2025

POLICY VERSION CONTROL SHEET

PREVIOUS VERSION OF POLICY	1.0
POLICY STATUS	Approved
AMENDMENT(s) TO POLICY	None
AMENDED POLICY APPROVAL	N/A
APPROVING COMMITTEE	Finance Policy & Human Resources Committee
DATE OF POLICY REVIEW	October 2025

POLICY REVIEW

Date of Review	Reviewed By	Amendments to Policy Post Review
31/10/2025	Town Clerk	None

1.0 Introduction

- 1.1 Prescot Town Council owes a duty of care to visitors to ensure that whilst they visit a site owned/managed by Council, that site is a safe environment where the risk of injury is low.
- 1.2 During winter weather (ice, frost, sleet and/or snow) the risk of injury arising from slips, trips, or falls significantly increases.
- 1.3 Despite this increased risk, Council's duty of care to provide a safe environment continues to apply – albeit that there is due consideration of what steps can be reasonably taken to provide that safe environment in the discharge of this duty.
- 1.4 Although council cannot stop or pass on its duty of care, it can recommend that during periods of winter weather visitors take note of weather conditions **before** visiting any council owned/managed site and that steps are taken by the visitor to ensure their personal safety e.g. by wearing appropriate clothing, footwear and even considering whether a visit is necessary.
- 1.5 Due to the number of sites owned/managed by Prescot Town Council, it is both impractical and impossible to ensure that all sites are kept free from ice, frost sleet and/or snow during winter weather.
- 1.6 As a result, this policy provides a prioritised list of sites/areas where gritting and/or snow clearance will be implemented; in addition to stating a frequency for each prioritised site.

2.0 Priority Areas for Gritting and Snow Clearance

2.1

Priority	Site / Area
One	Main entrance and egress points of Town Hall (including fire escapes)
Two	Pathways leading to and from main entrance and egress points of Town Hall (including fire escapes)
Three	Where practicable all other areas e.g. car park.

3.0 Frequency of Gritting and Snow Clearance

3.1

Priority	Frequency
One	Where reasonably practicable, areas will be gritted and/or kept clear of snow during Town Hall business hours.

Two	Where reasonably practicable, areas will be gritted and/or kept clear of snow during Town Hall business hours.
Three	Areas will be gritted and/or cleared of snow if resources (staff and grit) permit

4.0 Responsibilities for Gritting and Snow Clearance

- 4.1 The Town Clerk or Deputy Town Clerk will have responsibility for instructing that gritting and/or snow clearance should be undertaken.
- 4.2 Responsibility for undertaking gritting and/or snow clearance applies to **any** council officer who has undertaken appropriate training.
- 4.3 Any officer(s) undertaking gritting and/or snow clearance must wear appropriate personal protective equipment (PPE).

5.0 Recording Gritting and Snow Clearance

- 5.1 Where gritting and/or snow clearance is undertaken under this policy, the officer(s) completing works shall complete a "Gritting and Snow Clearance Recording Sheet" (See appendix A) to evidence what has been completed.

6.0 Responsibility for Record Keeping

- 6.1 The Town Clerk will have responsibility for keeping a record of all gritting and/or snow clearing undertaken under this policy.

7.0 Responsibility for Ensuring Adequate Equipment, Stock Levels and Personal Protective Equipment (PPE)

- 7.1 The Town Clerk will have responsibility for ensuring that council has appropriate equipment, stock and PPE for officers to enable gritting and/or snow clearance works to commence.