

Winter Weather (Snow, Ice and Leaf Fall) Policy

Version 1.0

Approved by: C Licence

Date: June 2025

Last Updated: June 2026 By H of F and DB

Introduction

The College is committed to ensuring that, in adverse wintry conditions, priority areas, as assessed by the College, are kept free from any snow and ice accumulations.

The aim is to allow, as far as possible, normal use of the College pedestrian routes, which will include normal car parking area, and entrances / exits from accommodation buildings. Students, staff, fellows, and visitors have a responsibility for their own safety when moving around the College and should take extra care during periods of adverse wintry weather or leaf fall.

This document seeks to cover both the hours when the Facilities team are on site but also to set down a short-term solution for when un-forecast adverse weather conditions occur out of the normal working hours (which includes weekends and bank holidays).

1.0 Weather Forecast

When there is a significant risk of frost following wet conditions or when snow has been forecast, the Facilities team will, as a precaution, distribute either salt or grit to the priority areas as indicated on the attached plan (appendix B). The Facilities Team will be responsible for liaising as required with any meteorological office with the particular emphasis on obtaining as accurate a local forecast as possible.

Local authority services (Oxford City Council – ODS) will carry out gritting of the main arterial road routes in/out of the Oxford City area; pathways and other routes around the College site will not form part of the council's responsibility and will fall under the College's facilities team remit.

2.0 Snow and Ice Accumulations

Where a prior forecast has precipitated a precautionary gritting/salting exercise, but overnight or between normal working hour shifts further accumulations have built up, then the Facilities team will obtain the necessary equipment and materials and commence salting or gritting the identified priority areas as soon as possible but definitely within 4 hours of the significant snowfall event between the prescribed hours of 07:00 – 15:00 (Mon-Fri). The priority areas will be as per those highlighted in appendix B but include all accommodation entrances / exists and main arterial pathways / congregation points around the College estate. Outside of these hours, whilst no gritting or ice/snow clearance can take place, residents are advised to remain indoors and/or take additional caution if travelling to/from their accommodation.

At this stage it should be noted that significant snowfalls may hamper individuals' travel to work arrangements and initial actions may be dependent upon the number of staff available to carry out this work.

Materials used will include grit, salt or safe non-harmful sprayed-on de-icer fluid.

Materials for the above processes are stored in various locations as per attached appendix A. Stocks to be replenished each autumn and immediately after significant use.

3.0 Out of Normal Working Hours

Wherever possible gritting or salting will be carried out prior to weekend or bank holiday period during the winter where conditions forecast indicate possible snow falls or build-up of ice in wet weather conditions.

On occasions the forecast may be incorrect or inaccurate and the College may need to carry out some emergency gritting/salting or de-icer liquid application. Under these circumstances the College will operate a maintenance callout approach reliant on the goodwill of contractors and/or the Facilities staff to get to site in what could be difficult conditions.

The Head of Facilities Management, in consultation with the Domestic Bursar will make this call at the time.

4.0 Clear Up

Once the snow and/or ice has thawed the Facilities team will clear away loose salt/grit leaving the sites clean and tidy. If the thaw occurs during the hours of 07:00 – 15:00 (Mon-Fri) this clearance will be completed within 4 hours.

APPENDIX A - Locations of Gritting/Salting/Clearing Materials and Equipment

- 2 Bradmore Road Salt bin (inc shovels) located by base of steps to main house.
- 4 Bradmore Road Salt bin (inc shovels) located by base of steps to main house.
- 6 Bradmore Road Salt bin (inc shovels) located by base of steps to main house.
- 7 Bradmore Road Salt bin (inc shovels) located by base of steps to main house.
- 8 Bradmore Road Salt bin (inc shovels) located by base of steps to main house.
- 9/10 Bradmore Road Salt bin (inc shovels) located by base of steps to main house at 10 side.
- 11 Bradmore Road Salt bin (inc shovels) located by base of steps to main house.
- 12 Bradmore Road Salt bin (inc shovels) located by top of steps to side entrance.
- 38 Norham Road Salt bin (inc shovels) located by base of steps to main house.
- 49 Banbury Road Salt bin (inc shovels) located by base of steps to main house.
- 55 Banbury Road Salt bin (inc shovels) located by base of steps to main house.
- 60 Banbury Road Salt bin (inc shovels) located in kitchen yard at side of property.
- 62 Banbury Road Salt bin (inc shovels) located by bin enclosure to side of house.
- College Hub Salt bin (inc shovels) located at rear of 64 (adjacent to the Hub)
- Balfour Building (inc dining hall and main kitchen) Salt bin (inc shovels) located by dining hall, rear reception doors, main kitchen doors and compound.


The College also holds a store of salt clearing equipment and salt spreading trolleys to enable the staff to grit pathways across the estate as well.

The College is committed to sustainability and the environment and all products used within the winter policy activities pose no threat to the wildlife on the College grounds.



APPENDIX B – Plan of Gritting Areas in College



 = Gritting area