



ST. HUGH'S COLLEGE, OXFORD

SNOW AND ICE CLEARANCE POLICY AND PROCEDURES

Date Policy Ratified by Governing Body: 18 June 2025

Author/Responsible Officer: Richard Noonan, Head of Estates

Date to be reviewed by: 18 June 2027

Snow and Ice Clearance Policy and Procedures

St Hugh's College is committed to ensuring that priority areas of the college site are kept free from any snow and ice accumulations. The aim is to ensure as far as practicable, the normal use of the College pedestrian routes, external stepped and ramped access which could lead to access and safety issues.

Weather Forecast

The Building Maintenance Manager will be responsible for obtaining the latest local weather forecast at least one week in advance outside of British summer time.

Ice/Frost

Where a significant risk of Ice/frost has been forecast, the Estates, Gardens and Lodge teams will distribute rocksalt in advance to the 'Primary Ice Clearance' areas as indicated on the 'Snow and Ice Clearance Plan'. Secondary Ice Clearance areas will commence after primary areas are complete.

Snowfall

Where a significant risk of snow has been forecast, the Estates, Gardens and Lodge teams will distribute rocksalt in advance to the 'Primary Snow Clearance' areas as indicated on the 'Snow and Ice Clearance Plan'. Where accumulations have built up overnight or during the day, the Estates team will obtain the necessary equipment and materials and commence snow clearing and further salting of the identified 'Primary Snow & Ice Clearance' areas as soon as practicable.

Out of Normal Working Hours

Where practicable pre-salting of primary areas will commence prior to weekend or bank holiday periods during the winter where forecasts indicate snowfall or a significant risk of Ice/frost.

The College may need to carry out some emergency salting or snow clearance in the event of an inaccurate forecast. Under these circumstances, the situation could warrant a callout approach reliant on the goodwill of College staff to get to site in what could be difficult conditions. 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.

Replenishment of rocksalt

The replenishment of rocksalt will be undertaken where the salt bins are assessed as having 50% or less capacity of salt remaining. Assessment will take place prior to the end of British Summer time and after each salting requirement thereafter.

Tools and Equipment

Snow shovels and buckets for the distribution of rocksalt are kept in the Lodge, Estates Workshop and Gardener's Garage. Five rocksalt bins are located evenly around the college site as identified on the 'Snow and Ice Clearance Plan'.

Snow and Ice Clearance Plan - 2022

