



Winter Policy

Dated 20 November 2023 – LPC Meeting – No amendments

Kent County Council are responsible for various areas such as major roads and public pavements, and members of the public should be encouraged to contact them during poor weather conditions, if they need areas to be cleared. Link to their services for further details:

<https://www.kent.gov.uk/roads-and-travel/what-we-look-after/winter-service>

The Loose Parish Council own the King George v Playing Field located off Walnut Tree Lane, and also the Loose Parish Pavilion located on the field. They also own Brooks Field and pond located at the bottom of the Old Loose Hill, and the Village Green located at the top of Old Loose Hill and Linton Rd.

Whilst Loose Parish Council are limited on what tasks can be done throughout the Parish when there are unprecedented winter weather conditions, such as snow & ice, we list below areas that we will endeavour to action.

Loose Parish Council will during the winter months:

1. Carry out relevant risk assessments of any areas owned by the LPC, and keep a record on file.
2. The Council will take reasonable care to ensure the safety of the public, employees and volunteers.
3. Carry out task based risk assessments in line with H&S policy to cover any manual works needed.
4. Arrange any training and supply appropriate PPE to staff or other authorised personnel needing to carry out any outside tasks during snowy or icy conditions, taking into account rest breaks and carrying a mobile phone if working alone.
5. Any volunteer wanting to assist the Parish Council, will need to be co-ordinated by the LPC, in order to be covered by the LPC insurance policy, and full risk assessments will apply.
6. Close the Pavilion, if after carrying out a risk assessment it is deemed too dangerous for hirers, members of the public, and staff to use the Parish Pavilion safely. This action will be notified to Hirers and any refunds made.
7. Inform the public of our actions and details of any emergency closures, or restricted areas etc via website, Social media, and as soon as is possible.
8. Clear any snow & ice from the fire door entrances only to the Parish Pavilion, and lay gritting material next to these entrances. This action will be carried out usually by the Caretaker and these areas will continue to be kept clear during snowy and icy conditions. Car parking areas and Play/exercise areas will not be cleared.

9. Clear any rotting leaves from the entrances which may cause slips, especially during icy periods.
10. Make sure that the outside lighting is working adequately during hours of darkness.
11. Keep the heating in the Parish Pavilion on low, at least 10 degrees C, during any period below freezing, to mitigate any freezing of the pipes. Water mains will be turned off during extended cold periods
12. Make sure all staff are aware of the location of the 'stopcock 'tap inside the Pavilion.
13. Adopt a regular checking regime on the Pavilion externally and internally during cold weather. This will mitigate unnecessary damage to the building.
14. Inform KCC of any known grit bins in the Parish needing to be refilled.
15. Erect appropriate notices on any LPC owned land as and if felt relevant.
16. Provide a copy of this policy on the LPC website.