



# **SOUTH AYRSHIRE COUNCIL**

## **WINTER SERVICE**

**2011 / 2012**

## **OPERATIONAL PLAN & POLICY**

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**SOUTH AYRSHIRE COUNCIL  
ROADS SERVICES  
WINTER SERVICE 2011 / 2012**

**OPERATIONAL PLAN & POLICY**

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## 1.0 Policies, Procedures and Objectives

### 1.1 Statutory Duty and Policies

1.1.1 The Winter Service forms an integral part of the roads maintenance function and by virtue of the Roads (Scotland) Act, 1984 (Section 34), South Ayrshire Council has a statutory duty to **“take such steps as it considers reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads”**.

1.1.2 The Winter Service for roads within South Ayrshire is carried out in accordance with the Operational Plan and Policy. The Operational Plan is produced on the basis of treating an average winter’s conditions, but can be adapted or extended to react to severe weather conditions. The Policy sets out the objectives to be accorded to roads and footways, with the exception of the trunk roads which are the responsibility of Transport Scotland.

1.1.3 The Policy adopted by South Ayrshire Council takes cognisance of the principles incorporated in:-

- **Well Maintained Highways – Code of Practice for Highway Maintenance Management : July 2005**
- **Well Maintained Highways – Code of Practice for Highway Maintenance Management Complementary Guidance: August 2011**
- **Scottish Office Code of Practice – Winter Maintenance for Trunk Roads: 1993**
- **Institute of Civil Engineers (ICE) Design and Practice Guide Highway Winter Maintenance : 2000**

1.1.4 The Local Government Scotland Act 2003 states: -

- It is the duty of a local authority to make arrangements which secure best value.
- Best value is continuous improvement in the performance of the authority's functions.
- In securing best value, the local authority shall maintain an appropriate balance among:-
  - i) the quality of its performance of its functions
  - ii) the cost to the authority of that performance; and
  - iii) the cost to persons of any service provided by it for them on a wholly or partly rechargeable basis
- In maintaining that balance, the local authority shall have regard to:-
  - i) efficiency
  - ii) effectiveness
  - iii) economy; and
  - iv) the need to meet the equal opportunity requirements
- With resources available to:-
  - i) Ensure operations are undertaken safely having regard to the requirements of the Health and Safety at Work Act 1974, UK Domestic Drivers Hours Rules and European Working Time Directive.
- The local authority shall discharge its duties under this section in a way which contributes to the achievement of sustainable development.
- In measuring the improvement of the performance of a local authority's functions for the purposes of this section, regard shall be had to the extent to which the outcomes of that performance have improved.

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1.1.5 The Local Government in Scotland Act 2003 also states that: -

- 'It is the duty of a local authority to make arrangements for the reporting to the public of the outcome of the performance of its functions'.

## 1.2 Procedures

1.2.1 Procedures have been developed which comply with the Roads (Scotland) Act 1984 and can be achieved within available resources and take account of Best Value.

1.2.2 The Winter Service period shall be 7 October 2011 to 6 April 2012.

1.2.3 A report will be put to Council for approval and publication in June 2012. This report will be for the winter activities carried out from 7 October 2011 to 6 April 2012.

1.2.4 The report will include details of: -

- A summary of the winter weather conditions,
- A description of the activities carried out, giving details of number of times routes were treated, salt used, etc.
- A summary of the response from the public, including the results of any consultation exercises,
- Winter related accidents
- A summary of the resources utilised and the cost of the service.
- Outcome

## 1.3 Objectives

1.3.1 South Ayrshire Council's objectives in relation to the Winter Service are;

- The reduction, as far as reasonably practicable, of the effects of adverse weather whilst maintaining the availability and reliability of the roads network.
- To provide travelling conditions as safe as reasonably practicable having regard to financial constraints, resources available and prevailing weather conditions.
- To minimise delays, accidents and damage resulting from ice and snow.
- To undertake the winter maintenance service effectively and efficiently.

In order to achieve this objective it is recognised that a priority treatment programme is required.

The Winter Service essentially comprises the following three main components:-

- Pre-treatment - precautionary salting before the formation of ice or frost.
- Post - treatment - salting following the formation of ice.
- Clearance of snow.

## 2.0 Management Arrangements & Responsibilities

2.1 The Head of Planning and Enterprise or nominated person will be responsible for determining winter maintenance policies and for providing all resources required to carry out the Winter Service – The Operational Plan and Policy.

2.2 Prior to the commencement of winter operations each year, the Head of Planning and Enterprise will seek Council approval of the Plan and Policy and agreement to publish extracts of them.

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- 2.3 The Head of Planning and Enterprise or an appointed person shall be responsible for the provision of a winter service.
- 2.4 The Roads Manager or an appointed person shall be responsible for the following:-
- Nominating and identifying all key personnel
  - To have in place a Winter Service Operational Plan and Policy
  - Ensuring all staff are suitably trained
  - Ensuring all records and forms are stored and suitably identifiable in a suitable location and are retained for a minimum period of five years
  - Collating all relevant details to allow for budget transfer and reconciliation
  - Cooperating with adjacent authorities and other partners to ensure as far as reasonably possible a synchronised form of response
- 2.5 Winter Service Managers shall be responsible for the following:-
- Deciding and recording what winter service activity is required
  - Forwarding the treatment decision to those nominated
  - Completing a Daily Gritting Report for each day of the Winter Service season
  - Recording details of updates or any amendment on form Evening Update (EU)  
**Appendix 11(b)**
  - Telephoning the duty Winter Service Supervisor to inform them of any amendment required to earlier treatment decision
- 2.6 Winter Service Supervisors or an appointed person shall be responsible for the following:-
- Co-ordinating the action by gritting crews
  - Recording salt usage including reconciliation of salt stocks on form: Depot Daily Return if any winter service activity has taken place
  - Forwarding all drivers logs, on a weekly basis, to the Winter Service Duty Manager
  - Completing a Depot Daily Return and forwarding this to the Winter Service Manager or nominee, before noon on the first working day after weekends or holidays
- 2.7 Gritting Crews shall be responsible for:-
- Completing a drivers log for each gritting route or activity, signing off all actions and submitting this to the Winter Service Supervisor

### **3.0 Operational Arrangements & Treatment Priorities**

#### **3.1 Arrangements**

- 3.1.1 The Winter Service will be carried out by Development and Environment (DE), Roads Services (RS). The Winter Service is funded from the Revenue Budget.
- 3.1.2 Throughout the Winter Service period there are trained drivers available for each operational vehicle and other items of plant. All drivers have knowledge of every salting route operating from their Operational Depot and are capable of undertaking all routes as required.
- 3.1.3 Outside normal working hours throughout the Winter Period, there is at least one driver for each route available to attend the loading point, load the vehicle and commence the route within one hour.

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3.1.4 A trained and experienced supervisor with a means of communication to all winter service vehicles is available at each of the 2 depots at all times during Winter Service operations to ensure that operations are carried out in accordance with this Operational Plan.

3.1.5 A means of suitable communication is available for each Winter Service vehicle.

### 3.2 Treatment Priorities - Carriageways

3.2.1 At the start of each winter the Head of Planning and Enterprise will produce carriageway salting routes based generally on the following priorities.

3.2.2 **Priority 1: Primary Routes** which have been identified as requiring precautionary treatment in the event of a forecast of frost ice or snow which may create hazardous driving conditions.

- Council strategic routes i.e., the A70, A713, A714, A719, A759, A79, and all B Class Roads. This does **NOT** include the A77 and A78 trunk roads, which are the responsibility of Transport Scotland.
- Access routes to hospitals with accident & emergency units, ambulance depots and fire stations.
- One access route to the main gate of Primary and Secondary schools during term time when schools are open.
- Bus routes where considered appropriate by the Head of Planning and Enterprise. Bus routes included are, after consultation with Strathclyde Partnership for Transport (SPT), primarily the major bus routes. The diversity of routes since deregulation and the frequent changes precludes the inclusion of all bus routes
- Major concentrations of employment.

3.2.3 **Priority 2: Secondary Routes** which have been identified as requiring treatment in the event that the weather conditions persist into daylight hours.

- All C Class Roads not included in Priority 1
- Local concentrations of employment
- Access to isolated villages
- Areas of high density urban population not included in Priority 1

3.2.4 **Priority 3: Tertiary Routes** are other council roads which may not normally be included within priorities 1 and 2 but which may be adversely affected by prolonged inclement weather. These will be treated as resources allow.

3.2.5 The routes may be amended by the Head of Planning and Enterprise during the Winter with an updated copy being made available for inspection by the public at the office of the Head of Planning and Enterprise, Burns House, 16 Burns Statue Square, Ayr.

3.2.6 Where a complaint / request for treatment is received for a location which has not been treated as part of the planned operations, the Head of Planning and Enterprise will determine what action can be taken. The Head of Planning and Enterprise will take account of the specific circumstances, the safety implications and the available resources in his determination. Resources may not permit the treatment of all requests.

3.2.7 Fixed salting routes are pre-planned to ensure that during "routine" winter conditions, **Priority 1: Primary Routes** will be treated. However under more extreme conditions (heavy snow falls or freeze/rain/freeze cycles) gritters may have to be concentrated on the higher priority roads until attention can safely be transferred to other roads.

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- 3.2.8 Fixed salting routes included in **Priority 2: Secondary Routes** as described above, will normally be treated only during daytime hours.
- 3.2.9 Fixed salting routes included in **Priority 3: Tertiary Routes** as described above, will normally be treated only during daytime hours.
- 3.2.10 When a decision is taken to commence reactionary treatment then the maximum time between the decision to commence any treatment activity and the actual start of work shall be one hour.
- 3.2.11 Within any section of a Primary Route identified for treatment, the maximum time permitted for the application of salt as a precautionary treatment will normally be 3 hours (i.e. time taken from beginning of spreading to completion of spreading).

## 4.0 Weather Forecasting and Information

### 4.1 Forecasting

- 4.1.1 South Ayrshire Council has appointed MeteoGroup UK as their weather forecast provider.
- 4.1.2 For the duration of the winter service period South Ayrshire Council employs MeteoGroup UK to provide a weather forecasting service, including ice prediction, and to monitor road and weather conditions. MeteoGroup UK receive, monitor and interpret on a continuous basis climatic, ice prediction and weather radar information and forward detailed weather forecasts to South Ayrshire Council on a daily basis over the period 1<sup>st</sup> October to 15<sup>th</sup> May.
- 4.1.3 During the winter service period, MeteoGroup UK post a 24 hour forecast on a dedicated website around 12:00 each day. This forecast is also sent to South Ayrshire Council by email.
- 4.1.4 If the weather changes outwith these times MeteoGroup UK will contact the Winter Services Manager with a revised forecast.
- 4.1.5 Thermal mapping has been used to determine that there are effectively 4 differing climatic domain areas within South Ayrshire.

There will be a forecast issued for each of these domains, i.e.: -

- Northwest Area 1
- Northeast Area 2
- Southwest Area 3
- Southeast Area 4

These domains are shown in the plan in **Appendix 5**.

- 4.1.6 South Ayrshire Council has a road weather sensor site on the A714 at Corwar Mains. Transport Scotland has agreed that data from sensor sites located on the A77 trunk road at Dutchhouse and Crossraguel will be made available to South Ayrshire Council Roads Service. The forecast will take account of all relevant road weather data available from these sites and other nearby sites in neighbouring authority areas.
- 4.1.7 The sensor site locations are shown in the plan in **Appendix 5** and each sensor site has the facility to provide the following data: -
  - Road surface temperature
  - Road Depth temperature. (around 300 cm below the road surface)
  - Air temperature (around 2m above the road surface)
  - Dew point (a measure of the humidity of the air)

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- Wind speed and direction
- Road state (dry, wet etc.)
- Chemical factor (residual de-icing chemical on road)

4.1.8 MeteoGroup UK have direct access to the information from the outstations, which improves forecasting accuracy.

## 4.2 Treatments

4.2.1 Road conditions often vary considerably across South Ayrshire due to topography, humidity, wind speed, wind direction, residual salinity and traffic volumes. These factors all influence the possibility of adverse conditions occurring.

4.2.2 Adverse conditions can occur for varying periods, day or night, throughout the winter period and can affect all or only parts of the road or footway network. Therefore the winter service comprises of the following forms of treatment: -

- Precautionary Salting
- Reactionary Salting
- Daytime Salting
- Extreme Conditions Salting
- Post Salting/Patrol Check
- Snow Clearing
- Condensed Patrol

4.2.3 Routes have been devised to ensure efficient coverage within reasonable timescales.

4.2.4 Routes will be updated on an annual basis to accommodate changes to the network.

4.2.5 Route Cards listing all treatment routes are held in the Road Manager's Office with appropriate subsets at Depots.

## 4.3 Guidelines

4.3.1 When the weather forecast predicts that the road surface temperature is likely to fall to +1° Celsius, consideration shall be given to precautionary salting except where:-

- No moisture is expected on the road
- There is enough residual salt on the road to deal with the expected conditions, or
- The latest weather forecast information indicates that the temperature will rise and there will be no hazardous conditions.

4.3.2 Precautionary salt shall be spread at 10 g/m<sup>2</sup> in conditions of frost and light snow. Precautionary salt shall be spread at anything from 15 to 40 g/m<sup>2</sup> where freezing conditions are expected after rain; according to the amount of moisture present and the temperature expected.

4.3.3 Where ice has formed salt shall be spread at 20 to 40 g/ m<sup>2</sup> depending on the amount of ice present and the temperatures required to ensure rapid melt.

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#### 4.3.4 Winter Maintenance Precautionary Treatment Spread Rates

Weather Conditions	Definition	Spread Rates Salt (g/m <sup>2</sup> )
Light	Frost and/or light snow	10
Moderate	Freezing conditions after rain	15 to 40 (5 g/m <sup>2</sup> increments)
Severe	Continuous snow	40

#### 4.3.5 Snow Conditions:-

The following guidelines will be followed:-

- On receipt of the weather forecast indicating medium to heavy snow within six hours, carriageways should be gritted in accordance with **Section 4**. When the forecast is for rain to turn to snow the salting should be held back accordingly.
- Salting should be continued or restarted when snow starts to fall.
- Resources should generally be allocated to clear roads in the Priority shown in **Section 3.2**, with preference being given to those areas which have experienced deepest snowfalls and drifting
- Where it is likely that a road cannot be kept open, it is preferable to close it earlier in a planned manner than to wait until both gritters and travelling public become trapped.
- The Roads Service will provide labour and non-specialist plant. When conditions are such that the maximum resources are inadequate will other assistance be sought. The Roads Service will then call in help from other local authority resources or private contractors

#### 4.4 Treatments for snow

ROAD SURFACE CONDITIONS	AIR TEMP	TREATMENTS		
		Salt Spreading (g/m <sup>2</sup> )	Ploughing	Blowing
Ice Formed	Less than minus 5° C and stable	20 to 40	No	No
Snow covering exceeds 30 to 50mm	Less than minus 5° C and stable	20 to 40	Yes	No
Snow covering exceeds 30 to 50mm	Less than minus 5° and dropping	20 to 40	Yes	No
Snow accumulates due to prolonged falls	Less than minus 5° C and dropping	20 to 40	Yes (continuous)	Where applicable
Hard packed snow/ice less than 20mm thick	Greater than minus 5° C	20 to 40 (successive)	No	No

#### 4.5 Routes

##### 4.5.1 Carriageway Treatment Routes:-

- The routes for precautionary salting are shown in [Appendix 1](#) which is available to view on the Council's website.
- The routes to be used for post-treatment, shall be the same routes as for precautionary salting shown in [Appendix 1](#), or modified routes where appropriate.
- The routes to be used for snow clearing shall be the same routes as for precautionary salting shown in [Appendix 1](#), or modified routes where appropriate.

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#### 4.5.2 Carriageway Routes for Daytime Treatment:-

- If the temperature is predicted not to rise above 0° Celsius before 12 noon that day, the salting of the five Secondary Routes will commence as shown in [Appendix 2](#) which is available to view on the Council's website.

#### 4.5.3 The Secondary Routes will cover the following:-

- Roads which serve a substantial number of dwellings
- All C Class roads not included in Priority 1
- Residential roads with access difficulties
- unclassified rural roads with access difficulties

#### 4.5.4 The Tertiary Routes will cover the following:-

- Other council roads as shown in [Appendix 3](#), which is available to view on the Council's website, which may not normally be included within priorities 1 and 2 but which may be adversely affected by prolonged inclement weather. These will be treated as resources allow.

#### 4.5.5 Footway/Footpath Salting Routes:-

- The routes for precautionary salting are shown in [Appendix 4](#), which is available to view on the Council's website.

#### 4.5.6 The following priorities will apply for the treatment of footways and footpaths:-

- Urban shopping centres and precincts
- Other areas of high pedestrian concentration

#### 4.5.7 Trunk Road footways and footpaths in South Ayrshire are the responsibility of Transport Scotland and will not be treated by South Ayrshire Council.

### 4.6 **Salt Bins**

#### 4.6.1 Salt bins are provided for the storage of salt, which is for use on public roads and footways.

Salt bins are placed at strategic locations and a register shall be kept in the Roads Operations section within Burns House, Burns Statue Square, Ayr as identified in [Appendix 6](#) which is available to view on the Council's website. [Salt bin locations](#) can also be viewed on an interactive map on the Council's website.

Salt bins will be placed at the locations identified at the start of the winter season and throughout the winter season the bins are replenished with salt as necessary.

#### 4.6.2 In general, salt bins will be placed where a supply vehicle can draw alongside to replenish stocks, and where the following criteria are met:-

- The location is not on a precautionary carriageway salting route;
- The gradient is greater than 1 in 15 or at a junction with a known history of accidents;
- The location shall not obstruct the passage of pedestrians, a minimum of 1.5 metre wide clearance on the footway is required;
- The location shall not obstruct junction sightlines;
- The location is within an urban area;

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- The location is within the boundary of the public road. Roads Services will not provide salt bins in private roads or car parks for internal use by either the Council or any other public or private property such as schools, parks, hospitals, old people's homes etc unless a service level agreement is in place.

4.6.3 Requests for salt bins must be in writing using the [application form](#) which is available to download from the Council's website

4.6.4 If an unresolved dispute arises between residents regarding the desirability of the location of a salt bin, it will be removed to the Depot.

4.6.5 Salt bins will not be provided in private roads that are not included in the List of Public Roads.

## 5.0 Labour Resources

5.1 The Roads Service will ensure that sufficient trained personnel are available on out of normal hours standby to comply with the requirements of any planned treatment decision and to allow snow clearing operations to be executed when necessary. The personnel available are shown in **Appendix 7**. By virtue of the Data Protection Act 1998 this Appendix has restricted access.

5.2 Roads Service resources may be supplemented from other South Ayrshire Council resources, farmers and contractors, should conditions so warrant. The resources available are shown in **Appendix 10**.

## 6.0 Vehicle and Plant Resources

### 6.1 Specialist Plant

6.1.1 Specialist Winter Service plant available is shown in **Appendix 8**.

6.1.2 The current fleet replacement programme will ensure that Winter Service obligations can be met. Programmed repairs and servicing to the fleet will be carried out during the summer months. The remainder of the fleet will be inspected and serviced as per the Fleet Management Inspection and Servicing Schedule.

6.1.3 Prior to the start of the winter season, the Roads Service will carry out a 'dry' run of each route, including the fitting and removal of the spinner/demount/snow plough, as applicable, to every vehicle so equipped.

### 6.2 Plant Maintenance

6.2.1 Sufficient qualified motor fitters will be on standby during the winter maintenance season. In the event of mechanical breakdown or other mechanical failure, any necessary repairs will be carried out without delay to minimise disruption to response and treatment times.

6.2.2 All of the salt spreading equipment will be calibrated prior to the start of the winter season. Calibration will be carried out in accordance with the manufacturers' recommendations, tested and certificated. Re-calibration and testing will take place at any time during the winter maintenance season if doubts over the accuracy of spreading are indicated from salting records.

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### 6.3 Non Specialist Plant

6.3.1 Non-specialist plant will be provided to assist snow clearing operations when necessary. This plant will be inspected and serviced as per Fleet Management Inspection and Servicing Schedule. This plant is listed in **Appendix 9**.

### 6.4 Plant from Other Local Authority Resources, Farmers and Contractors.

6.4.1 Appropriate additional plant may be provided to Roads Services from other South Ayrshire Council resources, farmers and contractors for use, should conditions so warrant. This plant is listed in **Appendix 10**.

### 7.0 Salt and Fuel

7.1 Salt is purchased through the Scotland Excel Contract for the Supply and Delivery of Salt for Winter Maintenance.

7.2 Salt storage facilities are located at:-

- Meadowhead Depot near Coylton.....maximum capacity 4,000 Tonnes
- Grangestone Depot near Girvan.....maximum capacity 1,500 Tonnes

7.3 The salt storage facility at Meadowhead is a Salt Dome which stocks 6.3mm fine grade rock salt to BS 3247:1991. The salt storage facility at Grangestone is an external stockpile which stocks 10mm course grade rock salt to BS 3247:1991 if available, otherwise 6.3mm fine grade rock salt will be stocked. The location of the depots is shown in **Appendix 5**.

7.4 A loading shovel is available at each depot during the winter season. There are additional mechanical shovels available within the Roads Service to cover any contingency.

7.5 The maximum capacity storage level in the Salt Dome will be in accordance with the Salt Dome manufacturers specification.

7.6 Fuel Stock Levels:-

Location	Stock level at 1st October	Stock level at 1st October	Minimum stock level	Minimum stock level
	Derv	Gas Oil	Derv	Gas Oil
<b>Meadowhead</b>	12, 00(19,707 max capacity)	100 (230 max capacity)	8,000	500
<b>Grangestone</b>	22,000 (39,851 max capacity)	15,000 (19,421 max capacity)	10,000	5,000

## 8.0 Salt Testing & Application

- 8.1 Salt will be tested for compliance with the specification on delivery by the supplier in accordance with the contractual arrangements.
- 8.2 Independent samples will be submitted for testing to confirm suppliers' results and to monitor the condition of the salt in store as required.
- 8.3 Salt will be stocked to the following requirements:-

Depot	Stock level at 1st October (Tonnes)	Minimum stock level between 7 <sup>th</sup> October and 14 December (Tonnes)	Minimum stock level between 14 <sup>th</sup> December 10 <sup>th</sup> January (Tonnes)	Minimum Stock Level between 10 <sup>th</sup> January and 28 February (Tonnes)
Meadowhead	4,000	2,000	2,500	2,000
Grangestone	1,500	500	1,000	500
<b>Total</b>	<b>5,500</b>	<b>2,500</b>	<b>3,500</b>	<b>2,500</b>

- 8.4 Rock salt should normally be used to treat carriageways, but if conditions warrant it, the Head of Planning and Enterprise or nominee, may authorise the use of 4:1 salt/abrasive grit mixture. The maximum size of abrasive grit should be 6mm.
- 8.5 Excessive salt spreading is economically and environmentally undesirable. Therefore it is essential that operational checks are continuous throughout the winter maintenance period to ensure that salt usage is maintained within the calibrated parameters.
- 8.6 Control devices will be fitted on all permanently mounted and demountable gritters to ensure that the rate of salt spread is indicated in grams / square metre ( g / m<sup>2</sup>).
- 8.7 Salt usage will be monitored by the use of weighbridges at both depots. All movement of salt will be weighed both out and on return to the depot.

<b>Location of Weighbridges</b>
Meadowhead Roads Depot, Coyllon
Grangestone Roads Depot, Girvan

- 8.8 If salt resilience levels fall below 2,000 tonnes, salt conservation methods will be introduced as shown in the table below, which is recommended by the Well Maintained Highways – Code of Practice for Highway Maintenance Management Complementary Guidance: August 2011.

### **Level 1 (Green) Service – Stock Levels 2,000 Tonnes and above**

- Service levels as detailed in the Winter Operational Plan & Policy.
- Typical daily salt usage (snow conditions) 300T – **6 resilience days**  
or
- Typical daily salt usage (frost & ice only) 145 T – **13 resilience days**

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### **Level 2 (Amber 1) Service – Stock Levels 1,500 Tonnes – 2,000 Tonnes**

- Only Primary 1 carriageway routes treated with pure salt, remaining priority carriageway routes reduced to half the normal spread rate or salt/grit mix at 50/50
- All footway routes reduced to salt/sand mix at 50/50
- Grit bins replenished with salt/sand mix at 50/50.

Typical daily salt usage (snow conditions) 265T – **7 resilience days.**

or

Typical daily salt usage (frost & ice only) 135T – **14 resilience days**

### **Level 3 (Amber 2) Service – Stock Levels 1,000 Tonnes – 1,500 Tonnes**

- All carriageway routes reduced to half the normal spread rate or salt/grit mix at 50/50
- Priority 1 footway routes treated with salt/sand mix at 50/50
- Remaining footway routes treated with sand/grit mix at 50/50
- Grit bins replenished with sand/grit mix at 50/50

Typical daily salt usage (snow conditions) 170T – **8 resilience days.**

or

Typical daily salt usage (frost & ice only) 85T – **17 resilience days**

### **Level 4 (Red) Service – Stock Levels less than 1000 Tonnes**

- Priority 1 carriageways reduced to half the normal spread rate or salt/grit mix at 50/50
- Treat remaining carriageway routes with sand/grit mix at 50/50
- All footway routes treated with sand/grit mix at 50/50
- Grit bins replenished with sand/grit mix.

Typical daily salt usage (snow conditions) 120T – **8 resilience days**

or

Typical daily salt usage (frost & ice only) 50T – **20 resilience days**

Assuming 5,500 tonnes in stock at Depots for the start of winter our total resilience would be either

**Total Resilience during periods of heavy snow - 18 days**

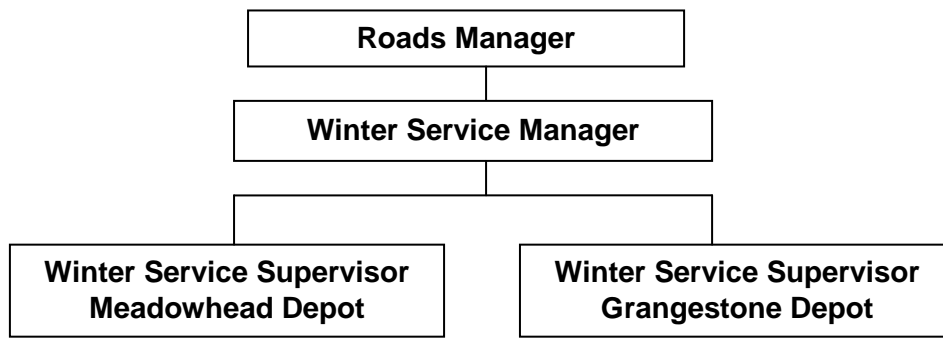
or

**Total Resilience during periods of frost & ice conditions - 38 days**

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## 9.0 Decision Making

### Organisation Chart



9.1 The Roads Manager will appoint trained personnel to the posts of Winter Service Manager.

9.2 The Winter Service Manager may consult the Duty Forecaster at the MeteoGroup UK to clarify any aspect of the forecast e.g. in relation to the nature, extent and timing of the onset of adverse weather or hazardous conditions.

9.3 In the early afternoon of each day during the winter season, the Winter Service Manager will decide on the treatment to be carried out during the following 24 hours. This decision will be taken after considering all appropriate factors, including the following: -

- Weather forecast
- Existing or potential moisture on the road network
- Residual salt on the road
- Consultation with Winter Service Supervisors

9.4 The decision will be recorded on form “Treatment Decision” **Appendix 11(a)**

The Treatment Decision will be transmitted via email to: -

- Grangestone Depot and Meadowhead Depot.
- South Ayrshire Council Monitoring Station
- South Ayrshire Council Customer Contact Centre
- Motoring Organisations
- Strathclyde Police
- West Sound Radio
- Neighbouring authorities i.e
  - i) North Ayrshire Council,
  - ii) East Ayrshire Council,
  - iii) Dumfries and Galloway Council, and
  - iv) Amey (South West Trunk Road Unit)

9.5 The decision will be posted on a bulletin board contained within MeteoGroup UK’s website and on South Ayrshire Council’s website.

9.6 After the treatment decision has been made, the Winter Service Manager will check against the decisions by neighbouring authorities for consistency and reconsider if necessary. This check will be recorded on that day’s Treatment Decision sheet before 15:00 hours **Appendix 11(a)**.

9.7 A routine evening update will be provided by MeteoGroup UK’s each evening around 19:00 hours. This update will be posted on their website and emailed to South Ayrshire Council.

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- 9.8 If the evening update indicates a change in the forecast then, if necessary, the Winter Service Manager will amend the decision and issue an update to the Treatment Decision form. The amended Treatment Decision will be distributed in accordance with 9.4
- 9.9 If the forecast conditions turn from good to adverse at any time, then MeteoGroup UK will phone the Winter Service Manager, either at work or at home as appropriate.
- 9.10 If a further update is received from MeteoGroup UK out of office hours, or a report of unexpected hazardous conditions be received, the Winter Service Manager will amend the instructions as necessary, issue an updated Treatment Decision form and contact further staff as required to initiate any necessary actions.
- 9.11 Where appropriate, contact will be made by telephone with the adjacent authorities to ensure liaison.
- 9.12 The Winter Service Manager will contact the South Ayrshire Council Monitoring Station to advise of any change to planned actions. The South Ayrshire Council Monitoring Station will pass on notification of the change to: -
- Motoring Organisations
  - Strathclyde Police
  - West Sound Radio
- 9.13 On Saturdays, Sundays and holidays the lunch time forecast will be posted on the website and emailed as on a normal working day. The Winter Service Manager will complete the Treatment Decision form and carry out the other actions as on a normal working day.
- 9.14 In general, the decision taken should be altered as necessary as information changes. The reason for the original decision and any changes should be formally recorded.
- 9.15 Rotas for personnel are subject to the Data Protection Act 1998 and should not be passed to a third party without the permission of the person(s) concerned. Consequently this appendix is published under a separate cover and is only issued to operational staff.

## 10.0 Training

- 10.1 Drivers of all Winter Service vehicles will hold appropriate licences and qualifications.
- 10.2 All personnel involved in the Winter Service will attend a briefing session on the content and operation of the Winter Service Operational Plan. This will be held prior to the start of the winter season.
- 10.3 Personnel involved in the management and decision-making process will undertake training provided by the weather forecast provider on familiarisation and interpretation of weather forecast information.
- 10.4 All personnel will be trained in dealing with potential emergency scenarios.

## 11.0 Health and Safety

- 11.1 All Winter Service operations will be carried out in accordance with the South Ayrshire Council standard procedures with due regard to the Health and Safety at Work Act 1974 as amended.

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- 11.2 As salt is removed from storage areas, a positive slope will be maintained not exceeding 60° to the horizontal to avoid danger to operatives and vehicles from the collapse of cliff walls of salt.
- 11.3 Care will be taken to ensure that salt storage and operations adjacent to stockpiles do not affect the adjacent environment.
- 11.4 Care and vigilance must be utilised to ensure that salt stockpiles do not become contaminated with foreign matter likely to cause damage to spreading vehicles and other road users.
- 11.5 Salt spreading will be carried out in such a manner as to avoid damage to other vehicles and pedestrians or other users of the road. Spread patterns will be adjusted to suit the carriageway width.
- 11.6 No vehicle will be driven above the legal speed limit at any time, and whilst salting on de-restricted dual carriageways at a speed no greater than 40 mph.
- 11.8 Precautionary salting will be carried out from the nearside lane of a dual carriageway.
- 11.9 All vehicles engaged in snow ploughing will be double manned where practicable.
- 11.10 The domestic driver's hours shall be adhered to, except in emergencies

**12.0 Operational Communications**

- 12.1 The Roads Service will make available a mobile telephone for all Winter Service Managers, Winter Service Supervisors and each winter service vehicle. Where the local terrain makes phone contact impossible over significant areas appropriate measures will be taken in accordance with health and safety requirements by means of risk assessments and method statements.
- 12.2 In periods of prolonged extreme weather a daily bulletin will be distributed to Elected Members and the Corporate Management Team.

**13.0 External Communications**

- 13.1 It is recognised that emergency services work most effectively when there is one point of out of normal hours contact. This would be manned by experienced and trained personnel with the expertise to receive calls from all sources and make decisions whether out of hours staff require to be contacted.
- 13.2 In recognition of the role of the Police during difficult weather conditions, the Police will be informed in advance of daily winter service activities. The Roads Service will request appropriate assistance from the Police when arranging emergency road closures and when dealing with abandoned vehicles.
- 13.3 West Sound Radio and Motoring Organisations will also be informed in advance of daily winter service activities.
- 13.4 For the convenience of the general public, South Ayrshire Council Monitoring Station, a 24 hour facility for the reporting of hazardous road conditions and complaints is in operation. The contact number is **01292 612302**.
- 13.5 During office hours, personnel from South Ayrshire Council, Roads Service will be available to answer enquiries. Outwith office hours, the calls will be taken by the South Ayrshire Council Monitoring Station where trained staff will record the defect report. Where

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appropriate, messages will be immediately passed on to the relevant personnel. Non urgent reports will be advised to Road Service personnel on the next working day after the defect was reported.

- 13.6 The Head of Planning and Enterprise or nominee will inform Motoring Organisations when severe local weather conditions are being experienced.
- 13.7 The Head of Planning and Enterprise or nominee will ensure that the [treatment decision](#) is posted on the South Ayrshire Council website.
- 13.8 Roads Service personnel will be trained to deal with enquiries from the public in a positive manner while imparting an appreciation of the difficulties of attending to complaints during prevailing adverse weather conditions.
- 13.9 National Radio, Television and Press will be dealt with by the Executive Director or nominated senior staff. Local Radio and Press will be dealt with by Council's Public Communications Officer.

## 14.0 Arrangements at Boundaries with other Authorities

### 14.1 Trunk Roads

At each junction with the A77 and A78, South Ayrshire Council treats the carriageway to the give way / stop markings. The Trunk Road Operating Company (TROC), treat the Trunk Road main carriageways and slip roads including the lanes and splays at acceleration and deceleration lanes and splays.

### 14.2 Dumfries and Galloway Council

Roads to be Treated by Dumfries and Galloway Council	Roads to be Treated by South Ayrshire Council
A714 each Authority covers their route to the boundary and turn around.	A714 each Authority covers their route to the boundary and turn around.
B7027 each Authority covers the route to their boundary and turn around.	B7027 each Authority covers the route to their boundary and turn around.
C46W / C1 each Authority covers the route to their boundary and turn around.	C1 / C46W each Authority covers the route to their boundary and turn around.
C1W / C72 each Authority covers the route to their boundary and turn around.	C72 / C1W each Authority covers the route to their boundary and turn around.

### 14.3 East Ayrshire Council

Roads to be Treated by East Ayrshire Council	Roads to be Treated by South Ayrshire Council
<p>A70 from the South Ayrshire Council boundary at Shields Main to Coylton, turning at Meadowhead Depot for return to East Ayrshire.</p> <p>B741 from the South Ayrshire Council boundary at Grimmet to Straiton, turning at Straiton.</p> <p>C119 from junction C8 at Howcommon Farm to junction C53 north of Mosside Farm.</p> <p>C120 from the A759 junction west of Old Rome Farm to the South Ayrshire Council boundary at Caprington.</p>	<p>A713 from the B742 junction at Boghall to the South Ayrshire Council boundary at Sessionfield.</p> <p>A719 from the A76 at Crossroads to the South Ayrshire Council boundary south of Aird Farm.</p> <p>A759 from the East Ayrshire Council boundary at Old Rome Bridge to the U16 junction at the Cochrane Inn, Gatehead.</p> <p>B730 from the East Ayrshire Council boundary at Stair Bridge to the C3 junction at Stair Inn.</p> <p>B742 from the East Ayrshire Council Boundary at Snipe Loch to the A713 junction at Boghall.</p> <p>B742 from the East Ayrshire Council boundary at Dalrymple Bridge to the B7034 junction in Dalrymple.</p> <p>B743 from the East Ayrshire Council boundary west of Muir Farm to junction A76 Kilmarnock Road, Mauchline.</p> <p>B744 from the East Ayrshire Council boundary east of Hill Farm to junction A76 at Crosshands.</p> <p>B7034 from the B742 junction in Dalrymple to the East Ayrshire Council boundary east of Knockjarder Farm.</p> <p>C8 from East Ayrshire Boundary south of Howcommon Farm to junction with C119 at Howcommon Farm.</p> <p>C11 from the East Ayrshire Council boundary at Backglen Burn to the East Ayrshire Council boundary at junction U32 at Dalvennan Farm.</p> <p>C35 from East Ayrshire Council boundary east of Skeoch Farm to A76 junction at the Burns Memorial, Mauchline.</p>

#### 14.4 North Ayrshire Council

Roads to be Treated by North Ayrshire Council	Roads to be Treated by South Ayrshire Council
U107 from the South Ayrshire Council boundary at the railway bridge to A759 Auchengate Interchange.	B730 from the North Ayrshire Council boundary at the railway bridge south of Drybridge to junction Shewalton Road, Drybridge.

#### 15.0 Information recording and analysis

15.1 Winter Treatment Records will be maintained within the Roads Service.

15.2 The proformas to be used to record the winter service activities are as shown in **Appendix 11**.

15.3 The Roads Service will keep daily records for all Winter Service operations. The records required are:-

- Decisions taken, when, why and by whom
- Treatment records
- Weather forecasts and actual weather experienced
- Known accidents resulting from winter conditions
- Response times achieved
- Complaints by members of the public and road users and the action taken
- For each depot quantities of de-icing materials used, in stock and on order
- Plant and equipment deployment records and driver/operator logs
- Appropriate financial records
- Actual condition of the road surface, whether ice was present, whether the road surface was dry, damp or wet

15.4 No Action Reports and regular updates during severe weather and will be recorded in the Winter Service Daily Gritting Report **Appendix 11(c)**.

15.5 At the end of each winter season, all records pertaining to the winter will be copied on to CD and archived.

#### 16.0 Review

16.1 A review of the Winter Service operation will be carried out by the Roads Manager at the end of each winter season. This review will include consideration for any improvement to the service delivery and any amendments to the Operational Plan and Policy.

#### 17.0 Arrangements for performance monitoring, audit, and updating

17.1 The Roads Service submits an annual return to the Association for Public Service Excellence (APSE) Performance Networks to compare our performance against other participating Councils.

17.2 The Roads Service will carry out during the 2011/2012 winter period and subsequent periods, an internal audit of the service's performance in dealing with winter treatment and its conformity with the Winter Maintenance Process Chart **Appendix 12**.

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## **APPENDIX 1 – PRIMARY TREATMENT ROUTES**

Details of the [Primary Treatment Routes](#) can be found on the Council's website.

## **APPENDIX 2 – SECONDARY TREATMENT ROUTES**

Details of the [Secondary Treatment Routes](#) can be found on the Council website.

## **APPENDIX 3 – TERTIARY TREATMENT ROUTES**

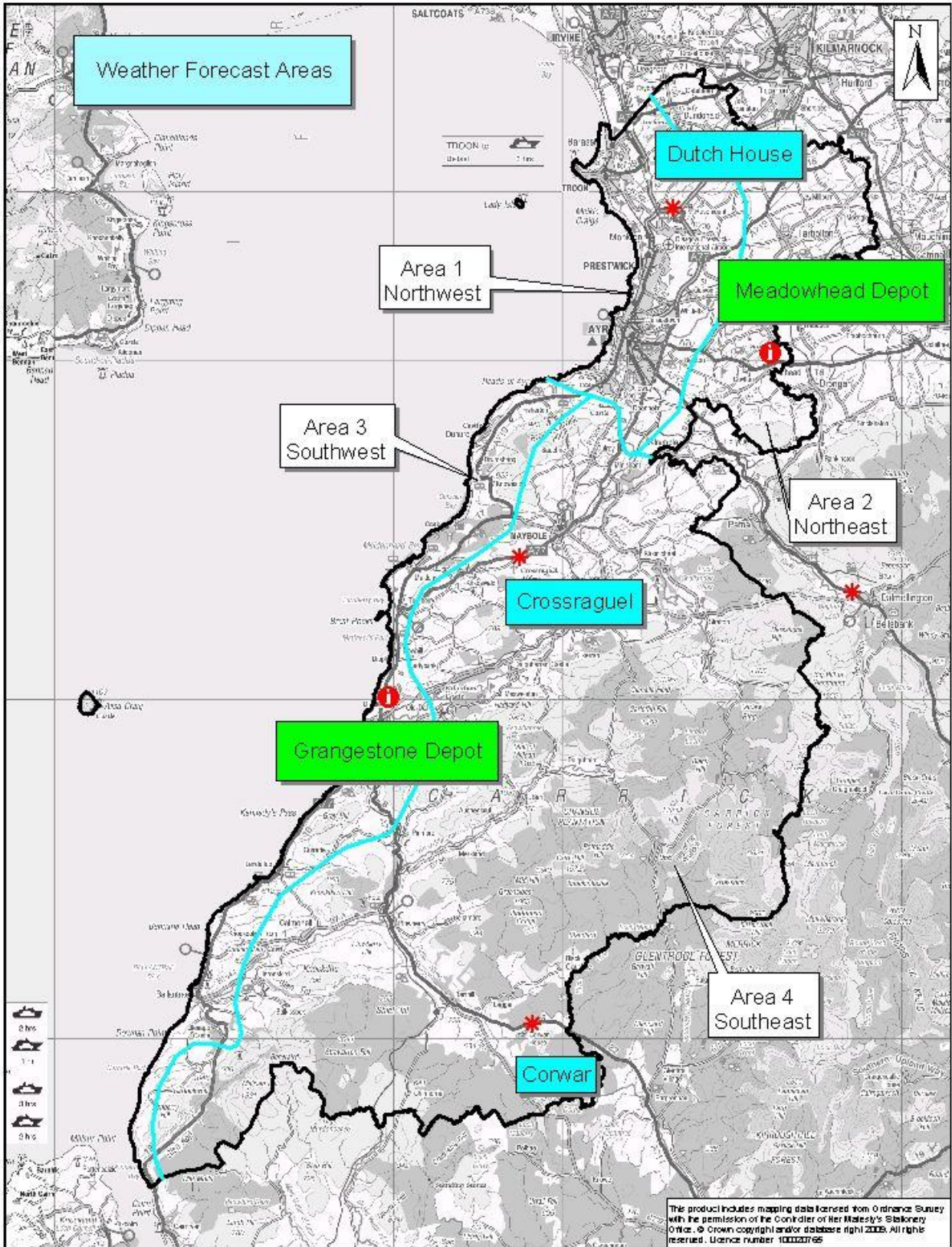
Details of the [Tertiary Treatment Routes](#) can be found on the Council's website.

## **APPENDIX 4 – FOOTWAY TREATMENT ROUTES**

Details of the [Footway Treatment Routes](#) can be found on the Council's website.

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**APPENDIX 5 – CLIMATIC DOMANIN AREAS, SENSOR SITES AND DEPOT LOCATIONS**



Weather Forecast Areas		DEPUTY CHIEF EXECUTIVE & EXECUTIVE DIRECTOR OF HEAD OF PLANNING AND DEVELOPMENT AND ENVIRONMENT J GRAHAM PETERSON		ENTERPRISE MIKE EWALL	
		Drg No : 01		Scale : 1:287 419	
		File No : 01		Date : 22 October 2009	
SOUTH AYRSHIRE COUNCIL		DEVELOPMENT, ENVIRONMENT-PLANNING & ENTERPRISE		BURNS HOUSE, BURNS STREET SQUARE, AYR, KA1 1UT	
		Prep : CM		Ckcd :	
				ODS: 210:297	

## **APPENDIX 6 – SALT BINS**

Details of [salt bin locations](#) can be found on the Council's website.

The [salt bin request application form](#) can be found on the Council's website.

## **APPENDIX 7 – ROAD SERVICE PERSONNEL AVAILABLE FOR WINTER MAINTENANCE**

### **Roads Services Depot Personnel**

#### **Meadowhead Depot**

**Drivers** :- 23 no. are available

**Loaders** :- 23 no. are available

#### **Girvan Depot**

**Drivers** :- 10 no. are available

**Loaders** :- 10 no. are available

### **Roads Services Staff Personnel**

**Team Leaders** :- 2 no. are available

**Supervisory Engineers** :- 2 no. are available

**Road Operations Officer** :- 1 no is available

**Depot Supervisors** :- 2 no. are available

**Engineering Officers** - 1 no. is available

**Roads Inspectors** - 1 no. is available.

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## APPENDIX 8 – ROAD SERVICE PERSONNEL AVAILABLE FOR WINTER MAINTENANCE

### Meadowhead Depot

Salting Route	Vehicle	Registration No.	Capacity Cu.m.	Licence requirements	Garaging Depot	GVW (Tonnes)
M1	Unibody	SF07 AVK	6	C1E	Meadowhead	17t
M2	Unibody	SF56 FPD	6	C1E	Meadowhead	17t
M3	Unibody	SF07 AUJ	6	C1E	Meadowhead	17t
M4	Unibody	SF07 AVJ	6	C1E	Meadowhead	17t
M5	Unibody	SF09 JNO	6	C1E	Meadowhead	17t
M6	Multispread	SD09 FXR	1.5			7.5t
MF1 & 2	Tractor gritter	SF61 HZG	0.25	C1	Meadowhead	1t
MF3	Tractor gritter	SF61 HZJ	0.25	C1	Meadowhead	1t
Spare	Unibody	SF09 JMU	4	C1E	Meadowhead	12t
Spare	PMG hired	KU61 DVX	6	C1E	Meadowhead	17t
Spare	PMG hired	KU61 DVY	6	C1E	Meadowhead	17t
	Loading shovel			In house certification		

### Grangestone Depot

Salting Route	Vehicle	Registration No.	Capacity Cu.m.	Licence requirements	Garaging Depot	GVW (Tonnes)
G1	Unibody	SF07 OKA	6	C1E	Grangestone	17t
G2	Unibody	SF09 JMV	6	C1E	Grangestone	17t
G3	PMG hired	KU61 DVZ	6	C1E	Grangestone	17t
GF1	Tractor gritter	SF61 HZH	0.25	C1E	Grangestone	1t
Spare	Multispread	SD09 FXS	1.5	C1	Grangestone	7.5t
Spare	Tipper	SF09 YUM	1.5	C1	Grangestone	7.5t
	Loading shovel			In house certification		

## **APPENDIX 9 - Non-specialist Plant**

Available from within other Council Departments

- Approximately 12 No 3.5t / 5t pick-ups.
- Approximately. 8 No Tractors and trailers.
- Approximately 50 personnel available from Neighbourhood Services.

## **APPENDIX 10 – PLANT AVAILABLE FROM EXTERNAL CONTRACTORS**

To be confirmed for Winter 2011/12

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# APPENDIX 11 – Winter Maintenance Record Forms

## Appendix 11(a)

South Ayrshire Council  
Roads Services



Winter Treatment Decision Sheet - 2011/12

Amended Decision

Winter Duty Manager:

Date Issued:

Time Issued:

Forecast Information						
Weather Forecast Summary			Climatic Domain			
			Minimum RST °C		Time RST below Zero	
			Northwest (1) :		to	
			Northeast (2) :		to	
			Southwest (3) :		to	
Southeast (4) :		to				
Winter Treatment Decision						
			Climatic Domain			
			Northwest (1)	Northeast (2)	Southwest (3)	Southeast (4)
<b>Evening Instruction</b>						
No Planned Action			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Defer Action until Evening Update			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary Routes Salting at	gms / m <sup>2</sup> at	Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Routes Salting at	gms / m <sup>2</sup> at	Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrol Primary Routes and Blast Salt Wet Areas / Seepage	gms / m <sup>2</sup> at	Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrol Secondary Routes and Blast Salt Wet Areas / Seepage	gms / m <sup>2</sup> at	Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrol Routes GP1 & MP1 in Loaded Gritters	Hours to	Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treat Patrol Routes GP1 & MP1 only at	gms / m <sup>2</sup> at	Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fit Snow Ploughs			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Morning Instruction</b>						
No Planned Action			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Defer Action until Evening Update			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary Routes Salting at	gms / m <sup>2</sup> at	Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Secondary Routes Salting at	gms / m <sup>2</sup> at	Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tertiary Routes Salting at	gms / m <sup>2</sup> at	Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrol Primary Routes and Blast Salt Wet Areas / Seepage	gms / m <sup>2</sup> at	Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrol Secondary Routes and Blast Salt Wet Areas / Seepage	gms / m <sup>2</sup> at	Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrol Tertiary Routes and Blast Salt Wet Areas / Seepage	gms / m <sup>2</sup> at	Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrol Routes GP1 & MP1 in Loaded Gritters	Hours to	Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Treat Patrol Routes GP1 & MP1 only at	gms / m <sup>2</sup> at	Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fit Snow Ploughs			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Footway Routes</b>						
No Planned Action			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Primary Routes Salting	Hours to	Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrol Primary Routes and Blast Salt Wet Areas / Seepage	Hours to	Hours	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Other Instructions</b>						
Winter Action Checked with Neighbouring Authorities for Consistency			Initials	<input type="text"/>	Time	<input type="text"/>

Signed \_\_\_\_\_

Winter Duty Manager

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**APPENDIX 11 – Winter Maintenance Record Forms**

**Appendix 11(b)**

SOUTH AYRSHIRE COUNCIL	Development and Environment
------------------------	-----------------------------

**Planning and Enterprise**

**Roads Services**

**Winter Service - Response to evening update**

The following information was received from MeteoGroup UK at \_\_\_\_\_ hrs:-

- Routine evening update - No significant change for South Ayrshire
- Routine evening update - Change to weather forecast (details below)
- Telephone call - Change to weather forecast (details below)

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I decided to take the following action:-

- No action
- Amend planned action (details below)

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\_\_\_\_\_ (signed), at \_\_\_\_\_ hrs, on \_\_\_\_\_ (date)

(Winter Service Manager)

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## APPENDIX 11 – Winter Maintenance Record Forms

### Appendix 11(c)

SOUTH AYRSHIRE COUNCIL	Development and Environment
------------------------	-----------------------------

### Planning and Enterprise

### Roads Services

### Winter Service – Daily Gritting Report \_\_\_\_\_(date)

In the 24 hours up to 0800 this morning, we carried out the following operations:

No action

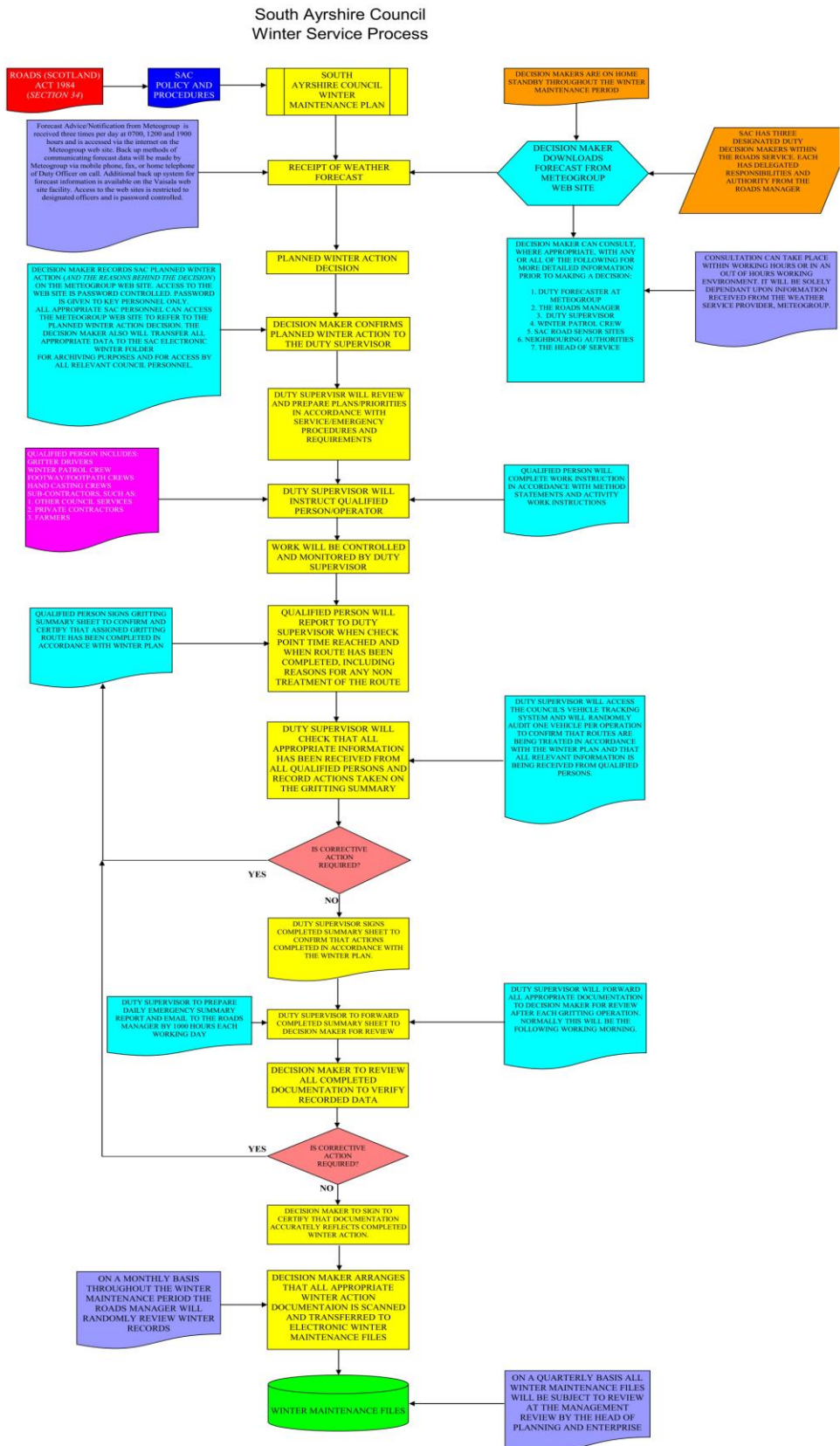
See attached sheets

\_\_\_\_\_ (signed)

(Winter Service Manager)

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# APPENDIX 12 – PROCESS FLOW CHART



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