Winter Service Plan For 2018 / 2019

Highways Maintenance
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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Name</strong></td>
</tr>
<tr>
<td>G. Bartlett</td>
</tr>
<tr>
<td>R. Martin</td>
</tr>
<tr>
<td>N. Eastwood</td>
</tr>
<tr>
<td>C. Clarke</td>
</tr>
<tr>
<td>R. Holdsworth</td>
</tr>
<tr>
<td>B. Cornelly</td>
</tr>
<tr>
<td>R. Cooke</td>
</tr>
<tr>
<td>N. Hill</td>
</tr>
<tr>
<td>S. Mitchell</td>
</tr>
<tr>
<td>M. Brummit</td>
</tr>
<tr>
<td>P. Griffin</td>
</tr>
<tr>
<td>A. Cable</td>
</tr>
<tr>
<td>W. Donnelly</td>
</tr>
<tr>
<td>R. Milner</td>
</tr>
<tr>
<td>N. Smart</td>
</tr>
<tr>
<td>T. Clark</td>
</tr>
<tr>
<td>T. Brown</td>
</tr>
<tr>
<td>A. Pratt</td>
</tr>
</tbody>
</table>

**Environmental Call Centre**

**Peace and Emergency Resilience & Emergencies Team**
3.0 Introduction

3.1 Winter Service Plan

The City Council’s aim is to provide an efficient winter service, which will permit the safe movement of traffic throughout the City and keep delays to a minimum.

The aim of the Winter Service Plan is to set out how the winter maintenance service will be provided for Leeds. The plan is updated annually to account for changes in policy, procedure, personnel, materials and plant,

There is a legal duty on the Highway Authorities (The Highways Act 1980 Section 41.1A) to ensure, so far as reasonably practicable, that safe passage along the highway is not endangered by snow or ice. The emphasis is on “so far as reasonably practicable” and the court will expect this to be demonstrated by provision of a service which manages the risk within the financial constraints expected of a highway authority complying with the code of practice.

3.2 Area of Operation

The service in Leeds is delivered by the Council’s own in house service provider. The highway network within the Leeds Metropolitan District consists of over approximately 3000 kilometres of adopted roads and footways (pavement).

This service is provided from three depots in the district namely, Seacroft, Pottery Fields, Henshaw the council also has a separate strategic stockpile of salt.

Maximum Altitude in Leeds – North 875ft (267m), South 650ft (198m)
4.0 Road Treatment

4.1 Introduction

The primary route network for precautionary salting, post salting and snow clearing has been established and the risk determined. Route plans and road lists for the routes are held at the operational depots and at the Highways and Transportation office at a St Georges House.

4.2 Road Treatments

The following actions may be instructed by the Senior Duty Officer as appropriate to the forecast conditions.

- **Precautionary Salting** – Road salting is undertaken on all Primary Salting Network. Before ice or snow is likely to be present on the road surface. This treatment is carried out city wide.

- **Post Salting (inc snow clearing)** - Road salting is undertaken when ice or snow is already present on the road surface and this treatment is also carried out city wide.

- **Partial Precautionary Salting** - May be ordered by the Senior Duty Officer and Includes:
  
  **Altitude** – Primary Routes over 100m (300ft) which can be instructed as appropriate to the conditions.

  **Cold Spots** – Those areas on the Primary Salting Network which are prone to freeze when temperatures are close to zero.

  **Wet Spots** - Those areas on the Primary Salting Network that are affected by water which fall into three main categories:
  
  i. Run off from verges, usually permanent problem throughout winter.

  ii. Standing water, at locations where highway drainage is poor, usually a draining problem for a few days after rain until water has drained or dispersed.

  iii. Leaks from water supply pipes.

The Service Delivery Managers will be responsible for compiling the wet spot and cold spot gritting locations. The details provided by the Group Leader using Form WM6.

4.3 Response / Treatment Times

- **Response Time** – is the period between the decisions being taken to begin treatment and vehicles leaving the depot. The response time to a call out is 60 minutes.

- **Treatment Time** – is the period between vehicles commencing their route and the completion of treatment of all the primary route network. For precautionary salting the target treatment time is 2 hours. For post salting and snow clearing the treatment time will be dependant upon the prevailing weather and traffic conditions.
4.4 Road Priorities

For Winter Gritting the Road Network has been divided into 3 categories.

<table>
<thead>
<tr>
<th>Category No.</th>
<th>Category Name</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSN*</td>
<td>Primary Salting Network</td>
<td>Classified Roads (A, B and C roads) Urban motorway, Important commuter routes. Roads to main emergency service properties. Main bus routes.</td>
</tr>
<tr>
<td>SSN</td>
<td>Secondary Salting Network</td>
<td>Link roads to the Primary Salting Network. Spine roads into housing and industrial areas. Important rural routes.</td>
</tr>
<tr>
<td>PR 3</td>
<td>Priority 3 Salting Network</td>
<td>Roads not treated as PSN OR SSN, e.g. cul de sacs</td>
</tr>
</tbody>
</table>

Details of the **PSN** are on the Leeds City Council Website.

4.5 Road Priority / Treatment Matrix

<table>
<thead>
<tr>
<th>Treatment / Road Type</th>
<th>Partial Salting</th>
<th>Precautionary Salting</th>
<th>Post Salting</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary Salting Network</td>
<td>At any time of the day</td>
<td>At any time of the day</td>
<td>At any time of the day</td>
<td>When ice is predicted the <strong>PSN</strong> will be pre-gritted. Where severe conditions such as snow or ice persist, resources will remain concentrated on the <strong>PSN</strong></td>
</tr>
<tr>
<td>Secondary Salting Network</td>
<td>None</td>
<td>None</td>
<td>At any time of the day</td>
<td>The <strong>SSN</strong> will only be gritted if severe weather conditions are likely to persist for a significant period beyond the completion of the <strong>PSN</strong></td>
</tr>
<tr>
<td>Priority 3 Salting Network</td>
<td>None</td>
<td>None</td>
<td>At any time of the day</td>
<td>On satisfactory completion of the <strong>PSN</strong> and <strong>SSN</strong> and if the severe weather conditions persist these will be treated on a reactive basis. It is therefore dependant upon resources and the changing weather conditions.</td>
</tr>
</tbody>
</table>
4.6 Un-adopted Roads
Leeds City Council will not carry out any winter service activities on un-adopted roads.

4.7 Salt
The purchase and maintenance of sufficient stockpiles of salt is the responsibility of Highway Maintenance.

Salt stocks are held at the three highway maintenance depots, namely Seacroft, Pottery Fields and Henshaw. In addition a strategic stockpile of salt is held at Viaduct Road. When stock levels at the three depots need replenishing, salt from the strategic store is transferred.

4.8 Road Salting – Spread Rates
Salting Rates are based upon guidance contained within Well Managed Highway Introduction and the table below indicates the most likely treatments to be undertaken. However actual rates of spread may vary depending on the existing or forecast weather conditions as determined by the Senior Duty Officer.

<table>
<thead>
<tr>
<th>Weather</th>
<th>Condition</th>
<th>Treatment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Road Surface Temperature (RST)</td>
<td></td>
<td>Salting (g/m²)</td>
</tr>
<tr>
<td>Frost or forecast frost (RST above -2°C)</td>
<td>Dry/Damp</td>
<td>10</td>
</tr>
<tr>
<td>Frost or forecast frost (RST above -2°C)</td>
<td>Wet</td>
<td>15</td>
</tr>
<tr>
<td>Frost or forecast frost (RST below -2°C or above -5°C)</td>
<td>Dry/Damp</td>
<td>20</td>
</tr>
<tr>
<td>Frost or forecast frost (RST below -2°C or above -5°C)</td>
<td>Wet</td>
<td>2 x 20</td>
</tr>
<tr>
<td>Frost or forecast frost (RST below -5°C or above -10°C)</td>
<td>Dry/Damp</td>
<td>2 x 20</td>
</tr>
<tr>
<td>Frost or forecast frost (RST below -5°C or above -10°C)</td>
<td>Wet</td>
<td>20 (successive)</td>
</tr>
<tr>
<td>Freezing rain</td>
<td>Wet</td>
<td>20 (successive)</td>
</tr>
<tr>
<td>Light Snow forecast (&lt; 10mm)</td>
<td>N/A</td>
<td>20</td>
</tr>
<tr>
<td>Medium / heavy snow forecast</td>
<td>N/A</td>
<td>2 x 20</td>
</tr>
<tr>
<td>Snow covering exceeding 25mm</td>
<td>N/A</td>
<td>20 (successive)</td>
</tr>
</tbody>
</table>

4.9 Snow Clearance
At times of snow on carriageways, ploughing will commence immediately there is a sufficient depth of snow, approximately 25mm. Once the primary route network has been dealt with satisfactorily other routes will be treated if snow remains and resources becomes available. Whenever slush begins to form on carriageways a concentrated effort must be made to remove such slush to ensure rutting does not occur.
4.10 Road Salting – Plant

The provision, maintenance and servicing of plant to provide the Winter Service is the responsibility of Highways Maintenance. The details of vehicles are listed below.

<table>
<thead>
<tr>
<th>Depot</th>
<th>Pottery Fields</th>
<th>Seacroft</th>
<th>Henshaw</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSN Routes</td>
<td>11</td>
<td>12</td>
<td>7</td>
<td>30</td>
</tr>
<tr>
<td>Bulk Gritters *</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>9</td>
</tr>
<tr>
<td>De-Mount Gritter 9m³</td>
<td>1</td>
<td></td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>De-Mount Gritter 6m² **</td>
<td>12</td>
<td>12</td>
<td>5</td>
<td>29</td>
</tr>
<tr>
<td>Multi-spreader 2m³</td>
<td>2</td>
<td>1</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>Quad Bikes ***</td>
<td>2</td>
<td>1</td>
<td>2</td>
<td>5</td>
</tr>
<tr>
<td>Mini Tractors</td>
<td>2</td>
<td>1</td>
<td></td>
<td>3</td>
</tr>
</tbody>
</table>

* Specific vehicle for salt spreading
** Interchangeable body for a multi-purpose vehicle
*** Leeds City Council currently has 5 quad bikes that have been equipped to both grit and plough footways. Two routes have been created and these will be salted when overnight frost conditions are forecast for the city centre. Details of the routes are on the Leeds City Council website.

4.11 Extreme Weather Conditions

In the event of deteriorating conditions for example blockages to the primary route network or drifting snow the priority will be to clear the Resilient Network, these consist of the Principal Roads and routes to emergency services (police, fire, ambulance and hospitals). These routes will be treated and all resources will be targeted at them until these routes are open to traffic. At which time resources will return to the Primary Salting Network.
5.0 Footway, Paved Areas and Cycle Routes Treatment

5.1 Introduction

Footways and paved areas have been categorised in accordance with Government guidelines. Route plans and footway lists have been established for Category 1a and 1 footways which are held at the operational depots and at Middleton. In general footways will only receive attention when snow or heavy frost is present and resources can be diverted to footway clearance without detriment to any ongoing carriageway winter operations.

5.2 Footway and Paved Area Priorities

The footways within Leeds have been categorised as follows:

<table>
<thead>
<tr>
<th>Category No.</th>
<th>Category Name</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a</td>
<td>Prestige Walking Zone</td>
<td>Prestige areas with exceptionally high usage in the City Centre e.g. Pedestrian Precinct</td>
</tr>
<tr>
<td>1</td>
<td>Primary Walking Route</td>
<td>Busy Town / District shopping and business areas e.g. Pudsey, Morley, Rothwell etc. Main Pedestrian routes linking different transport types such as rail and bus.</td>
</tr>
<tr>
<td>2</td>
<td>Secondary Walking Route</td>
<td>Medium usage routes through local areas. Local shopping centres, large schools and industrial areas e.g. Main Street, Garforth</td>
</tr>
<tr>
<td>3</td>
<td>Link Footway</td>
<td>Linking local access footways through urban areas and busy rural footways.</td>
</tr>
<tr>
<td>4</td>
<td>Local Access Footway</td>
<td>Low usage estate roads and cul-de-sacs.</td>
</tr>
</tbody>
</table>

5.3 Footway and Paved Areas Priority / Treatment Matrix

<table>
<thead>
<tr>
<th>Treatment Category</th>
<th>Precautionary Salting</th>
<th>Post Salting</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>1a</td>
<td>At any time of the day</td>
<td>At any time of the day</td>
<td>When overnight frost conditions are forecast for the City Centre</td>
</tr>
<tr>
<td>1 &amp; 2</td>
<td>No Treatment</td>
<td>At any time of the day</td>
<td>When temperatures are below zero and severe weather conditions are likely to persist for a significant period beyond the completion of category 1a footways</td>
</tr>
<tr>
<td>3</td>
<td>No Treatment</td>
<td>Reactive Treatment</td>
<td>Not normally undertaken other than in response to circumstances</td>
</tr>
<tr>
<td>4</td>
<td>No Treatment</td>
<td>Reactive Treatment</td>
<td>Not normally undertaken other than in response to circumstances</td>
</tr>
</tbody>
</table>
5.4 Footway and Paved Area Salting – Target Spread Rates

<table>
<thead>
<tr>
<th>Priority Footways</th>
<th>Salting (g/m²)</th>
<th>Snow Clearing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ice present or snow &lt;25mm deep</td>
<td>10</td>
<td>No</td>
</tr>
<tr>
<td>Snow &gt;25 deep</td>
<td>10</td>
<td>Yes</td>
</tr>
</tbody>
</table>

5.5 Footbridges and Subways

Where appropriate grit bins, for use on a self-help basis, have been located at each end of the footbridges and subways. They will only be gritted if severe weather conditions are likely to persist for a significant period beyond the completion of the Primary Salting Network.

5.6 Cycle Routes

<table>
<thead>
<tr>
<th>Category</th>
<th>Category Name</th>
<th>Brief Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Cycle Lane</td>
<td>Cycle lane, forming part of the carriageway which is generally adjacent to the nearside kerb.</td>
</tr>
<tr>
<td>B</td>
<td>Cycle Track</td>
<td>Shared cycle/pedestrian paths, either segregated by a white line or other physical segregation, or unsegregated.</td>
</tr>
<tr>
<td>C</td>
<td>Cycle Trail</td>
<td>Cycle trails and leisure routes through open spaces. These are not necessarily the responsibility of the Local Highway Authority but may be maintained by the Authority under other powers or duties.</td>
</tr>
<tr>
<td>D</td>
<td>City Connect</td>
<td>Leeds and Bradford Cycle Super Highway</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Category</th>
<th>Category Name</th>
<th>Treatment Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Cycle Lane</td>
<td>Will be treated at the same time as the carriageway on which they are located.</td>
</tr>
<tr>
<td>B</td>
<td>Cycle Track</td>
<td>Will be treated at the same time as Priority 2 footways and only as resources / conditions permit.</td>
</tr>
<tr>
<td>C</td>
<td>Cycle Trail</td>
<td>Not normally undertaken other than in response to circumstances.</td>
</tr>
<tr>
<td>D</td>
<td>City Connect</td>
<td>When ice is predicted the Cycle Super Highway will be pre-treated. Treatment will generally be by the application of a liquid de-icer and can be carried out at any time of day. Rate of spread will be consistent with the amount spread on the carriageway. Post treatment will be instructed by the Senior Duty Officer based on observations and interpretation of the weather forecast.</td>
</tr>
</tbody>
</table>
5.7 **Salt Bins**

Highway Maintenance inspects and refills grit bins prior to the start of the winter period. Throughout the winter they are replenished / maintained depending on prevailing weather conditions and the availability of resources. Grit bins will only be provided in accordance with the criteria set out in the Salt Bin Request Assessment Form which includes gradient, usage, amenities, topography and shelter index. The approved locations for grit bins are available on the Leeds City Council website.

5.8 **Salt Bins for Other Departments**

Highway Maintenance supplies and replenishes grit bins on behalf of other Departments on receipt of an official order, which should be received prior to the commencement of the winter season.

5.9 **Snow Clearance**

At times of snow on footways, clearance will commence when there is sufficient depth of snow, approximately 25mm and resources can be diverted to footway clearance without detriment to any ongoing carriageway winter operations. Post salting clearance operations will be prioritised as indicated by the hierarchy in 5.3. In addition the council has a list of Severe Condition Locations, e.g footways outside hospitals and schools, which will also be treated as a priority.
6.0 Liaison with Outside Organisations

6.1 Treatment

Winter service operations within the Leeds Metropolitan District will be carried out by Highways Maintenance.

In times of severe weather, operatives from other City Council Departments or private contractors may be employed by Highway Maintenance, as sub-contractors on snow clearing and salting.

6.2 Service Responsibilities for Motorways and Other Roads

Certain roads within the Leeds Metropolitan District are not the responsibility of Leeds City Council and salting will be undertaken by the appropriate organisation.

**Motorways** - M1, M62 and M621 are the responsibility of the Highways England (DfT) Agents Aone+

**Other Roads** - A62 Trunk Road is the responsibility of Aone+.

A1-M1 Link will be undertaken by Balfour Beatty Major Civil Engineering (BB MAC) on behalf of Connect M1-A1 Ltd.

6.3 Private Agreements and Instructions

No arrangements must be made whereby instructions are given to, or agreement indicated with, any private individual regarding the salting of a public highway.

6.4 Salting Arrangements with Adjacent Authorities

Certain roads are salted by Leeds on behalf of adjacent Authorities and other roads are salted by adjacent Authorities on behalf of Leeds. See below.

6.4.1 Roads within Leeds salted by:

- **Bradford** –
  a) A 6038 Hollins Hill, Guiseley from Bradford boundary to Park Road.
  b) Tyersal Road to Tyersal Crescent, Bus Route BD4

- **North Yorkshire**
  a) A 61 Harrogate Road from Harewood Bridge to A 659 Otley Road.
  b) A 658 Main Street – County Boundary to Junction A 659 (Pool Bridge)
  c) B1224 County Boundary Bickerton – roundabout York Rd Link to A 1M
  d) B6451 Farnley Lane - from County to Riverside Park
  e) C234 Newell Carr Road – from County Boundary to Northern junction The Crescent, Otley
f) B6164 Deighton Road – from county boundary Wetherby Road, Deighton Bar to junction B1224 Deighton Road


g) C261 County boundary Sicklinghall to Linton Spring

- Aone+ -
  a) Full length of southbound exit slip (Dow Street) to its merge point with the Hunslet Distributor.
  b) The southern section of the Hunslet Distributor between Moor Road (Northbound) and Moor Road (Southbound).

6.4.2 Roads salted by Leeds for:

- Bradford -
  a) A6039 Bradford, Otley - Bradford Boundary to A65 (Fox PH RBT)
  b) A650 (Drighlington Bypass) to the east of Tong Street RBT

- Wakefield -
  a) C530 Batley Road – Wakefield Boundary to Brandy Carr Road
  b) Lingwell Gate Lane – From motorway bridge to Castle Head Lane

- North Yorkshire -
  a) A168 Hudson Way - Kirk Deighton RBT to County Boundary
  b) B6164 Deighton Road – RBT to County Boundary (Toll Bar House)
  c) B1224 Racecourse Approach – Kirk Deighton Interchange to County Boundary
  d) U/C Springs Lane - B1224 to County Boundary
  e) Continuation of Main Street Aberford to A64 Bramham Crossroads
  f) A64 York Road from County Boundary to A64 Bramham Crossroads
  g) Spen Common Lane County Boundary to A64 Bramham Crossroads
6.5  Road Closures

Should temporary closure of important roads be necessary due to snow conditions to facilitate snow clearing operations and where alternative routes are available and where such closure will prevent complete blockages, then the standby emergency closure procedures should be followed.

6.6  Liaison with Adjoining Authorities

Liaison on conditions in adjoining Authorities will be maintained as necessary.

6.7  Liaison with other Public Services

Arrangements with other public services eg. RET, Police, Fire, etc will be maintained through the council’s Resilience Team.

6.8  Liaison with External Organisations

6.8.1 Media Communications

a). Communications with local radio, television stations and press releases to newspapers etc., will generally be dealt with by the Highways Maintenance Manager.

b). During periods of snow fall or extensive ice both the Highways England (DfT) and the media are particularly interested in road conditions. In such conditions depots must report to the Highways Maintenance Manager by 09:00hrs each morning, giving details of:-

- Classified A Roads – whether blocked, covered in snow / ice but passable, number of lanes open in each direction, or whether full width is completely black.
- All Other Roads – details of blockages, closures, roads giving difficulty etc.

6.8.2 Internet Communications

On receipt of the weather forecast our intended action will be tweeted on a daily basis, Monday to Friday.

In severe conditions the Highway Maintenance Manager or Senior Duty Officer will liaise with the Councils Media Team and, Resilience and Emergency Team so that status reports can be issued via social media.
7.0 Weather Forecast

7.1 Introduction
The City Council manages winter service operations by utilising weather forecasts which are based on predicted conditions for the Leeds area and in particular how these will impact on road conditions. This detailed information allows the council’s Senior Duty Officers to make accurate decisions on treatments.

7.2 Service
A contract for the provision of weather forecast information has been placed with MeteoGroup. Forecasters are available 24 hours a day to discuss the forecast and changes in conditions.
A Consultancy Service is available from MeteoGroup and calls can be made any time for advice and information and should be used.

7.3 Period of Service:-
- Adverse Weather Summary Forecast – 01 October 2018 to 15 October 2018
  09 April 2019 to 22 April 2019
- Full Road Weather Forecast - 17 October 2018 to 7 April 2019
All dates are inclusive and include weekends and public holidays

7.4 Adverse Weather Summary Forecast
A daily hazard forecast summary will be provided by 13:00hrs GMT and updates issued as and when necessary.

7.5 Full Road Weather Forecast
During the period when full forecasts are issued the services provided are:
- 36hr forecast (13:00hrs)
- 3-5 days forecast (13:00hrs)
- Evening update forecast (19:00hrs)
- Morning Summary (6:30hrs) together with an updated forecast for the next 36hrs
- Forecast updates as required
- 24hr consultancy
- 24hr system monitoring service

7.6 Annual Post Season Report
The forecast service provider shall provide a Post Season Report indicating for the two forecast sites the following information:-
- A graph of forecast versus observed minimum road surface temperature.
- A chart showing:
  - No frost forecast – Frost occurred
  - Frost forecast - No frost occurred
  - Frost forecast - Frost occurred
  - No frost forecast - No frost occurred
For this purpose a “frost” is defined as when the road surface temperature fall to zero Degrees Celsius or below.
8.0 Ice Prediction System

8.1 Introduction
An ice prediction system is in operation and the weather forecast will make use of this computer hardware and software for transmission of information. This equipment is calibrated annually by the appropriate organisation and maintained as necessary.

8.2 Forecast Outstations
They are situated at the following locations:-

- A64 York Road, Whinmoor
- A658 Yeadon

Information from the outstations is interrogated by the central computer bureau at the offices of Vaisala in Birmingham. The information available covers not only the weather forecast, but gives graphs and text showing predicted and actual temperatures, road conditions etc.

8.3 Thermal Mapping
Approximately 1300km of the Leeds highway network has been thermally mapped and this information is available as an additional resource to assist the Senior Duty Officer in the decision making process.
9.0 **Responsibilities**

All details relating to recording forms used by operational staff and staff duty rota schedules with contact details of a confidential nature are in a separate document (Winter Services – Contact Details) for operational staff only.

9.1 **Senior Duty Officer (SDO)**

- The Senior Duty Officer is the Primary Decision Maker for all winter actions.
- The daily forecast will be received by 13:00hrs. The initial decision and risk assessments on the intended action will be made by the Senior Duty Officer.
- A weather forecast and proposed action will be emailed from the MeteoGroup web portal to the winter recipients listed in 6.0 of the Winter Service Plan Part 2 Contact Details. Any changes from the original instruction will require an updated forecast action. For each decision made a risk assessment will be completed.
- The Senior Duty Officer will interrogate the computer at appropriate intervals and monitor the weather conditions and forecast information from midday until 23:00hrs.
- Monitoring after 23:00hrs will be undertaken by MeteoGroup duty forecaster and/or the Senior Duty Officer as conditions dictates.
- A Morning Update will be emailed from the MeteorGroup web portal to the winter Recipients listed in 6.0 of the Winter Service Plan, contact details by 10:00hrs the following day.

9.2 **First Duty Group Leader**

- The First Duty Group Leader will receive the emailed Weather Forecast Action form from the Senior Duty Officer and liaise with the Duty Group Leaders.
- Complete the Activity Report Form (WM4) in the Winter Service Database.
- Report any failures to the Senior Duty Officer.
- Assist in gathering information and liaise with the Senior Duty Officer, including physical inspections of the Highway as and when necessary.

9.3 **Duty Group Leader**

- Complete the Activity Report Form (WM4) in the Winter Service Database.
- The Duty Group Leader will report any failures to the First Duty Group Leader.
- Monitor weather conditions, including physical inspections of the Highway as instructed by the Senior Duty Officer and report on any incidents that may be attributable to deteriorating condition to the First Duty Group Leader.
- The Group Leaders will be responsible for feeding information relating to their area of operation in respect of new or deletion of locations in the wet spot / cold spot routes using the Identifying Cold and Wet Spot Form (WM6).
9.4 Additional Resources

During snow conditions contact should be made with Environmental Services and Parks and Countryside to establish what resources are available to assist in winter service operations. These additional resources will be deployed to appropriate locations by operational staff at the depots. All activities should be recorded on Activity Report Form (WM4).
Decision Matrix

<table>
<thead>
<tr>
<th>Forecaster</th>
<th>Senior Duty Office</th>
<th>Duty Officer (Group Leader)</th>
<th>Operatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midday Forecast</td>
<td>Analyse Forecast</td>
<td>Complete Risk Assessment</td>
<td>Instruct Appropriate Action</td>
</tr>
<tr>
<td>Evening Forecast</td>
<td>Analyse Forecast</td>
<td>Complete Risk Assessment</td>
<td>Instruct Appropriate Action</td>
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<td>Complete Database (Form WM4)</td>
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<tr>
<td>Email Morning Update</td>
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<td>Complete Database (Form WM4)</td>
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10.0 Reporting Procedures

10.1 Introduction

The Senior Duty Officer is responsible for ensuring that Activity Report Form (WM4) is completed in the Winter Service Database and emailing the morning update as detailed below:

10.2 Morning Update.

This will be emailed from the MeteorGroup web portal by the Senior Duty Officer to those officers listed in 6.0 of the Winter Service Plan – Contact Details. The Morning Update must be sent for every 24 hour period and show any updated forecasts received and what action was taken indicating what salting took place and whether work is still on-going. Where no action is taken an email containing the Morning Update must still be sent containing the narrative “No Action”.

10.3 Activity Report Form (WM4)

This form must be completed whenever an action is proposed by the Group Leader in the Winter Maintenance Database. The forms must give full and detailed information on all winter maintenance work carried out during each 24 hour period.

The minimum information required for each action is:-

- Road treatment type (i.e. Precautionary, Partial or Isolated / Wet Spot salting). The appropriate route number, plant numbers of each gritter used, start and finish time, and the amount of salt used by each gritter.

- Night Patrols – May be necessary during marginal conditions. The driver should scout the area to assist the Senior Duty Officer to make a balanced decision. Where night patrol/s used, clear instructions are to be given to drivers on routes to be inspected. The information should be recorded and include an hourly diary of actions taken and time reported back to the Senior Duty Officer.

- Snow Clearing – Full details of all labour (including other Council Departments’ work force and private contractors) and plant used in each depot and the times of working and the amount of salt used at each depot must be recorded.
11.0 Resilience

This plan covers the normal winter service provided by Leeds City Council. However, as has been the case in recent winters there may be a need to modify the plan in response to national salt stock shortages. At this time it may become necessary to conserve the use of salt and Leeds City Council will implement nationally agreed salt conservation measures. In addition we will liaise with neighbouring local authorities regarding mutual aid.

Depending on the severity of weather conditions, long term weather outlook and availability of salt the council may invoke an emergency level or critical level of operation. This may involve restricting the amount of gritting carried out or reduce the number of roads gritted.

The decision to move to this higher level of operation will be made in conjunction with the Council’s Resilience Team.

In the event that such decisions are made we will notify all councillors, emergency services, neighbouring authorities, and media and post the details on the appropriate pages of the council’s website.