

# Sampford Courtenay Parish Council

## Local Snow Plan Policy

As part of the Parish Plan Sampford Courtenay Parish Council support and encourage community engagement within the policies that aim to support resilience within the parish. This Local Snow Plan is one example that seeks the support of Parishioners to take precautions to help themselves and their neighbours should there be heavy snow.

This plan complements and enhances Devon County Council's services that will keep the major strategic routes salted and cleared of snow as quickly as possible. However with a strict programme of priority directed to major roads, smaller communities may become isolated with limited access to roads which have been cleared, so this plan puts actions in place to restore normal access throughout the Parish.



Local Emergency Contact details in case of Snow, flood or other emergency

NAME	CONTACT	AREA	RESPONSIBILITY
Andy & Michele Wilson	<a href="mailto:wilvin@hotmail.co.uk">wilvin@hotmail.co.uk</a>	Station Road	Co-ordinator / snow clearance
Bob Tucker	<a href="mailto:bobandjoytucker@gmail.com">bobandjoytucker@gmail.com</a>	Wellsprings Lane	Salter & snow clearance
Jason & Debbie	<a href="mailto:mailto:newinnsampfordcourtenay@gmail.com">mailto:newinnsampfordcourtenay@gmail.com</a>	New Inn	Salter & snow clearance
Patrick Roberts	<a href="mailto:Amanda.roberts4@nhs.net">Amanda.roberts4@nhs.net</a>	The Square	Salter & snow clearance
Roger Brentnall	<a href="mailto:info@thecountrymandevon.co.uk">info@thecountrymandevon.co.uk</a>	The Countryman	Salter & snow clearance
		Appledore Hill	Salter & snow clearance
David Botting Page	<a href="mailto:davidbottingpage@gmail.com">davidbottingpage@gmail.com</a>	Sampford Chapple	Salter & snow clearance
Bill Robertson	<a href="mailto:Lyfieldswar@gmail.com">Lyfieldswar@gmail.com</a>	Chapple Lane	Salter & snow clearance
Jackie Hedges	<a href="mailto:markmphedges@btinternet.com">markmphedges@btinternet.com</a>	New Inn cross roads	Salter & snow clearance
		Hammetts Hill	Salter & snow clearance
Colin Coleman	<a href="mailto:colin@ischq.com">colin@ischq.com</a>	The Beeches	Salter & snow clearance

Key to the plan are the Parish Volunteer Snow Warden's. They are the key points of contact between the local community and SCPC. SCPC will maintain a register of the local volunteers who assist to implement this plan. We will arrange appropriate training, briefings and register volunteers for Sampford Courtenay's Parish Council's public liability insurance.

<b>Parish Snow Plan Implementation</b>	
<b>1</b>	<b>Pre Snow Activity</b>
1.1	The Parish Council will have responsibility to inspect grit bins and salt bags within the parish to ensure availability in event of implementation of this plan. These are strategically placed to ensure their use to facilitate treatment of minor roads within the Parish during severe weather. See Appendix G. The Snow Wardens will co-ordinate the spreading. Parishioners should not abuse the facilities provided e.g. taking salt and grit for use on private driveways etc.
1.2	Training sessions and appropriate briefings will be arranged for volunteers including a regular review of our H & S risk assessment. <b>Anyone interested in volunteering</b> please contact the Parish Clerk by emailing <a href="mailto:Marion.Pratt@clerkscpc@gmail.com">Marion Pratt &lt;clerkscpc@gmail.com&gt;</a>
	<b>Action</b> SCPC to actively canvas for volunteers to fill the current vacancies in the various locations identified above
1.3	Review and inspection of grit bins and salt sacks will be completed in September as per Appendix G and reorder through SCPC Snow Warden Co-ordinator from DCC Highway Team to be replenished by October annually.
	<a href="#">If any parishioner feels that a location not currently identified on Appendix G requires a salt sack please contact the Marion Pratt &lt;clerkscpc@gmail.com&gt;</a>
1.4	Consider arrangements for use of Local Snow plough and gritter to support implementation of this plan in particular items 4.2 - 4.5.
1.5	Consider tendering for services as required linked to 4.7 -
	<b>Action</b> for SCPC to resource services - Advice from Local Resilience Forum is that purchase of equipment by Parishes is a poor investment due to depreciation and other expenditure such as insurance and maintenance costs. A small EMR is set aside for Emergency Resilience to resource services locally.
1.6	There are a number of things that parishioners can implement themselves to become more prepared and resilient for winter and potential snow disruption.
	<a href="#">Please refer to Appendix H - Helping yourselves to be prepared. As well as viewing the 30 Days 30 Ways summary held on the Parish Resilience web page - Action for all Parishioners</a>
1.7	SCPC to consider the introduction of a Home Emergency plan for each household <b>particularly where residents are identified as vulnerable</b>
	<b>Action</b> Co-Ordinator to apply for funding to create Home Emergency plans and distribute and promote the Resilience plan

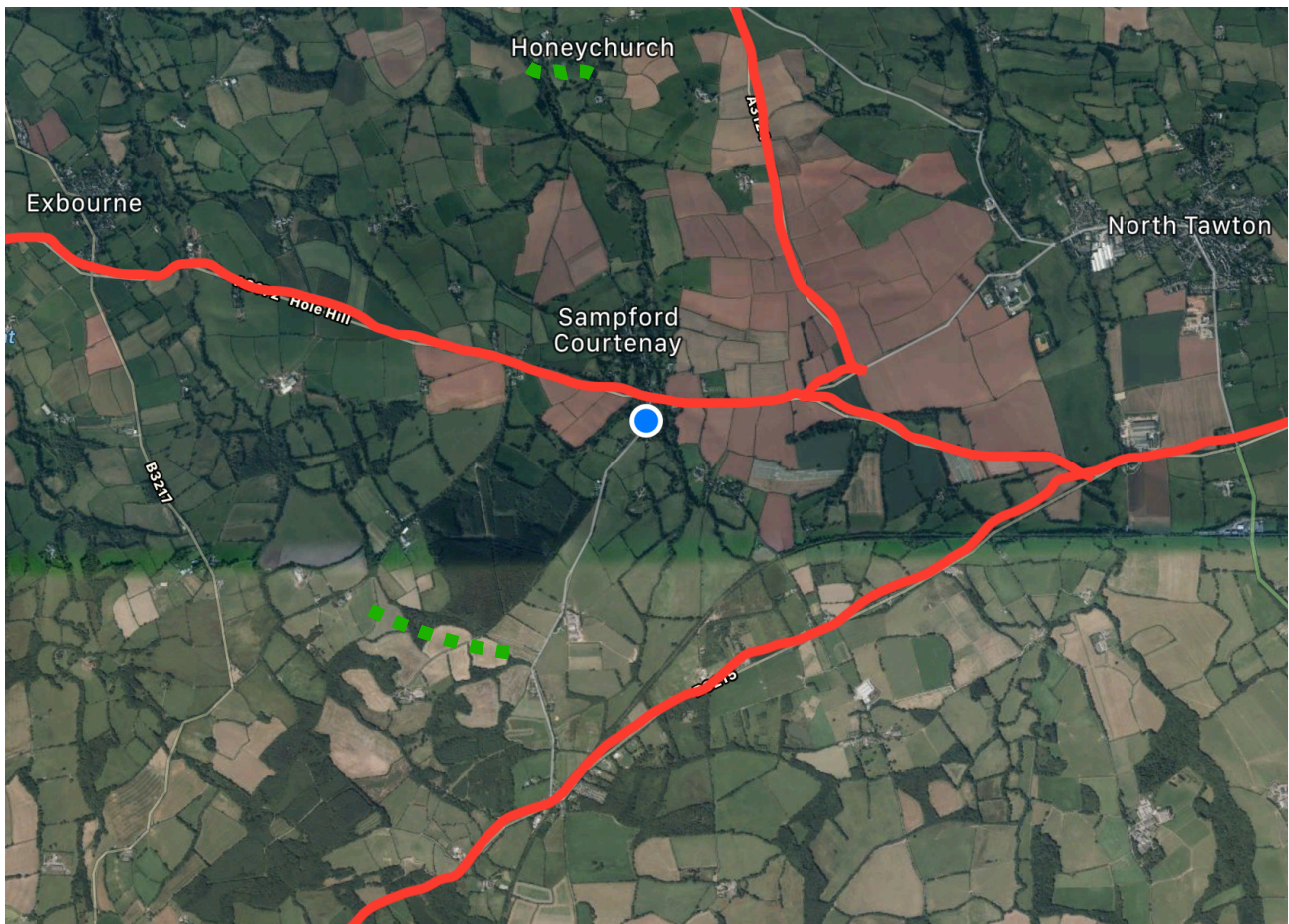
1.8	SCPC to arrange regular tabletop training sessions to exercise the knowledge and resilience of the overarching emergency plan including this snowplan
	<b>Action</b> Co-Ordinator to apply for funding to host a local Tabletop resilience exercise, to test and promote the Resilience plan
<b>2</b>	<b>Action after Snow Warning is issued</b>
2.1	DCC will grit and salt Priority 1 and 2 Routes through the Parish.
	See Appendix A for highlighted Priority routes
2.2	Parish Emergency Management Team will confirm activation of this plan and communicate that via Website and Parish social media page. A log at Appendix J will be commenced.
2.3	SCPC Snow Warden Co-ordinator will liaise with Snow Warden volunteers in key areas to arrange activation of the Plan and necessary action if snow disruption occurs.
<b>3</b>	<b>During Snow Disruption to the Parish</b>
3.1	DCC will aim to maintain services to keep the Priority routes in the Parish open.
3.2	SCPC Co-ordinator will liaise with Snow Warden's & Volunteer Team Members to allocate and co-ordinate activity to carry out the Plan once snow has ceased.
3.3	Implementation of the overarching emergency plan will be considered regarding the safety and wellbeing of parishioners during extended snow disruption.
<b>4</b>	<b>Following Snow Disruption to the Parish</b>
	When it has stopped snowing and Priority 1 and 2 Routes through the Parish are open:
4.1	Attempts will be made to establish Emergency Car Parks at The New Inn and The Countryman Inn and keep them gritted and clear of snow. Activity will also take place to clear and grit The Beeches. This action will be co-ordinated via the Co-ordinator & Snow Warden Volunteers for these areas. See Appendix B for locations.
4.2	DCC (or a contractor) will be asked to clear secondary routes through the Parish from Winkleigh Road to The New Inn via Franklin Hill and the Square; and also Station Road from The New Inn to Sampford Courtenay Station. See Appendix C for routes.
4.3	SC-PC Co-ordinator will liaise with the Snow Warden Volunteers and undertake to clear and grit route from Slade Farm to the Honeychurch Triangle to meet the route above. See Appendix C dotted line.
4.4	SC-PC Co-ordinator will liaise with the Snow Warden Volunteers and undertake to clear and grit Chapel Lane from Sampford Chapel to the Square; and institute a one-way system from the New Inn to Sampford Chapel via the Chapel Lane. See Appendix D for route.

4.5	SC-PC to commission a contractor to clear Cliston Lane and Wellsprings Lane. See Appendix E for the route.
4.6	SC-PC to commission a contractor to clear from B3215 to Taw Green. See Appendix F for the route.
4.7	Create a liaison with adjoining Parishes to enable support and shared resources where appropriate
	<b>Outstanding Action for SCPC Co-ordinator to be completed as part of the planned exercise in 2023</b>
4.8	<p>The health and wellbeing plan regarding welfare of elderly and vulnerable in the parish during adverse weather and disruption of services will be implemented utilising the volunteer scheme set up during COVID - Co-ordinated through the SCPC Clerk as the single point of contact on 0183782285</p> <p>Any Parishioner can request assistance take a look at our request form on the website <a href="#"><u>Request for assistance form</u></a></p>



## APPENDIX A

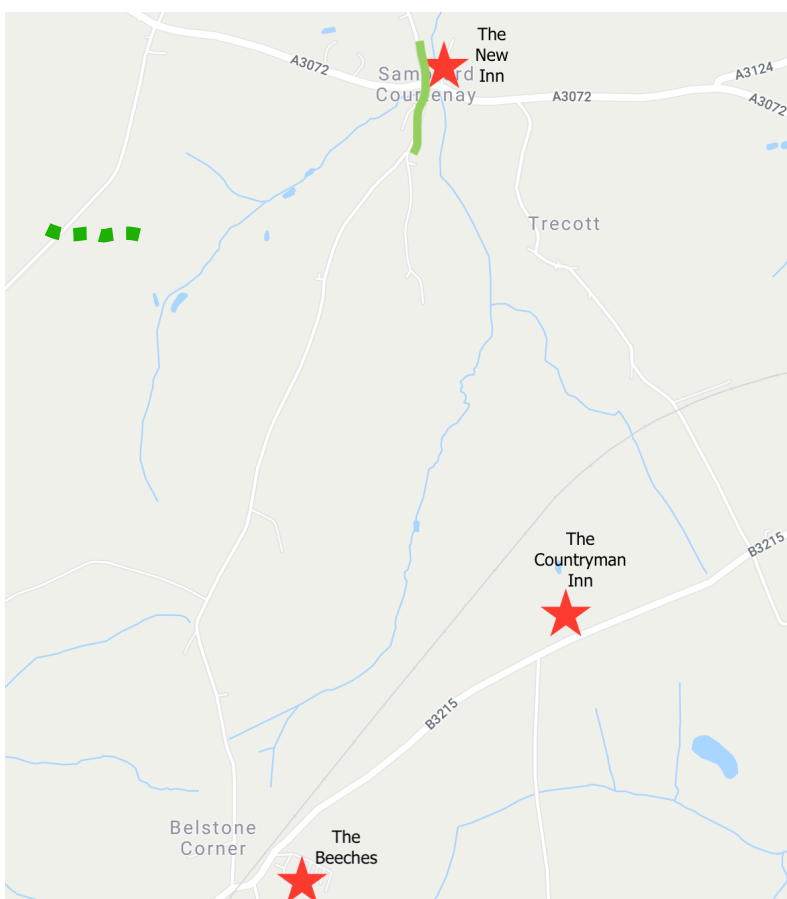
### DCC Priority 1 & 2 Routes through the Parish



## APPENDIX B

Clearance of Emergency Car Parks  
at The New Inn and The  
Countryman Inn

Plus clear and maintain The Beeches  
on B3215



### Clearance of Secondary Routes from Honeychurch to Sampford Station



N.B Now includes additional clearance from Slade Farm to Honeychurch triangle.

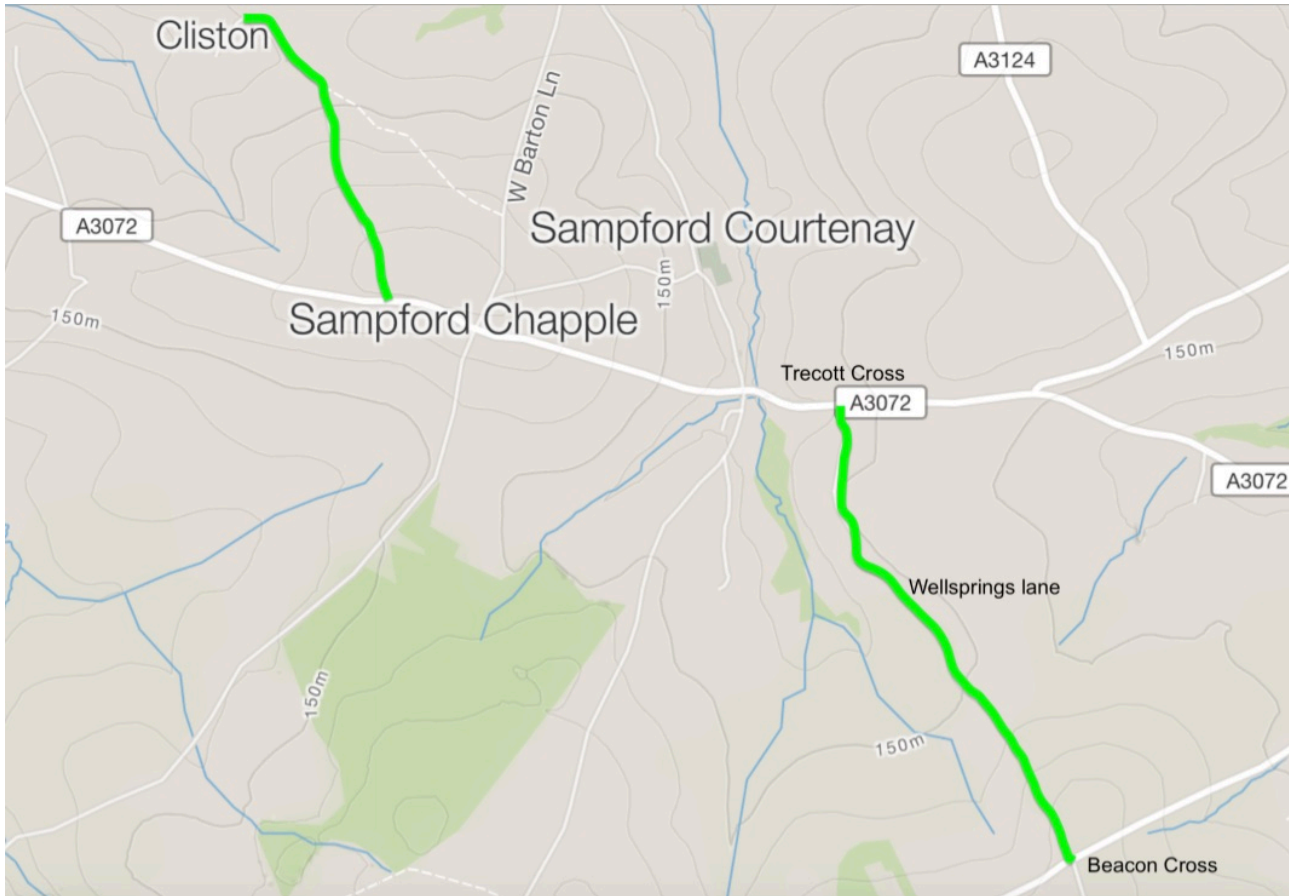


## APPENDIX D

Clearance of Secondary Routes within the Parish - Chapple Lane with one way system from the New Inn to Sampford Chapple cross roads via Chapple Lane

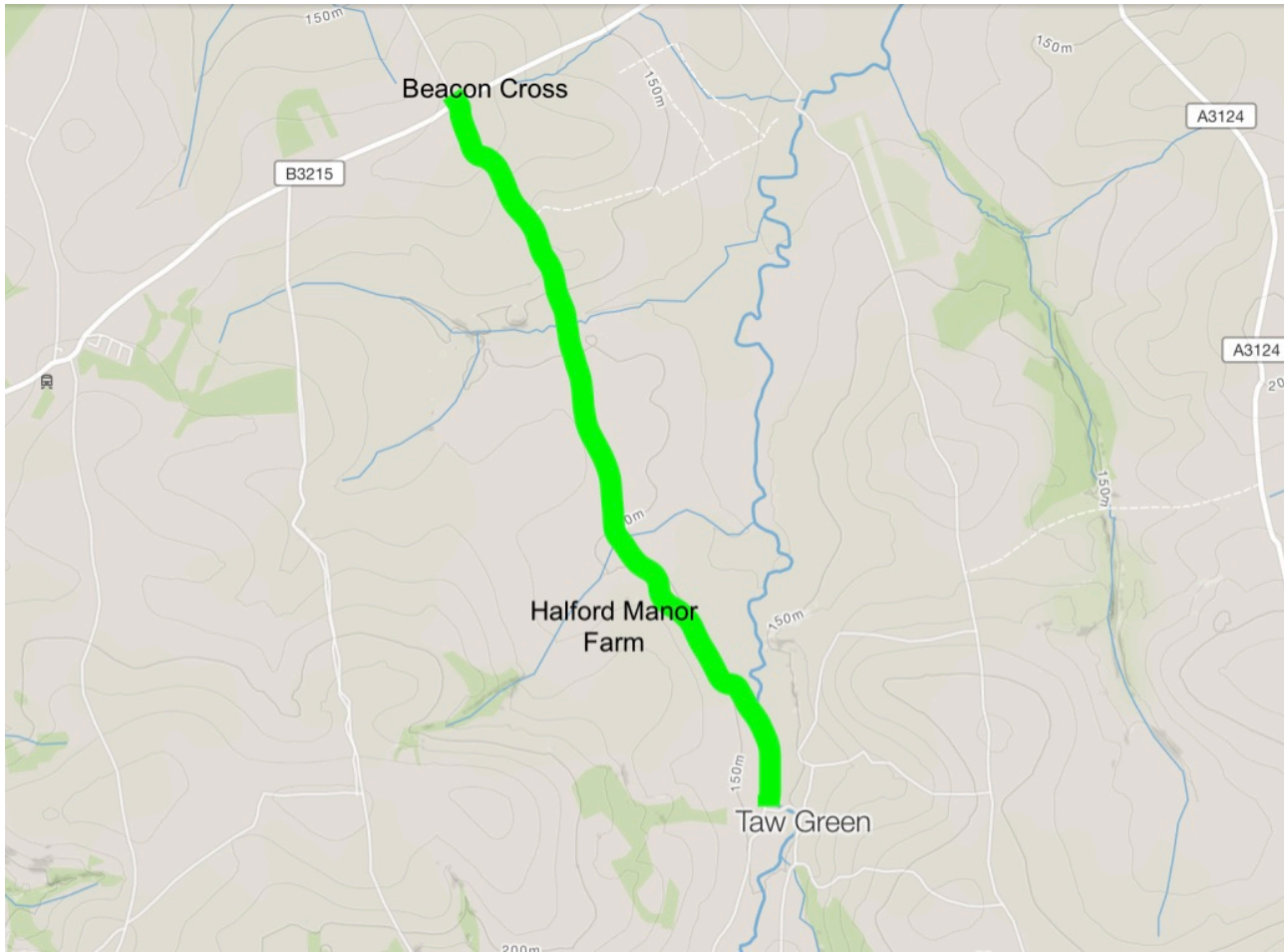


### Clearance of Secondary Routes within the Parish at Cliston Lane & Wellspring Lane





### Clearance of Secondary Routes through the Parish Beacon Cross (B3215) to Taw Green



## APPENDIX G

### Summary of locations of Grit bins and Salt bags in the Parish

GRIT BINS	SALT BAGS
Sampford Courtenay Square	The Countryman Inn (Roger Brentnall)
Honeychurch Triangle	The New Inn (Jason )
Sampford Chapple Crossroads	The Beeches
Tongue End triangle	Appledore Hill (Warden Required)
	Mrs Pyle / Slade Farm / Hillside Honeychurch
	Franklyns Farm Hill (Veronica Matthews)
	Wayside Cross Wierford Lane
	Peacegate Cross
	Bulland Cross
	Bus Shelter New Inn cross roads
	Station Road (Andy Wilson)
	Trecott (Warden Required)
	Trecott Wayside Cross
	Wellspring Road (Bob and Joyce Tucker)
	Beacon Cross
	Corscombe (Warden Required)

If you are aware of any other locations that would benefit from salt to be distributed prior to adverse weather please contact Marion Pratt <[clerkscpc@gmail.com](mailto:clerkscpc@gmail.com)>

## APPENDIX H

Helping yourselves to be better prepared!

As the winter months approach start to consider the following check list -

Looking after yourself -	
>	Get your flu jab - if you need advice get information from <a href="#">Facts about the flu and the flu vaccine</a>
>	Be prepared with essential medication when weather warnings are issued
>	Consider the preparation of a grab bag in case of evacuation in periods of snow or other disruption see this advice on what you might need and can plan beforehand - <a href="#">Advice on being prepared to grab a bag and go</a>
>	Create a contact list of all the important phone numbers Go to SCPC Resilience Plan page for details of emergency and other useful services. <a href="#">Sampford Courtenay resilience plan</a>

Looking after your home -	
>	Check your heating
>	Consider how you would access vital information if a storm takes out power and phone lines - print of the list of useful numbers in advance and keep it with your go bag
>	Check that your pipes are insulated
>	Know where your stop tap is?
>	Think about what may be impacted by strong winds – guttering, pipes, roof tiles/slates, garden items
>	Check whether you are at risk of flooding particularly after snow melts
>	Freeze a loaf of bread and pint of milk for times of bad weather

Looking after your car -	
>	Top up antifreeze screen wash
>	Check your tyres
>	Think about a winter kit for your car
>	Consider alternative commuting plans for severe weather
>	Ensure that if you are travelling that you install the 'What three words' App that can pin point your location in case of calling the emergency services. <a href="https://what3words.com/pretty.needed.chill?fbclid=IwAR20u2jWuPFPxxfS3numUCYBs8nzSt0PRBopYcvnvCBS2YOrkoOIupH4pX4">Take a look at the link https://what3words.com/pretty.needed.chill?fbclid=IwAR20u2jWuPFPxxfS3numUCYBs8nzSt0PRBopYcvnvCBS2YOrkoOIupH4pX4</a>



## APPENDIX J: LOG SHEET

It is important to record all information during an emergency. Completing a log sheet is an easy way to ensure information is not lost. It can also help support / justify any decisions made or actions taken.

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# HEALTH AND SAFETY RISK ASSESSMENT

## RISK ASSESSMENT PROCESS FOR SAMPFORD COURTENAY SNOW WARDENS

Risk assessments are a statutory requirement under the Management of Health and Safety at Work Regulations 1999. These regulations demand that we assess all risks to the health and safety of Staff or other volunteers who may be affected, arising from activities or environment.

### 1. OVERVIEW

This risk assessment is for activities carried out by registered volunteer snow wardens who support the Sampford Courtenay Parish Council Snow Plan.

The primary objective of this risk assessment is to ensure adequate safety for volunteers carrying out salting and snow clearance following implementation by the SCPC Co-ordinator of the Parish Snow Plan, however for general safety and information, risks are also assessed outside this area.

#### PERSONS AT RISK:

- The Volunteers
- The public in and around the area of the salting and snow clearance

### 2. BRIEF DESCRIPTION OF THE ACTIVITIES

A snow plan has been created to implement action that restores normal access throughout the Parish. This plan complements and enhances Devon County Council's services that will keep the major strategic routes salted and cleared of snow as quickly as possible.

Once the plan has been activated by the SCPC it follows a strict programme of priority directed towards smaller communities across the parish which may become isolated with limited access to roads which have been cleared.

### 3. RISK ASSESSMENT PROCESS

The RA follows the basic process of assessing the "Likelihood of an incident" and 'Impact of the incident occurring" and scores the risk as high, medium or low. The RA then outlines mitigating action to reduce the identified risk. The general principle of managing risk is for Wardens to undertake dynamic risk assessments prior to undertaking any action, if activity cannot take place safely then **don't do it!**

## 4. RISKS & RISK MITIGATION MEASURES

HAZZARDS WHICH COULD RESULT IN HARM	PERSON AT RISK	LIKELIHOOD SCORE (1-5 where 5 is high)	IMPACT SCORE (1-5 where 5 is fatality)	RISK SCORE:	RISK MITIGATION CONTROL MEASURES
Injury from carrying heavy loads	Wardens	1	2	2	<ol style="list-style-type: none"> <li>1) Appropriate training provided on appropriate use of equipment.</li> <li>2) Alternative non-mechanical equipment available to salt extended areas</li> <li>3) Salt sacks strategically positioned to avoid the need to carry distances</li> <li>4) Alternative means of conveyance to be used at the wardens discretion following dynamic RA i.e wheelbarrows</li> </ol>
Injury due to vehicles accessing the road / lane	Wardens	2	3	6	<ol style="list-style-type: none"> <li>1) Wardens to always work in pairs to ensure support and warning of oncoming hazzards.</li> <li>2) Each pair to carry a charged mobile phone</li> <li>3) All wardens issued with HiViz jackets to be worn when conducting Warden duties</li> </ol>
Hypothermia through prolonged exposure in the cold	Wardens	2	3	6	<ol style="list-style-type: none"> <li>1) Wardens to work in pairs to ensure support in case of emergency</li> <li>2) Wardens to wear appropriate outer clothing and footwear</li> <li>3) Arrangements for rotating Wardens using all parish volunteers where salting and snow clearance is likely to be for a prolonged period</li> <li>4) Wardens to take regular breaks in a warm dry location or cease activity if conditions worsen and assistance is not available after a reasonable period</li> <li>5) Each pair to carry a charged mobile phone</li> <li>6) Each pair to have the 'What three words' App installed in case of calling the emergency services</li> </ol>



Slips, trips and falls	Wardens / Public	2	2	4	<ol style="list-style-type: none"> <li>1) Inform wardens of any known hazards at identified locations at the time of implementing the plan</li> <li>2) Wardens to wear appropriate footwear</li> <li>3) Wardens to work in pairs to ensure support in case of emergency</li> <li>4) Where danger spots are identified seek signage from DCC to warn of Danger</li> </ol>
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N.b. Whilst the Risk assessment above is a good briefing guide to anyone clearing snow during inclement weather if the Snow plan has not been implemented by the Parish Council the Public Indemnity Insurance will not cover volunteers. All activity outside the Snow Plan is undertaken at own personal risk.