



**QUEEN MARY
UNIVERSITY OF LONDON**

ADVERSE WEATHER POLICY AND PROCEDURES

2025/26

INTRODUCTION

Queen Mary University London is committed to providing safe access for staff, students and visitors to the University. This policy recognises that during periods of adverse weather conditions actions have to be taken to ensure that the safest restricted access is provided. This policy details actions and priorities in order to provide a safe pedestrian and vehicular access across campuses as quickly as possible.

This policy will be implemented when weather forecasts warn of any adverse weather to affect any of the University campuses.

PURPOSE

The purpose of this policy is to outline the management response and provide guidance for dealing with adverse weather to ensure the safety of staff, students, and visitors to the University's campuses and, as far as practicable ensure the normal business operations are unaffected.

This policy and procedure recognises that it is the responsibility of all staff, students, and visitors to the University's campuses to ensure their own safety and those of others that may be affected by their actions and activities.

It is therefore important that all staff, students and visitors obey the instructions provided to them by management, email, or signage and wear the appropriate clothing and footwear, keep to the safe routes provided and dry off any belongings prior to entering the buildings.

Any adverse weather decisions are based on our own expertise and judgement and the forecasts from the BBC weather website for the respective campuses.

SNOW AND ICE PROCEDURES

Pre and Post Season Preparation

The Grounds and Garden Supervisor will liaise with all sites to ensure –

1. At the end of May ensure that all gritting equipment is checked and serviced and at the end of October, all gritting equipment shall have a pre-season check. Check all equipment stock levels and replace as necessary.
2. By the end of September with input from the Facilities Managers at all sites, update this document including maps, routes, details and the emergency team member list.
3. At the end of September check the stockpile of grit and top up as required.
4. By the beginning of November ensure all grit bins located on sites are filled as required.

*Salt bin locations are listed at the back of this document.

Procedures

The University will use best efforts to ensure safe access onto and around its campuses during periods of snow and ice. Establishing a schedule of priorities for ice and snow clearance is complex as there a number of variables, including forecast conditions, availability of resources and changes to campus layout, due to project works.

The Operations Managers and / or their deputy will monitor the weather forecasts for all campuses and if the forecasted temperature is predicted to be below 0°C or snow is forecast, the snow and ice procedures will become operational. Each Campus will also monitor the weather forecast to ensure they are prepared should a weather warning be issued by The Operations Managers and / or their deputy.

Snow clearance and gritting priorities will be, in risk rated order:

1. *Key pedestrian routes onto any campus.*
2. *Main pedestrian routes and building entrances to and between academic and residential buildings.*
3. *Other pavements and paths.*
4. *Vehicular routes and car parks.*

For more detailed information please refer to the attached site appendices.

The Grounds and Garden Supervisor will liaise with all sites to ensure they:

- Coordinate resources to deliver the snow and ice procedures.
- Maintain, subject to availability, supplies of salt/grit at each campus.
- Ensure availability and readiness of necessary equipment.
- Ensure grit bins are available at key locations.
- Maintain an inventory of equipment at each campus.
- Ensure staff are adequately trained and equipped to undertake the duties of this policy.
- The Operations Managers will provide updates to the SMT Group via WhatsApp

The Grounds and Garden Supervisor will liaise with all sites to:

- Conduct risk assessments and produce method statements for all the relevant activities.
- Coordinate resources, so far as reasonably practicable, for snow clearance/gritting to be undertaken by designated staff in line with the attached appendices.
- Escalate any issues to the Operations Managers who will notify members of the University's senior management team as necessary.
- Maintain daily records of the times of day and locations which have been cleared of snow or gritted, in conjunction with Facilities Co-Ordinators at other sites.
- Complete a daily walk, assisted by Facilities Co-Ordinators at other sites, to ensure all agreed areas have been gritted and/or cleared.
- Maintain records for all sites of –
 - i. Location of grit bins
 - ii. Location of supplies of grit/salt
 - iii. Routes to be gritted and/or cleared
 - iv. Equipment available and its location at each site

The Grounds and Garden Supervisor at Mile End and Facilities Co-Ordinators at other sites will:

- Advise the Facilities Managers of any training requirement needs at their sites.
- Advise the Facilities Managers of any damaged or lost equipment at their sites.
- Advise the Facilities Managers of any salt/grit requirements at their sites.
- Maintain records of the routes to be gritted and/or cleared at their sites.
- Maintain records of key personnel and their competencies at their sites.
- Complete a daily walk to ensure all agreed areas have been gritted and/or cleared at their site.

Staff, students and visitors will:

- Ensure their own safety by using gritted and/or cleared routes.
- Take care even on gritted and/or cleared routes.
- Ensure their actions do not place others at risk.
- Wear appropriate clothing and footwear during periods of predicted adverse weather.
- Notify the Estates and Facilities helpdesk (2580 or 0207 882 2580 or estates-helpdesk@qmul.ac.uk) of any areas that need to be gritted or cleared.
- Ensure that their clothing, footwear and personal belongings are as dry as possible when entering the building.

During periods of adverse weather the grounds and cleaning teams will be assigned to high priority tasks to ensure the campuses remain as safe as possible for all users so the normal daily service may be affected.

HIGH WIND PROCEDURES

When high winds are forecast, the Assistant Director - Security & Business Continuity / or their deputy will contact the EAF SMT Group via email and / or WhatsApp to request that a warning is issued to all staff and students via email. This will include information on expected weather, and safety precautions to take, such as ensuring all building windows are firmly closed).

The University community should use vigilance, common sense, drive with caution and wear the appropriate clothing and footwear, and ensure they check any routes they are using.

Following any high winds the Grounds and Garden Supervisor at Mile End and Facilities Co-Ordinators at other sites, will complete a ground level visual inspection survey of all trees at all sites to ensure they are safe. Any unsafe trees will be cordoned off, and appropriate signage put in place diverting pedestrian and vehicular traffic away from the area. A tree management contractor will be contacted to complete any works as soon as possible. Any damaged limbs will be removed by the External Services team where possible. If this is not possible the tree management contractor will be contacted to arrange the works.

Following any tree works the current site tree survey will be updated by the Grounds and Garden Supervisor.

HEAVY RAINFALL PROCEDURES

The University community should use vigilance, common sense, drive with caution and wear the appropriate clothing and footwear, and ensure they remove as much water as possible from their person or belongings before entering a building to ensure areas do not become slippery.

The Cleaning Service will take a proactive approach to ensure building entrances are kept as dry as possible and, where floors are wet, use the appropriate signage to warn all users that floors could be slippery. As soon as floors are dry signage will be removed.

The University community should report any areas of concern to the Estates and Facilities Helpdesk as soon as possible. The cleaning team will then provide a reactive service to any of these reports.

PLEASE NOTE:

The University's Adverse Weather Policy requires that weather forecasts are checked the day before to ascertain overnight conditions. We use the BBC Weather Centre's 5 Day Forecast which is monitored every day. If the temperature is predicted to be below 0°C or snow is forecast the relevant staff will be organised.

Useful links –

BBC Weather Forecast
<http://www.bbc.co.uk/weather/>

Tower Hamlets Gritting schedules

http://www.towerhamlets.gov.uk/ignl/transport_and_streets/roads_highways_and_pavements/winter_weather_and_gritting.aspx

Appendices

1. **Equipment List**
2. **Gritting Routes**
3. **Grit Bin Condition Report**

Appendix 1 – Equipment List

Snow and Ice Related Equipment:

Mile End

- 3x walk behind spreaders
- 2 x plastic snow shovels
- 4 x metal shovels
- 5 x brooms 18”
- 20 x thermal gloves

Whitechapel

- 1 x turbocast 300 walk behind spreader
- 3 x hand ploughs
- 3 x metal shovels
- 3 x brooms 18”
- 10 x thermal gloves
- 5 x snow footwear grips

Charterhouse Square

- 1 x turbocast 300 walk behind spreader
- 3 x hand ploughs
- 3 x metal shovels
- 3 x brooms 18”
- 10 x thermal gloves
- 5 x snow footwear grips

Chislehurst Sports Facility

- 1 x turbocast 300 walk behind spreader
- 2 x hand ploughs
- 3 x metal shovels
- 3 x brooms 18”
- 10 x thermal gloves
- 5 x snow footwear grips

Only staff who have read the relevant risk assessment and have been fully trained are permitted to use the equipment.

After use all equipment must be cleaned and returned to the correct store, any damage or low stock of salt/grit should be reported to your line manager.

Mile End Route A

Area	Action	Date Action Taken
Stocks Court	Clear snow/ ice from all entrances and exits of buildings.	
Albert Stern Cottages	Clear snow/ ice from all entrances and exits of buildings.	
Ifor Evans	Clear snow/ ice from all entrances and exits of buildings and make safe pathway across internal Courtyard.	
Goodward Square	Clear snow/ ice from all entrances and exits of buildings, make safe pathways connecting building.	
Fogg Sunken Garden	Salt/ grit steps	
Back of Q Motion Gym	Clear snow/ ice from all entrances and exits of buildings.	
404 Bancroft Road	Salt grit external steps	Current vacant
Bancroft Road	Clear snow/ ice from all entrances and exits of buildings.	

Mile End Route B

Area	Action	Date Action Taken
Queen's Building	Clear snow/ ice from all entrances and exits of buildings. Grit steps and create safe pathway from entrance/ exit of campus to Queens Building.	
Chapel Pathway	Create pathway from campus entrance to Queens Building and continue up Physics Avenue.	
St. Benet's Church	Clear snow from entrance, grit pathway	
Physics Avenue	Create pathway to Queens Building, Geography Square and Library Square.	
Geography Square	Clear snow/ ice from all entrances and exits of buildings. Create pathway to Queens Building, Library Square and Graduate Sq.	
Graduate Square	Clear pathway to Fogg Building, Bancroft Rd, temporary building and connecting to Geography Sq.	
Fogg Building	Clear snow/ ice from all entrances and exits of buildings. Grit slopes and steps, Ensure the external ramp on the 5th floor is gritted and cleared, as well as the roof on the 5 th floor.	
Bancroft Road / Fogg Building	Clear snow/ ice from all entrances and exits of buildings.	
Lindop House	Clear snow/ ice from all entrances and exits of buildings.	

Zero Waste Shop	Clear snow/ ice from all entrances and exits of buildings.	
Arts Two Raised Seating Area	Clear pathway to front of Arts Two, grit the ramp and create pathway/grit towards Laws	
Arts Two Courtyard	No Action	

Mile End Route C

Area	Action	Date Action Taken
Library Square	Clear snow/ ice from all entrances, exits and steps of buildings. Create walkways adjoining all buildings on library square and up towards the Curve restaurant and down towards Ground Coffee shop.	
Library Pathway from Grounds Café	Clear pathway from grounds coffee shop to QM Social.	
Atlee Square	Clear pathway from Ground Coffee shop to Arts Two	
Old Wall Pathway	Clear pathway from the curve to QM Social Restaurant.	
Bancroft Building	Grit Steps and disability access ramp	
Jewish Burial Ground & surrounding hard surfaces	Clear a safe pathway from Arts Two to Bancroft Building.	
Arts Two Roof Garden	No action	
Between ArtsOne and Laws	Clear snow/ ice from all entrances and exits. Create path and grit to Mile end road	
ArtsOne Roof Garden	No action	
Westfield Way	Create a Pathway from entrance to ArtsOne, SOBM side currently under construction no gritting needed	
Between Joseph Priestley and Cemetery	Crane pathway from ArtsOne/Laws, down to the Bancroft Building old wall	
Car Park	Create Pathway from Longnor Road entrance to Curve Restaurant.	

Mile End Route D

Area	Action	Date Action Taken
Pooley House	Clear snow/ ice from all entrances and exits of buildings. Create pathway to main walkway	
Lyden House	Clear snow/ ice from all entrances and exits of buildings. Crat path to main walkway	
Maurice Court	Clear snow/ ice from all entrances and exits of buildings. Additional grit on the decked area as very slippery	
Between Creed Court & Beaumont Court	Clear snow/ ice from all entrances and exits of buildings. Create pathway to main walkway and staff car park	
Beaumont Court	Clear snow/ ice from all entrances and exits of buildings. Create pathway to main walkway, allotments/sensory garden and staff car park, extra gritting on decked areas as very slippery	
Village Pathway	Clear a pathway from Varey House down to Pooley House.	
Canal Pathway	Clear pathway to Chapman and Chesney	
Canalside	Clear snow from entrance round to offices opposite Pooley	
School of Business Management (under construction)	Clear Pathway from Westfield Way Campus entrance to Varey House.	Hatton House side under Projects no walkway to clear
Lock Keepers (under construction)	Clear all entrance, exits and create a pathway from lock keepers Cottage up through middle of student residents to Selincourt House.	Lockkeepers under Projects no walkway to clear

Whitechapel Route E

Area	Action	Date Action Taken
Blizard Building Goods Yard	Clear snow/ ice from all entrances and exits of buildings. Clear snow/ice from goods yard and entrance gate to allow for safe vehicular access. Grit as necessary.	
Blizard Building Courtyard	Clear snow/ ice from all entrances and exits. Create safe path between entrances and exits within Courtyard. Grit as necessary.	
All Building Entrances	Clear snow/ ice from all entrances and exits of buildings. Grit as necessary.	
Floyer House	Clear snow/ ice from all entrances and exits of building. Clear snow/ice from front Courtyard. Grit as necessary.	

Charterhouse Square Route F

Area	Action	Date Action Taken
Campus Entrances	Clear snow/ ice from all entrances and exits to campus. Grit as necessary.	
Vehicle Route around Square	Grit vehicle route around Charterhouse Square as necessary.	
All Building Entrances	Clear snow/ ice from all entrances and exits of buildings. Grit as necessary.	
Pathways Around and Across Square	Clear snow/ ice from all pathways. Grit as necessary.	

Chislehurst Sports Ground Route G

Area	Action	Date Action Taken
Site Entrance	Clear snow/ ice from entrance to campus. Grit as required.	
All Building Entrances	Clear snow/ ice from all entrances and exits. Grit as necessary.	
Pathways Across Site	Clear snow/ ice from all pathways. Grit as necessary.	

Appendix 3 – Grit Bin Condition Report

SALT BIN CONDITION REPORT

DATE: 30th October 2025

Note: If salt bin is damaged describe damage in the condition's column, its size (small/medium/large) and colour.

	<u>Locations</u>	<u>Condition</u>	<u>Salt Type</u>	<u>QTY to Fill</u>
1	Mile End – Maurice Court	Good	White	Full
2	Mile End – Beaumont Court	Good	White	Full
3	Mile End – Joseph Priestly Building	Good	White	Full
4	Mile End – Arts 1 Building	Good	White	Full
5	Mile End – Library Building	Good	White	Full
6	Mile End – Geography Building	Good	White	Full
7	Mile End – Queens Building	Good	White	Full
8	Mile End – Chapel Building	Good	White	Full
9	Mile End – Bancroft Road	Good	White	Full
10	Mile End – ITL Building	Good	White	Full
11	Whitechapel – Yvonne Carter Building	Good	White	Full
12	CharterHouse Square – Dawson Hall	Good	White	Full
13	CharterHouse Square – Joseph Rotblat Building	Good	White	Full