



Winter Maintenance Policy, Procedures & Resources 2023/24

Version: 1

Vehicle Maintenance Facility

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Head of Physical Assets

Head of Regeneration, Planning & Public Protection

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1. INTRODUCTION

- 1.1 Inverclyde Council has a statutory obligation, under Section 34 of the Roads (Scotland) Act 1984, to take such steps as it considers reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads which by definition includes carriageways, footways, footpaths, etc.
- 1.2 It is therefore the aim of Inverclyde Council to:
- (i) provide a standard of service on public roads, (in compliance with the relevant Policies of the Council's Local Transport Strategy) which will permit safe movement of vehicular, cyclist and pedestrian traffic appropriate to the prevailing weather conditions;
 - (ii) establish a pattern of working which will keep delays, diversions or road closures to a minimum during adverse weather conditions;
 - (iii) conduct operations having regard to the requirements of the Health & Safety at Work Act 1974, and associated Health, Safety & Welfare legislation.

2. POLICY ON TREATMENT PRIORITIES

Inverclyde Council has defined the priorities for carriageway and footway/footpath/cycleway treatment as follows:-

2.1 Carriageway Priorities

Carriageways are treated when the Service Manager (Roads & Transportation) considers this to be necessary and primarily on the basis of specialist weather forecasts.

- (i) Routes A761 and A770.
- (ii) Routes B786, B788, B7054.
- (iii) Access routes to hospitals, ambulance depots, main police stations, fire stations, main bus routes and schools;
- (iv) Local concentrations of employment e.g. industrial estates.
- (v) Steep roads not included in (1) to (4) above.
- (vi) Other public roads not included in (1) to (5) above.
- (vii) Proposed public roads.
- (viii) Private roads only at express instruction of the Head of Physical Assets.

Fixed gritting routes are pre-planned to ensure that during "routine" winter conditions, priorities (i) to (iii) plus some priority (iv) to (vi) will be treated. However, under more extreme conditions (heavy snow falls or freeze/rain/freeze cycles) gritters will concentrate on the higher priority roads until attention can be safely transferred to other roads. The lowest categories mainly (vi) and (vii) will only be treated using available gritters if conditions persist and all other routes are clear. This will be determined by the Head of Physical Assets. During such conditions it is unlikely that all lower category roads (especially cul-de-sacs) will be treated within 48 hours.

2.2 Footway Priorities

Footways will only be treated when the Service Manager (Grounds & Waste) considers this to be absolutely necessary (e.g. heavy snowfall or extensive icing). Treatment will generally only occur during normal working hours.

The following general priorities will apply:

- (i) Areas of high pedestrian concentration including accesses to schools;
- (ii) Steep routes to urban shopping centres and precincts;
- (iii) Steep hills in housing areas; footways in the vicinity of homes for the elderly.

2.3 Restrictions

In the event of any pandemic and associated Government mandated restrictions, it may be the case that, depending on staff resource availability, treatment priorities be partially curtailed and limited to the higher priority routes.

3. ORGANISATION

The Service Manager (Roads & Transportation) is responsible for specifying the level of winter maintenance service required for carriageways. The Team Leader (Network, Projects & Lighting, Roads & Transportation), is responsible for implementing this service through the Service's Operations Unit for carriageways. The Service Manager (Grounds & Waste) is responsible for specifying the level of winter maintenance service required for footways, footpaths etc., and for implementing this service through the Grounds Service. The contact address/telephone numbers are provided in [Appendix A](#).

4. COUNCIL RESOURCES

4.1 General

- (i) It is the responsibility of the Team Leader (Network, Projects & Lighting, Roads & Transportation) to issue appropriate works orders to the Operations Unit to provide the necessary labour and plant for winter maintenance operations for carriageways. It is the responsibility of the Service Manager (Grounds & Waste) to issue appropriate works orders to the Grounds Team to provide the necessary labour and plant for winter maintenance operations for footways and footpaths
- (ii) The Team Leader (Network, Projects & Lighting, Roads & Transportation) shall thereafter be responsible for advising the Service Manager (Roads & Transportation) of any matters which may affect the Service's ability to deal with adverse weather conditions e.g., labour disputes, extensive plant breakdowns etc., for carriageways; similarly, the Service Manager (Grounds & Waste) shall thereafter be responsible for advising the Service Manager (Roads & Transportation) of any matters which may affect the Service's ability to deal with adverse weather conditions for footways.

4.2 Labour

- (i) Special arrangements concerning the availability of labour resources, including vehicle mechanics, for winter maintenance come into effect by the first week of November and continue until the end of March, although the period may be extended beyond these dates should conditions warrant such actions. These arrangements which include home standby are activated by the designated Winter Supervisor (Roads & Transportation) when instructed by the Winter Controller (Roads & Transportation) or as a result of hazardous carriageway conditions being reported.
- (ii) Procedures are in place to provide a limited winter standby cover out-with the formal standby period should weather conditions so dictate.
- (iii) For details of labour resources refer to [Appendix B](#).

4.3 Vehicles Plant and Equipment

- (i) Prior to commencement of winter maintenance operations, the Team Leader (Network, Projects & Lighting, Roads & Transportation) shall ensure that all equipment for salting road carriageways and snow clearing is in working order and, where appropriate, the ancillary items can be fitted to vehicles without difficulty, e.g. ploughs will be marked with the vehicle number to which they are to be fitted and set up on blocks/stands to facilitate assembly. The above procedure is also to be applied to vehicles and plant available under contract for winter maintenance. The Service Manager (Grounds & Waste) shall ensure that all equipment for salting road footways/footpaths and snow clearing is in working order.
- (ii) As radios allow contact to be maintained between office and operational staff, the Team Leader (Network, Projects & Lighting, Roads & Transportation) shall ensure that as many vehicles as possible employed on winter maintenance work are equipped with this facility.
- (iii) A summary of vehicles, plant and equipment available for winter maintenance work is detailed in [Appendix B](#).

4.4 Salt

- (i) The Pottery Street Depot salt barn provides the capacity to store in excess of 5,000 tonnes of salt under cover. By 1 October each year thereafter there will be a minimum of 4,000 tonnes of salt in storage. The Team Leader (Network, Projects & Lighting, Roads & Transportation) shall reassess stock levels together with committed deliveries against requirements and arrange for alternative sources of supply to make good any anticipated deficiencies. The de minimus stock level shall be 1,000 tonnes.
- (ii) Salt is bought through an annual purchase contract.
- (iii) During the season, the Team Leader (Network, Projects & Lighting, Roads & Transportation) should arrange for a weekly check to be made on the amount of salt used and for stocks to be augmented as necessary.
- (iv) At various locations throughout the Council Area, small quantities of salt may be made available for issue free of charge to the public, subject to their supplying a suitable container. Notice of this facility is intimated by the Team Leader (Network, Projects & Lighting, Roads & Transportation) on the Council Web site.
- (v) In the event that salt stock falls below the de minimus level then the Salt Resilience Plan will be followed as detailed in [Appendix C](#)

5. OTHER RESOURCES

- 5.1 During sustained adverse weather conditions the Winter Supervisor, after consultation with the Winter Controller, should, if necessary, augment his resources by the use of available labour/equipment from other Inverclyde Council Services, farmers, plant hirers and external contractors. The Service Manager (Roads & Transportation) shall be advised not later than 0930 hours of external resources engaged as a result of decisions made out with normal working hours.
- 5.2 The Team Leader (Network, Projects & Lighting, Roads & Transportation) shall ensure that rates/prices are agreed and appropriate insurances in place prior to the engagement of farmers, plant hirers and contractors.
- 5.3 A number of snowploughs are made available to farmers to enable them to make more effective use of their vehicles/plant in snow clearance operations [Appendix B](#).

6. ICE PREDICTION

- 6.1 As part of the standard weather forecast information referred to previously, the Service has available, information from sensors located on Route B786 (3 km South of Kilmacolm) and on Trunk Routes A8 (Port Glasgow), A78 (Gourock)
- 6.2 The sensors provide current details of road and air temperatures and can indicate the presence of moisture thereby identifying when icing has occurred or where there exists a risk that it will occur.
- 6.3 By utilising the data supplied by the sensor, the Weather Forecaster (MetDesk) is able to supplement the text forecast by producing a site specific forecast and graph.
- 6.4 The above information is available via a computer link to the Winter Controllers, in the office at Pottery Street and at home.

7. ROAD CONDITION & ACTION REPORTS

During periods of adverse weather, the Winter Supervisor shall pass a collated report on road conditions and actions taken to the Winter Controller before 0900 hours on each working day. The Winter Controller will in turn pass such reports to the Service Manager (Roads & Transportation) before 0930 hours on each working day. These reports should be updated as necessary depending on changing circumstances.

8. STATEMENTS TO THE MEDIA

The Corporate Communications Manager will deal with statements to the Press, Radio and Television regarding road conditions and resources deployed throughout the Area.

9. ROAD CLOSURES

- 9.1 Where it is considered that due to extreme weather conditions or a serious accident a route has been rendered unsafe to use, the Police will be consulted by the Winter Supervisor and the road closed
- 9.2 The Winter Supervisor shall ensure that appropriate measures have been taken to redirect traffic and that necessary signs are put in place. They will inform the Winter Controller who in turn will contact the Service Manager (Roads & Transportation) and also adjoining Councils if the road affected is a through route.

10. METEOROLOGICAL REPORTS

- 10.1 The Winter Controllers, receive the daily weather forecasts provided by the Weather Forecaster at 0600, 1200, and at 1800 hours (and ad-hoc updates out with those times), throughout the working week, at weekends and on public holidays from October to May. Thereafter, it is the responsibility of the Winter Controller to take action which may include instructing the Winter Supervisor to mobilise the standby operatives to undertake salting/snow clearing.
- 10.2 The Team Leader (Network, Projects & Lighting, Roads & Transportation) shall ensure that the Weather Forecaster is provided with the telephone numbers of the Winter Controllers who are responsible on a rota basis for initiating action during and out with normal working hours.
- 10.3 Winter Controllers have the facility at any time to contact the Weather Forecaster for advice or clarification of forecasts.

11. LIAISON WITH THE POLICE

- 11.1 During difficult weather conditions, the Winter Controller may take steps to further advise the Police of forecasts relating to medium (25-100 mm deep) or heavy (over 100mm deep) snowfall.
- 11.2 Reports from the Police regarding dangerous road conditions should be acted upon by the Winter Supervisor as soon as practicable, having regard to the priorities in this document and the prevailing conditions.
- 11.3 A protocol has been agreed with the Police for dealing with anti-social behaviour affecting vehicles carrying out gritting operations. In certain circumstances a gritting service may have to be withdrawn from an area for a short period of time as determined by the Winter Supervisor.

12. OTHER SERVICE PROVIDERS (TRUNK ROADS)

For operations on Trunk Routes A8 and A78 refer to [Appendix D](#).

13. CROSS BOUNDARY ARRANGEMENTS

Because the Council boundaries do not always coincide with convenient/safe turning points at the end of gritting routes, arrangements have been drawn up with Renfrewshire Council for the gritting routes to be continued short distances to appropriate turning points. This has been done in a manner which does not have any adverse financial implication on either of the authorities. [Appendix E](#)

14. VEHICLE ROUTES

- 14.1 From local knowledge and the resources available, the Team Leader (Network, Projects & Lighting, Roads & Transportation) shall draw up routes on the basis of the priorities listed in Paragraph 2.1. However, in order to minimise unproductive mileage some roads in a lower category may be treated out of sequence. This may also occur when weather conditions vary throughout the Area. [Appendix F](#)
- 14.2 A complete set of route cards will be kept by the Winter Controllers, Winter Supervisors, in the Operations Unit and Pottery Street offices.
- 14.3 During October the Team Leader (Network, Projects & Lighting, Roads & Transportation) shall arrange for a practice run over all routes to familiarise the drivers with the area and equipment.

15. PRECAUTIONARY SALTING

- 15.1 On receipt, within normal working hours, of a forecast from the Weather Forecaster warning of frost, freezing or snow conditions, the Winter Controller shall give consideration to precautionary salting of such roads as is considered necessary.
- 15.2 Where such a warning is received out with normal working hours the Winter Controller, on standby, has delegated authority to instruct the Winter Supervisor to mobilise standby operatives.

16. SNOW CLEARANCE

- 16.1 During normal hours, on receipt of a weather warning predicting medium (25- 100mm deep) or heavy (over 100mm deep) snowfalls, the Team Leader (Network, Projects & Lighting, Roads & Transportation) should recall to depots such vehicles capable of being equipped with snowploughs as are considered appropriate.
- 16.2 Where slush is formed, this should be removed as soon as practicable to avoid the risk of rutting should there be a further significant fall in road temperatures which might result in freezing conditions.

17. GRIT BINS

- 17.1 Where considered appropriate and on a priority basis, the Service Manager (Roads & Transportation) should provide grit bins principally in urban areas. Grit bins which are not subject to vandalism may be left in position out with the winter period provided they do not significantly detract from the amenity of the area.
- 17.2 Because of finite budgets and an increasing demand from the general public for provision of grit bins, the following criteria will be used when considering new requests.
 - (i) Not on a street covered by a gritting route.
 - (ii) To be located on, or serve, a public road.
 - (iii) Location should have a steep gradient or bad bend etc.
 - (iv) Should not be within 100 meters of an existing grit bin.
 - (v) Should be of benefit to, or serve, several properties.
 - (vi) The siting of a bin is acceptable to adjacent residents.
- 17.3 The number of available grit bins is given in [Appendix B](#).
- 17.4 Current Council policy requires all new grit bins to be green in colour.

Appendix A - Contact Addresses & Telephone Numbers

DURING NORMAL WORKING HOURS

Inverclyde Council

Roads & Transportation (for carriageways)

Grounds & Waste (for footways/footpaths etc.)

Vehicle Maintenance Facility

8 Pottery Street
Greenock
Inverclyde
PA15 2UH

Tel No: 01475 71 71 71

E-mail - roads@inverclyde.gov.uk (for carriageways)

environmental.services@inverclyde.gov.uk (for footways/footpaths)

All verbal complaints or requests for assistance in respect of winter maintenance activities should be taken up with the above switchboard number and not with the direct dial/ mobile telephone numbers used by the Operations Unit. This will enable works to be programmed in accordance with the Policy on Treatment Priorities (Page 3) and allow the Operations Unit's telephone numbers to be available for emergency use.

OUTWITH NORMAL HOURS

[RALF](#) Centre

Freephone 0800 37 36 35

Appendix B - Summary of Winter Maintenance Resources

Carriageway

Resource	Function	Quantity	*AssetID
18t Lorry(s)	Gritting/Snow Plough	3	(Rx3)
12t Lorry(s)	Gritting/Snow Plough	2	(Rx2)
Hiab (with Demount)	Gritting/Snow Plough	1	(Rx1)
JCB/Compact	Snow Clearing	3	(Rx3)

Footway

Resource	Function	Quantity	*AssetID
7.5t Lorry(s)	Hand Gritting Only	5	(Gx5)
Van/Crewcab	Hand Gritting Only	19	(Gx19)
Tractor	Snow Plough Only	3	(Gx3)
Ride on Mower	Gritting/Snow Plough	5	(Gx5)
Pedestrian Spreader	Hand Gritting Only	21	(Gx21)

Miscellaneous

Resource	Function	Quantity	*AssetID
Operatives	Manpower	94	(Rx19 -Gx72)
Mechanic	Fleet Support	1	(Vx1)
4x4 Vehicle	Accessibility	3	(Rx1 –Vx2)
Loading Shovels	Servicing Vehicles	2	(Rx1-Cx1)
Grit Bins	Hand Gritting	468	(Rx468)

* AssetID

R: Roads **G:** Grounds / Street Cleaning **C:** Cleansing **V:** Vehicle Maintenance

Note: When necessary, labour, vehicles, plant and equipment from other Inverclyde Council Services, farmers, plant hirers and contractors will be used to supplement the above resources.

Appendix C - Roads Salt Resilience Plan

Level 1 (Green) Service – Stock Levels 1000 tonnes and above

Route	Ploughing	Gritting	Material	Spread rate	Mix
1 – 8 (9)(10)	Yes	Yes	Salt	20/10 g/m2	100%
11 - 16	Yes	Yes	Salt	20/10 g/m2	100%
21 – 24 (snow)	Yes	Yes	Salt	40 g/m2	100%
Footways	Yes	Yes	Salt/Sand	10 g/m2	50/50
Grit Bins	n/a	Yes	Salt/Sand	n/a	50/50

Level 2 (Amber 1) Service - Stock Levels 500 tonnes – 1000 tonnes

Route	Ploughing	Gritting	Material	Spread rate	Mix
1 – 8 (9)(10)	Yes	Yes	Rock Salt	20 g/m2	100%
11 - 16	No	No	Rock Salt	10 g/m2	100%
21 – 24 (snow)	Yes	Yes	Rock Salt	40 g/m2	100%
Footways	Yes	Yes	Sand	10 g/m2	100%
Grit Bins	n/a	Yes	Sand	n/a	100%

Level 2 (Amber 2) Service - Stock Levels 500 tonnes – 1000 tonnes

Route	Ploughing	Gritting	Material	Spread rate	Mix
1 – 8 (9)(10)	n/a	Yes	Rock Salt	10 g/m2	100%
11 - 16	n/a	Yes	Rock Salt	10 g/m2	100%
21 – 24 (snow)	n/a	n/a	n/a	n/a	n/a
Footways	n/a	Yes	Sand	10 g/m2	100%
Grit Bins	n/a	Yes	Sand	n/a	100%

Level 3 (Red 1) Service - Stock Levels less than 500 tonnes

Route	Ploughing	Gritting	Material	Spread rate	Mix
1 – 8 (9)(10)	No	No	Rock Salt	10 g/m2	100%
11 - 16	No	No	Rock Salt	10 g/m2	100%
21 – 24 (snow)	Yes	Yes	Rock Salt	40 g/m2	100%
Footways	Yes	Yes	Sand	10 g/m2	100%
Grit Bins	n/a	Yes	Sand	n/a	100%

Level 3 (Red 2) Service - Stock Levels less than 500 tonnes

Route	Ploughing	Gritting	Material	Spread rate	Mix
1 – 8 (9)(10)	n/a	Yes	Rock Salt	10 g/m2	100%
11 - 16	n/a	No	Rock Salt	10 g/m2	100%
21 – 24 (snow)	n/a	n/a	n/a	n/a	n/a
Footways	n/a	Yes	Sand	10 g/m2	100%
Grit Bins	n/a	Yes	Sand	n/a	100%

Appendix D - Other Service Providers (Trunk Roads)

The Trunk Road Network is the responsibility of the Scottish Government's Agency Transport Scotland who have contracted Amey SW Unit to carry out all winter operations on the A8 and A78 through Inverclyde, this includes both carriageways and footways.

Contact Details:

Amey SW Unit

150 Polmadie Road

Glasgow, G5 0HD

Control Room

0800 042 0188

OCCR-southwest@amey.co.uk

Appendix E - Cross Boundary Arrangements

Boundary with Renfrewshire Council

[Renfrewshire Council](#)

Treats:- Steponds Road (B786) to Torr Road (C11)

[Inverclyde Council](#)

Treats:- Craighbet Road (C43) to Torr Road (C11)

Appendix F - Gritting Routes

Primary Carriageway Routes

[Route 1](#) B788, A761

[Route 2](#) A761, B786

[Route 3](#) A770, A78

[Route 4](#) Knowe Rd, Overton, Lyle Rd, Branchton, Larkfield, Braeside

Secondary Carriageway Routes

[Route 5](#) Midton, Manor Cres, Shore St, West End, Greenock Town Centre

[Route 6](#) Highholm Ave, Devol, Dubbs Rd, Woodhall, Slaemuir

[Route 7](#) Gibshill, Glen Ave, Weir St, Leven Rd, Belville St

[Route 8](#) Lynedoch St, Wellington St, Bow Rd, Grieve Rd, Wren Rd

Precautionary Carriageway Route(s)

[Route 9](#)

Appendix F - Gritting Routes

Tertiary Carriageway Route

[Route 10](#)

[Route 11](#)

[Route 12](#)

[Route 13](#)

[Route 14](#)

[Route 15](#)

[Route 16](#)

Snowploughing Routes

[Route 21](#)

[Route 22](#)

[Route 23](#)

[Route 24](#)

Priority Footway Routes

[Priority Footway Route Maps](#)

Appendix G - Distribution List

Inverclyde Council

All Elected Members, Chief Executive, Corporate Directors and Heads of Service

Civil Contingencies Services

Corporate Communications Manager

Chief Financial Officer - FAO Insurance Section

Customer Contact Centre Manager

Others

[Police Scotland](#)

[Scottish Fire & Rescue Service](#)

[Strathclyde Partnership for Transport](#)

[Scottish Ambulance Service](#)

Amey SW Unit

[Renfrewshire Council](#)

[North Ayrshire Council](#)

[Automobile Association \(AA\)](#)

[Royal Scottish Automobile Club](#)

[Royal Automobile Club \(RAC\)](#)

[Freight Transport Association](#)

[Road Haulage Association](#)

[RALF Centre](#)

MetDesk

Appropriate Bus Companies/Operators

Community Councils

Taxi Owner's Association

Version - Document Update History

Update Table

<i>Version</i>	<i>Date</i>	<i>Comments</i>
1 st Draft	23/8/2023	Minor changes re Organisational Structure