

Snowdonia National Park Authority

Adverse Weather Working Guidelines

1. Introduction

1.1 The Authority has many members of staff that are required to work outside:

- Education Staff
- Senior Lecturers
- Estate Workers and Forestry staff
- Footpath Teams
- Wardens
- Car Park staff (including Pen y Pass Site Manager)
- Gardeners at Plas Tan y Bwlch
- Officers undertaking site visits
- Volunteers (who may work with any of the above groups of staff)

1.2 It should be noted that whilst the text below refers to specific groups of staff, staff may also undertake tasks that are specified for other staff e.g. Wardens leading tours, undertaking fieldwork or working with Estate Workers.

1.3 It is taken as read that all of these groups of staff have appropriate waterproof clothing for their roles – which by the nature of these roles and duties undertaken will be different. The guidelines for corporate clothing and personal protective equipment can be found on the staff intranet.

1.4 There have been several different documents setting out guidelines – this document brings all parts together in one. There are several sections in this document as it is not possible to have a one size fits all approach.

1.5 Decisions on whether to work or not must be based on a risk assessment of the task and prevailing weather conditions. Assessments should be dynamic and ongoing to deal with changing weather conditions.

2. Education staff

2.1 Education staff lead tours and fieldwork for children and young people (persons under 18 years of age). The following text in italics is an extract from the Authority's Working with Children and Young People Policy (it should be noted that some changes have been made and these will be reflected in the Working with Children and Young People Policy):

“5.0 Leading Tours / Fieldwork

As part of its work the Authority's staff lead groups of children and young people on field study visits. These provide pupils with experiences which are part of the environmental education which is offered promoting the understanding and enjoyment of the special qualities of the area. This requires staff members to take extra care for the safety of the group.

5.1 *All the Authority's staff leading field study visits with children and young people will have been trained in risk assessment procedures and will comply with those procedures. This will ensure that they are skilled in identifying*

potential hazards and dangers to the group or to individuals and consideration is given to any action that is required to reduce the risk. A copy of the written risk assessment will be made available to the school/centre/college and any field study visits conducted will be undertaken according to the county's guidelines on tour leading.

- 5.2 *Staff who lead field study visits will have an appropriate level of training or experience to undertake such activities. Each officer leading a study visit will be a qualified First Aider. (Applies to all staff groups undertaking such work, not only with children and young people.)*
- 5.3 *The Authority does not undertake activities which are required to be licensed under the provisions of the Activity Centres (Young Persons' Safety) Act 1995 (Adventure Activities Licensing Regulations 1996) (See Annex 1). Where the Authority is requested to provide assistance to groups undertaking activities which require such a licence it will only do so when it is satisfied that, notwithstanding the presence of Authority staff, the activity is licensed and that the arrangements for the activity and its supervision wholly comply with the requirement of the licence.*
- 5.4 *The leader of the visit will inform school/centre/college groups of the standards of clothing and equipment required prior to the visit. The teachers will be responsible for ensuring that the children / young people are adequately equipped at the outset. Final inspection before the visit will be made by the staff and if a child or young person is inadequately equipped and alternative equipment is not available he or she will not be allowed to attend.*
- 5.5 *Staff leading a field study visit will leave a route map and itinerary at Plas Tan y Bwlch (or another appropriate location) and a copy will have been sent to the school as part of the risk assessment. Staff will carry a rucksack containing a first aid kit, mobile telephone, plastic whistle, exposure bag, compass, site related OS map and torch. (Applies to all staff groups undertaking such work, not only with children and young people.)*
- 5.6 *Staff will ensure that groups on visits in any location have an adequate level of supervision and ratio of Authority staff / teachers to pupils as shown below.*

<i>AGE</i>	<i>RATIO</i>
<i>under 8 years of age</i>	<i>2 adults to 12 children/young person, thereafter 1 adult to every additional 8 children/young person</i>
<i>under 12 years of age</i>	<i>2 adults to 15 children/young person, thereafter 1 adult to every additional 10 children/young person</i>
<i>over 12 years of age</i>	<i>2 adults to 20 children/young person, thereafter 1 adult to every additional 10</i>

- 5.7 *The discipline of the children/young people during any field study visit will be the responsibility of the teacher in charge, the Authority's officer leading the group informing the teacher if any behaviour which may cause harm to themselves or others in the group is observed. The teacher will remain in loco parentis. The leader of the group will give advice on the conduct of the field visit throughout and if at any time, for whatever reason, the leader finds it inappropriate to continue he or she will terminate the field visit."*

Weather, possible short cuts and or escape routes from the planned route should all be part of the written risk assessment.

3. Senior Lecturer

- 3.1 The Senior Lecturer (and sessional lecturers) may lead groups on field visits / walks. Once again a risk assessment should be undertaken which needs to take into consideration route, weather etc and the abilities of group members. A copy of the risk assessment should be held at Plas in case of emergency.
- 3.2 As with the Education staff, appropriate safety equipment should be carried, eg as a minimum, staff will carry a rucksack containing a first aid kit, mobile telephone, plastic whistle, exposure bag, compass, site related OS map and torch as a minimum.

4. Footpath Teams, Estate Workers and Forestry staff

4.1 Lowland working

Staff are expected to continue working in the rain and to remain at work until the normal finishing time. However, there is no wish for staff to work outside in conditions that make it impossible to do a job safely or if they are going to get soaked. There may be exceptions to this if work needs to be carried out urgently such as clearing a flooded culvert, dealing with tree issues. If the weather is bad these staff are expected to return to their base and work from there.

Any deviation to this (early return to base or early finish) must be authorised by the relevant Head of Service or Senior Warden.

4.2 Upland working

It is expected that work should continue when the following climatic conditions prevail:

- Warm conditions whether cloudy or sunny
- Light to moderate rain, drizzle (showers)
- Light to moderate snow (windless conditions)

4.3 Longer breaks as outlined below should be taken when work is done during the following prevailing climatic conditions:

- Light to moderate rain accompanied by wind chill (showers or continuous)
- Hail and snow accompanied by wind chill (flurries or continuous)
- Sleet (showers or continuous)

Inclement working hours

8.00am – 10.15am (work)

10.15am – 10.45am (break)

10.45am – 12.00pm (work)

12.00pm – 12.45pm (lunch)

12.45pm – 2.00pm (work)

2.00pm (Footpath teams return to Cwm y Glo depot to dry work clothes in dehumidifier unit – other staff to return to work base)

The Head of Wardens and Access or Access Projects Officer should be contacted in respect of what should be done with the remainder of the working day.

4.4 Work should not continue when the following climatic conditions prevail:

- Heavy torrential downpours of rain
- Icy conditions (manual handling only)
- Blizzards
- Thunderstorms

The Head of Wardens and Access or Access Projects Officer should be contacted in respect of what should be done with the working day.

4.5 General:

- In inclement conditions work should be sought at lower altitudes when practicable
- Shelter and warmth with facilities for brewing hot beverages and 1st aid provisions should always be situated close to the work area
- High factor sun cream to be provided.

5. Senior Wardens, Wardens and Assistant Wardens

5.1 Wardens are able to plan and adjust their work in most cases to take account of the weather. If it is not possible to change the tasks to be undertaken then a risk assessment should be undertaken of the task and conditions.

6. Car Park Staff (including the Pen y Pass Site Manager)

6.1 Car park staff are either based at Pen y Pass, Betws y Coed, Llyn Tegid or visit the Authority's car parks across the Park using Authority vehicles. Work includes traffic management.

6.2 At Pen y Pass a cabin is available together with the facilities of the Pen y Pass site. The Pen y Pass Site Manager will be based in the main building but is also responsible for the management of the car park. Staff members visiting other car parks have the shelter of their vehicles and can access facilities at Pen y Pass, HQ, Information and Warden Centers.

7. Gardeners at Plas Tan y Bwlch

7.1 The Gardeners are able to plan and adjust their work in most cases to take account of the weather. If it is not possible to change the tasks to be undertaken then a risk assessment should be undertaken of the task and conditions.

8. Officers undertaking site visits

- 8.1 Officers are able to plan and adjust their work in most cases to take account of the weather. If it is not possible to change the visits to be undertaken then a risk assessment should be undertaken of the visit and conditions.