



Horsham  
District  
Council



## SNOW AND ICE

can disrupt your business in many ways and as the cold weather begins to creep in now is a good time to think about the winter weather preparations your business should take.

# Businesses - Don't Let Your Profits Slip This Winter

## Advice and guidance for dealing with heavy snow and ice

The following suggests ways you can minimise the impact of a prolonged period of snow and ice affecting your business:

Check local weather reports regularly ([www.metoffice.gov.uk](http://www.metoffice.gov.uk)) and give early warnings of any problems to your customers, suppliers and employees.

Clear the snow outside your business premises & de-ice pavements, access roads and loading bays. The best way to ensure that the pavements leading to your business are cleared and treated as quickly as possible is through self help. You should follow the snow code ([www.direct.gov.uk](http://www.direct.gov.uk)) when clearing snow and ice safely.

1. **Review your Business Continuity Plan;** think about how you'll continue to operate for your customers; how you'll maintain contact with suppliers, contractors and your employees. Keep telephone numbers of all individuals.
2. **Review your bad weather policies** to effectively deal with problems regarding pay and absence caused by snow and ice.
3. **Encourage employees to plan alternative routes or use different modes of transport** to travel to work in the event of disruption to normal services.
4. If applicable to your business, **consider home working arrangements** and improve the number of employees that could work from home.

5. **Consider and communicate changes to working hours** to accommodate employees who are affected by school closures / travel disruption.
6. **Encourage employees to follow good hygiene practice** and ensure they are clear about when you would expect them to stay at home to prevent spreading coughs, colds or flu.
7. **Remind all employees to wear appropriate footwear & clothing** and encourage them to think about winter preparedness at work and in their home.
8. **Ensure employees adhere to health and safety requirements in relation to appropriate work wear** if they work outdoors or intend to assist with snow clearance and treatment (<http://www.hse.gov.uk/pubns/indg174.pdf>).
9. **Check the West Sussex County Council Highways Authority** web pages for information on their winter maintenance arrangements at: <http://www.westsussex.gov.uk/default.aspx?page=10262>).
10. **Monitor the traffic and weather conditions** and plan your journeys using the [www.highways.gov.uk](http://www.highways.gov.uk) or highways agency information line on 0300 123 5000.
11. Where possible, **replace non essential work related car travel** with public transport and/or consider a teleconference/video conferencing instead of face to face meetings.
12. **Where employees are required to travel by car as part of their work, ensure they know to check it is ready for winter:** check your vehicle before setting out, eg. oil, water, lights, etc, keep useful items, eg. ice scraper and de-icer, torch, warm clothes, blanket, boots, first-aid kit, battery jump leads, a spade if it's likely to snow, food and drink, etc.
13. Every winter millions of pounds of damage are experienced by businesses from burst pipes, roof snow collapses and resultant water damage. **Take appropriate steps to protect, repair and monitor pipes, tanks and heating systems from freezing & bursting.**