

**Aberdeenshire**  
COUNCIL



# **Volunteer Snow Warden Welcome Pack**

## Introduction:

This pack includes all the information for Aberdeenshire volunteers to collectively assist their community in a snow warden capacity over the winter months. The season usually runs from 1<sup>st</sup> November to 31<sup>st</sup> March, but exceptions can be made for inclement weather out with of this period.

Each area, be it street, streets, cul de sac or housing estate can have their own team. The division of labour depends on volunteer numbers and geographical layout, meaning each Council area can have several sub group volunteers each with their own leader / deputy and teams.

## Communication:

To apply for the role of snow warden, please complete the form attached to the Volunteer Snow Warden Welcome Pack and return it to your local area office by either email, surface mail or in person at your local office.

- Banff and Buchan [banffandbuchan.roads@aberdeenshire.gov.uk](mailto:banffandbuchan.roads@aberdeenshire.gov.uk)
- Buchan [buchan.roads@aberdeenshire.gov.uk](mailto:buchan.roads@aberdeenshire.gov.uk)
- Formartine [formartine.roads@aberdeenshire.gov.uk](mailto:formartine.roads@aberdeenshire.gov.uk)
- Garioch [garioch.roads@aberdeenshire.gov.uk](mailto:garioch.roads@aberdeenshire.gov.uk)
- Kincardine and Mearns [kincardineandmearns.roads@aberdeenshire.gov.uk](mailto:kincardineandmearns.roads@aberdeenshire.gov.uk)
- Marr [marr.roads@aberdeenshire.gov.uk](mailto:marr.roads@aberdeenshire.gov.uk)

Please title the email / surface mail in the following manner:

Snow Warden Application – “*your name*” – “*your area (i.e. Garioch)*”

The surface mail / personal drop off points are:

Infrastructure Services  
Aberdeenshire Council  
Cape House  
21 Seafield Street  
Banff  
AB45 1ED

Infrastructure Services  
Aberdeenshire Council  
Gordon House  
Blackhall Road  
Inverurie  
AB51 3WA

Infrastructure Services  
Aberdeenshire Council  
Carlton House  
Arduthie Road  
Stonehaven  
AB39 2QP

As part of an existing voluntary group or through known neighbours and friends you have a number of volunteers, you are free to form your own snow warden team, select a leader, and have each participant fill out the attached form. From there the team is expected to meet and elect its own leader and start to plan their winter activities.

The elected leader may then contact his / her local office and arrange to collect sufficient PPE packs for the team.

## **Training:**

The training for volunteers is separated into two halves (Guidance and snow code).

### **Guidance:**

The guidance covers minimisation of stress and strain on the body during snow clearing activities, as well as best practice for snow clearing techniques. A supplementary guide is available for this entitled "Volunteer Snow Warden Welcome Pack – Additional Guidance".

### **Snow Code:**

The snow code outlines the behaviours expected of volunteers to enable them to be covered by Aberdeenshire Councils liability insurance.

## **Responsibility:**

As a snow warden you can clear your local areas of snow and generally reduce the impact of the weather on normal community life, as well as help to reduce the risk of slips, trips and falls associated with winter conditions.

The designated team leader/s will be responsible for co-ordinating the work of the snow wardens, designating their areas and retaining the signed registration forms. To warn of impending bad weather, it is recommended that <http://www.bbc.co.uk/weather/> or another reliable source of weather forecasting be consulted at a reasonable frequency to indicate where volunteers can best focus their attention.

## **Insurance:**

Aberdeenshire Council is happy for all members of the public to carry out self-help on footways during winter weather. Volunteers on the snow warden scheme can be assured that they are not placing themselves in the position of requiring their own personal liability insurance. The Council's liability insurance will extend to any volunteer carrying out their duties as part of the snow warden scheme as defined by Aberdeenshire Council.

For the avoidance of doubt, the snow warden scope defined by Aberdeenshire Council is:

*"The removal of snow and ice from Council adopted footpaths or locally affected carriageway, carried out in accordance with the training provided and the Snow Code".*

## **Personal Protective Equipment (PPE) and Equipment Provided:**

Volunteers will be issued with PPE and the tools and equipment necessary to carry out intended tasks.

- Hat
- Gloves
- Hi Visibility Tabard
- Snow Grips (Feet)
- Snow Shovel

## **Salt / Grit Provided:**

Salt shall be supplied by the Council at the start of the season, either at existing grit bin locations or other agreed localities. Replenishments will be made as and when available on request by the team leader / deputy *only* to the Aberdeenshire contact centre on 0845 6081205.

## **Fitness to participate:**

Every volunteer (Leader / Deputy or team member) must complete the attached fitness form, declaring themselves fit for snow clearing and associated activities. Only after receipt of the health declaration can participation in the scheme be accepted. If however, a volunteer's health should change, it is the individual's responsibility to reassess their fitness to participate in the scheme.

# **The Snow Code**

To make sure you clear pathways safely and effectively:

- Clear snow early in the day - it's easier to move fresh, loose snow
- Don't use water - it might refreeze and turn to black ice
- Use salt if possible - it will melt the ice / snow and stop it from refreezing
- If you don't have enough salt use sand, which provides grip underfoot
- To prevent slips pay extra attention when clearing steps and steep pathways

Remember, people walking on snow and ice have a responsibility to take reasonable care of their own safety. Don't be put off clearing a path because you're afraid someone might be injured after you have carried out work on it

You will not be held responsible if someone is injured on a path or pavement if you've cleared it carefully and in accordance with the training you have been given and the advice contained in this Code



**Fitness to Participate, Volunteer Registration,  
Record of Physical Training,  
Acceptance of Snow Code Guidelines,  
and Equipment Receipt Form.**

I hereby certify that I am fit, able and willing to participate in the Aberdeenshire Council snow warden Scheme. If I am in any doubt either now or in the future as to my health and wellbeing, I will seek professional medical advice prior to further participation in the scheme.

Additionally, I certify that I that I have received Council approved training, and have read, understood and will abide by the stated Snow Code.

Name: \_\_\_\_\_

Telephone N°  
(Mobile) \_\_\_\_\_

Telephone N°  
(Home) \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email \_\_\_\_\_

Are you a member of any existing community organisation (Name): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The signatory additionally acknowledges the receipt of the following: Hat, Gloves, Hi Vis Vest, Snow Grips and Snow Shovel.

I agree to my details being held and that they will only be used for snow warden related activities.

Please hand completed form to the local Snow Warden Team Leader.