

Hailey Parish Council Emergency Plan

Distribution list

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Dr Robin Carr	Church Warden, St John the Evangelist, Hailey - Emergency Accommodation	Pdf / email
Matthew Cantwell	Lamb and Flag Emergency Accommodation	Pdf / email
Andy Dearie	Bird in Hand Emergency Accommodation	Pdf / email
Robert Fisk	Facilities Manager, Witney Rugby Club, Emergency Accommodation	Pdf / email
Kathryn Smith	Senior Administrator , The Kings School	Pdf / email Plus, Word copy
Clemence Heriman	Barchester Middletown Grange Care home, Manager	Pdf / email

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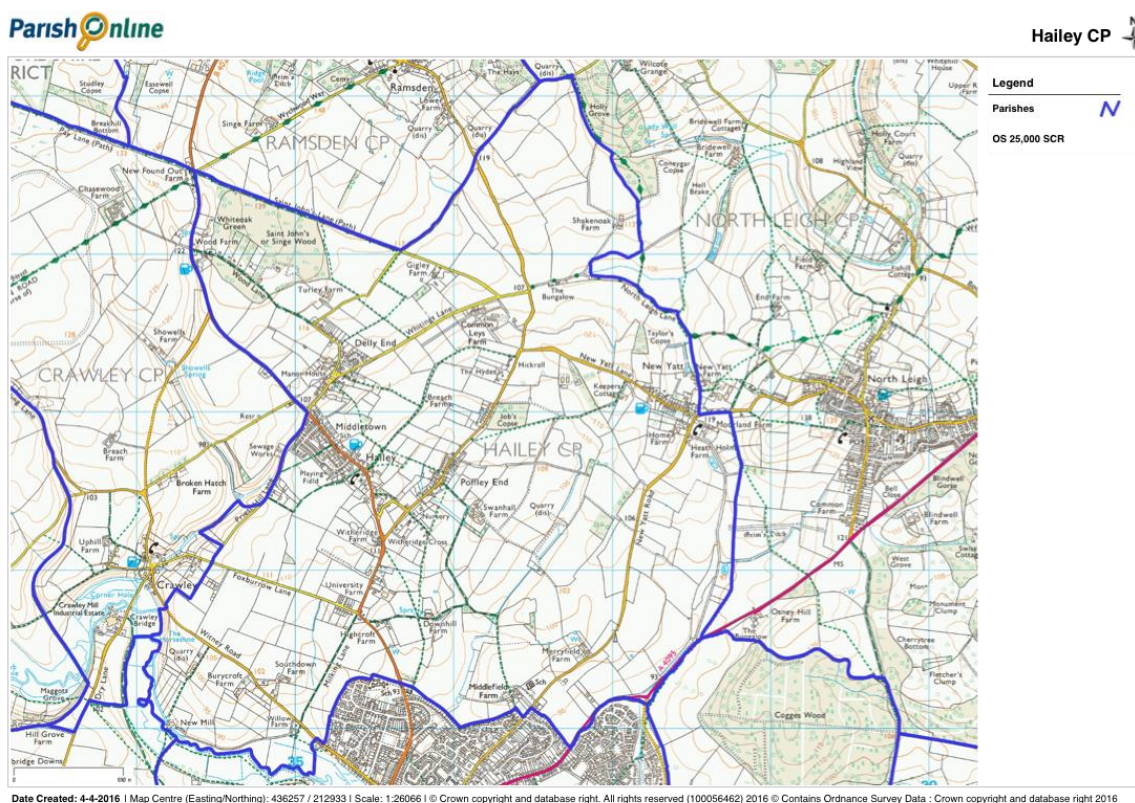
1.0 Objectives of the Emergency Plan

- 1.1** Most emergencies affecting the community will be dealt with by joint response of the emergency services, local authorities and the major utilities who have a legal requirement to do so. However, there may be occasions when the arrival of outside assistance is delayed, and the community will need to help itself.
- 1.2** This document has been created by Hailey Parish Council in line with Government guidance to provide contact details and a basic framework for: -
- 1.2.1 managing the initial stages of a major emergency that may threaten the safety and welfare of the community, its people and property. It is not the intention of this plan to replace the work of the recognised emergency services.
 - 1.2.2 enabling the Parish council to support the Emergency Services, Oxfordshire County Council and West Oxfordshire District Council, in the event of a major emergency.
 - 1.2.3 occasions when long lasting emergencies such as a pandemic require the parish to instigate a scheme of self-help.
- 1.3** The plan achieves these objectives by:
- 1.3.1 identifying a Parish Emergency Team who will lead in developing an action plan in the event of an emergency. The team will include the Parish councillors together with any others who may be co-opted.
 - 1.3.2 identifying risks to the community and identifying action to mitigate them
 - 1.3.3 providing contact details to assist the Parish Emergency Team, the Emergency Services and Local Authorities
 - 1.3.4 identifying skills and resources in the immediate local community available to assist during an emergency
 - 1.3.5 providing a structure to identify vulnerable people in the community and develop plans to assist / protect them
 - 1.3.6 providing a framework to keep the community informed of Emergency Services actions, the availability of Parish Council assistance and residents' personal responsibilities.
- 1.4** Plan Review
- 1.4.1 The plan is to be kept up to date and reviewed annually by the Parish Council. The Plan should be sent to and discussed with all people and organisations identified within it at each review to ensure their ongoing availability to help and correct contact details.
 - 1.4.2 A chair and vice chair of the Parish Emergency Team will be elected annually.
- 1.5** Pets and Livestock
- 1.5.1 No provision is being made in this plan for domestic pets or livestock. The owners are encouraged to make their own emergency plans.
- 1.6** Parish Council Liability
- 1.6.1 The Parish Council insurance covers volunteers working on behalf of the community. However, it is the responsibility of all volunteers to only undertake

tasks that they feel competent to do and to avoid at all times putting themselves or others into danger. Under no circumstances should any volunteer use machinery or equipment for which they are not fully trained.

1.6.2 This plan has been produced in good faith by the Hailey Parish Council, however no liability can be accepted for any inaccurate information or for circumstances arising from the use of this plan.

2.0 Parish map and overview



2.1 The Parish of Hailey comprises some five hundred private dwellings in the villages of Hailey (including Poffley End and Delly End) and part of New Yatt (the other part being within North Leigh Parish Council). The Parish includes the following centres of activity:

- 2.1.1 Educational establishments: - Hailey Primary School, Abingdon & Witney College Common Leys Farm Campus, The Kings School Witney
- 2.1.2 Public Houses; The Bird in Hand at Whiteoak Green, The Lamb & Flag in Hailey, and The Saddlers in New Yatt (not currently open).
- 2.1.3 Care Home for the elderly; Barchester Middletown Grange, Hailey.

2.2 There are several farms with associated storage (oil, barns, grain, fertiliser).

2.3 There are no known potentially dangerous industrial installations.

2.4 The following higher risk activities are located just beyond the parish boundary

- 2.4.1 in Witney: - BP Cannon Pool petrol station at 92 Hailey Road OX28 1HQ and the FloGas depot across the river at Apley Works, Burford Road OX29 0DN).
- 2.4.2 in North Leigh - a small industrial estate in New Yatt which has small scale activities including motor mechanics, food preparation, a micro-brewery, and offices. The exit road is within Hailey parish.

3.0 Local risk assessment

Risks	Impact on community	Actions to mitigate impact
Incident / crash, fire & explosion associated with military aircraft from Brize Norton	Damage to housing, roads, or community facilities	Provide emergency accommodation Provide local knowledge to emergency services
Serious road incident	Building damage or injured parties needing shelter. Road closure	Provide emergency accommodation Provide local knowledge to emergency services
Accident, fire or chemical spillage leading to poisonous or noxious fumes	Residents having to evacuate their homes. Road closure	Provide emergency accommodation Provide local knowledge to emergency services
Sustained failure of gas, electric or water supplies	Residents having to vacate their homes or requiring emergency supplies	Identify those most vulnerable. Provide emergency accommodation Communicate with local people and liaise with utility suppliers
Prolonged periods of severe weather (wind, snow, heat)	Residents having to vacate their homes or requiring emergency supplies	Identify those most vulnerable Provide emergency accommodation Communicate with local people Ensure that salt bins (and sandbags) are maintained by WODC
Gas leaks, explosions or fire leading to building collapse	Residents having to evacuate their homes Road closure	Provide emergency accommodation Provide local knowledge to emergency services
Pandemic or epidemic leading to restricted face to face meeting and widespread illness	People needing supplies to be delivered in a safe way	Identify those most vulnerable Communicate with local people Arrange for the purchase and delivery of required items Recruit local people to support action
Animal health issues leading to restricted access or risk to human health	People needing supplies to be delivered in a safe way	Identify those most vulnerable Communicate with local people Arrange for the purchase and delivery of required items

4.0 Activation Triggers

4.1 The following triggers will activate this Emergency Plan

- 4.1.1 Request from the Emergency Services or Local Authority Officers to provide local emergency support.
- 4.1.2 Occurrence of a local incident of such scale that local support deemed necessary prior to the involvement of the Emergency Services.
- 4.1.3 Ongoing epidemic / pandemic that requires local support
- 4.1.4 Severe weather conditions that are causing local danger to health that needs local support.

4.2 Circumstances 4.1.2, 4.1.3 and 4.1.4 will require the Parish Emergency Team to agree by majority that the plan should be triggered before moving on to implementation.

5.0 First steps in an emergency – first on scene

5.1 Remember to take all reasonable steps to ensure the safety of yourself and others with you.

	Instructions for first on scene
1	If emergency services needed, call 999 (unless already alerted) Ensure you know the location of the incident – use address or ‘What 3 Words’ location App if available Provide clear information on the severity of the incident
2	Ensure you are in no immediate danger
3	Contact the Parish Emergency Team (contact details in Section 11.1 below) and pass on all known information

6.0 First Action Steps for the Parish Emergency Team

6.1 The legal responsibility at County level for calling an emergency and delivering a response lies with The Emergency Services, Oxfordshire County Council (OCC), and West Oxfordshire District Council (WODC). If due to the nature or scale of an incident Emergency Services are delayed, the Hailey Parish Emergency Plan will be activated by the Emergency Team Chair, or in his/her absence the Vice-chair, Clerk, or other Councillors (the Parish Emergency Team – see Section 11.1 for contact details).

6.2 The Plan will provide the framework for self-help response until the Emergency Services arrive, as far as parish resources allow.

6.3 Remember local resources are limited: in a declared emergency the Emergency Team will only do what is essential to protect lives and property.

Actions for Parish Emergency Team	
1	Hold a first meeting or conference call of the emergency team to review the nature of the emergency and action needed– see draft agenda below; Appendix A
2	Ensure that appropriate emergency services, OCC and WODC emergency officers and councillors have been advised if appropriate
3	Consider whether residents need advising what the Emergency Services or the Parish Emergency team plan to do
4	Follow the requests of the Emergency Services and local authorities
5	Develop a contingency plan to cope with a serious situation until the Emergency Services arrive.
6	Keep people informed so that they can help themselves.
7	Ensure as many vulnerable people as possible are contacted and assisted
8	Maintain a log of actions taken – see proforma below; Appendix B
9	Contact key holders if a decision taken to open an Emergency Accommodation Centre

7.0 Identifying vulnerable people in an emergency

7.1 Organisations who may be able to help identifying vulnerable people

Organisation	Contact details
St John the Evangelist Church	See Section 10
Hailey C of E. Primary School	See Section 10
Barchester Middletown Grange, Care Home for the elderly.	See section 11.3
Hailey Relief in Need	See section 9

7.2 If it is necessary to identify vulnerable people, members of the Parish Emergency Team and volunteer helpers will be allocated parts of the village and tasked with identifying vulnerable people and those in need, either via organisations above, existing knowledge or asking people.

7.3 Communication with residents across the parish will be made using notice boards, the web site and if warranted a mail drop, advising that support is available and asking people who are vulnerable to make contact.

7.4 Information on vulnerable people will be collated, and specific needs will be identified.

7.5 Support will be provided within limitations of the resources available, and constraints imposed by the emergency conditions.

8.0 Emergency Communications

8.1 In the event of usual communications being disrupted (e.g., Landline telephones not working and road traffic not moving freely), the following will be put into place.

8.2 A member of the emergency team will be tasked with listening to local and national radio stations which will enable the team to assess the general situation and also to hear messages from the Emergency Services.

8.3 All information and actions will be reported back to the Chair of the Parish Emergency Team or other delegated person for cascading and enabling decisions.

8.4 Communications between members of the Parish Emergency Team will be by phone (verbal or text) assuming these are functioning. A WhatsApp group should also be established to enable quick communications with all. If all electronic / digital communications are down, written messages will be sent using volunteers as couriers.

8.5 Contacting vulnerable residents will be a priority. In the first instance, contact should be made to the Care Home in the area. Other vulnerable residents known to the Emergency team members will also be contacted (see section 7 above).

8.6 For an extended emergency such as severe weather, the village website will be used to provide an up-to-date situation report on a regular basis.

9.0 Local skills and resources

9.1 Remember; under no circumstances should any volunteer use machinery or equipment for which they are not fully trained

9.2 COSTS

9.2.1 It is assumed that most local people and organisations will be happy to donate their time and resources freely to help in an emergency, particularly in the early stages. However, the Parish Council recognises that if individuals or organisations incur ongoing costs or financial loss in providing such support, then these costs may need to be met by the Parish Council or whoever is leading the emergency action (eg. County Council).

- 9.2.2 Where providers of skills and resources have commercial rates that they would charge for emergency support, they are asked to forward these to the Parish Council annually to be held on file and available when needed.
- 9.2.3 Notwithstanding, prior to any costs or financial loss being incurred by individuals or organisations that reimbursement will be sought for, such costs must be brought to the attention of the Parish Emergency Team at the time of imminent provision so that they can be agreed in advance.

Equipment/ Resource	Name	Address	Tel No	Comment
<i>Medical support</i>				
Doctor	Dr Robin Carr	1 Wood Lane, Delly End OX29 9xb	07770 750113	Available for good Samaritan cover though professionally retired
First Aider and Defibrillator	Gavin Hyatt	Westfield House, Middletown	07817 910980 or 01993 772626	Keeps a defibrillator in his car ready charged.
Defibrillators	Lamb & Flag	Middletown	01993 700694	Access 24x7 Contact Matthew Cantwell
	Hailey School	Middletown	01993 703802	Access 24/7 on office wall at the top of the staff carpark
	New Yatt – defibrillator to be installed			
	Note: Maintenance co-ordination for the above defibrillators is carried out by Pam Simpkins - 01993 868626			
	Witney Rugby Club	Hailey Road, Witney	01993 771043 or see web site for contact	Access 24x7 Defibrillator at back of club house. Contact Robert Fisk or see web site
Abingdon & Witney College,	Common Leys Campus, Pitts Lane, Hailey, Oxfordshire OX29 9UU	Coral Ward 07812 375 372 or reception 01993 208148	Accessible in reception building during office hours Monday- Friday 8.30-5 and Saturdays 8.30-12.30	

	The Kings School, Witney	New Yatt Road, Witney	01993 778463	Access 24x7. Contact Kathryn Smith, Senior Administrator.
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<i>Equipment and machinery</i>				
Heavy equipment such as 4-wheel drives, forestry, lifting and pumping equipment - to be operated by owner. (Detail held on file by Emergency team chair and vice chair and clerk to the PC)	Richard Davies	Keepers Cottage, New Yatt	01993 868698	Equipment for personal use
	Brian Moat	Swanhall Farm, Poffley End, Hailey, Witney OX29 9UP	01993 703777	Equipment for personal use
	Hugh Liverman, JAG Trees	The Hide, Whiteoak Green, Hailey	07817 916888	Equipment in commercial use
	Abingdon & Witney College,	Common Leys Campus, Pitts Lane, Hailey, Oxfordshire OX29 9UU	Coral Ward 07812 375 372 or reception 01993 208148	During college hours Monday- Friday 8.30-5 and Saturdays 8.30-12.30
	Chris Ayres	Barnfield House, Delly End	07740 710 973	Equipment for personal use
Generators (diesel)	Robert Fisk, Witney Rugby Club <u>or see web site</u>	Hailey Road	07867 395045	Two available
Sandbags	WODC			
Fire extinguishers	Village Hall & football changing rooms	Hailey Middletown		Basic equipment held for on-site fires
<i>Provisions</i>				
Emergency financial help for individuals	Pam Simpkins	Hailey Relief in Need	01993 868626	
Emergency food and drink	Drinks available at all emergency accommodation See section 10. Food available at the public houses and Witney Rugby club			
<i>Other Equipment and Resources</i>				
Signage	Local call out to be made at the time of an emergency – possibly use Hazard tape.			

Camp beds	Local call out to be made at the time of an emergency
Waste disposal bags/ Wheelie bins	Local call out to be made at the time of an emergency

10.0 Emergency accommodation

Premises	Facilities	Key holder and tel. number
PRIMARY ACCOMMODATION CENTRE Hailey Village Hall Middletown Hailey Oxon OX29 9UA	First choice, able to accommodate approximately 120 seated. Electric Cooking facilities. Limited coach access to within 75 metres	Dawn Franklin 01993 776471 / 07799 553275 Judith Knaggs 01993 899125 / 07851 850768
Hailey C of E Primary School, Middletown Hailey Witney OX29 9UB	Second choice, able to accommodate approximately 100 seated. Cooking facilities with electricity and gas. Good coach access.	Head Teacher: Debbie Davies 01993 703802 School hours only <i>School mobile No.to be provided when available</i> Chair Governors: Steve Alman 07813 310783
St John the Evangelist Church, Middletown, Hailey	Limited seating facilities for approx. 100. Kitchen facilities for basic food preparation. Restricted coach access	Elpie Lewis 01993 703070 Dr. Robin Carr 07770 750113 Michael Drew 01993 702624
Lamb & Flag, Middletown Hailey., OX29 9UB	Able to accommodate approx. 50 seated. Cooking facilities with electricity and gas. Coach access on main road only	Matthew Cantwell: 01993 700694
The Bird in Hand, Whiteoak Green, Witney. OX29 9XP	Able to accommodate approx. 100 seated. Cooking facilities with electricity and gas. Could provide limited accommodation for c 32 subject to room availability. Coach access in large car park.	Andy Dearie: 01993 868321

Witney Rugby Club, Hailey Road, Witney. OX29 9UH	Able to accommodate approx. 200 seated. Cooking facilities with electricity and gas. Large car park	Robert Fisk, Witney Rugby Club: 07867 395045 or see web site for contact
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11.0 Emergency Contact List

11.1 The Parish Emergency Team

Name	Parish councillor (PC) or co-opted	Location	Telephone	Mobile
Tracey Cameron	PC Clerk	Carterton	01993 622750	07850 263231
Martin Crow (Team chair)	PC	New Yatt	01993 868753	07966 499300
Giles Doland	PC	New Yatt		07971 511926
Michael Drew	PC	Hailey Middletown	01993 702624	
Ann Gibson (Team vice-chair)	PC	Poffley End	01993 700162	07771 711187
Graham Knaggs	PC	Hailey Middletown	01993 899125	07778 520139
Andy Smith	PC	Delly End	01993 868796	07831 500134

11.2 West Oxfordshire District Council Contacts

District Councillor - Gill Hill	01608 676951 / 07885 256723
District Councillor - Colin Dingwall	07980 926535
Emergency Planning Officer (EPO) (Karen Rushworth – Risk and Resilience Specialist)	01993 861000 (24/7)

11.3 Other Contacts

Oxfordshire County Council	
Oxfordshire County Councillor – Liam Walker	07850 014350
Oxfordshire County Council – County Hall main switch board	01865 792422

Oxfordshire County Council, Emergency Planning (James Crozier, Emergency Planning Officer, or contact the on-call officer)	01865 323765
Oxfordshire County Council Street Lighting	0800 317802
Oxfordshire County Highways	OCC main switch board 01865 792422
Emergency Services	
Fire & Rescue Emergency	999
Oxfordshire Fire & Rescue (non-emergency)	01865 842999 (24 hrs)
Police - Emergency (when life is in danger or crime is happening at time of call)	999
Police – (non-emergency)	101
Ambulance Emergency	999
NHS non-emergency advice	111
Utilities	
Scottish Southern Electric Emergency Numbers	0800 0727282 0345 0721905
SSE Faults and Emergency Centre	105
Gas National Emergency Number	0800 111 999
Environment Agency: Flood line Emergency hotline	0345 988 1188 0800 807060
Thames Water	0845 9200800 0800 714614 (24 hrs)
Education	
Hailey Primary School	01993 703802 (School hours only)
Abingdon & Witney College, Common Leys Campus	01993 208157 07812375372
The Kings School, Witney	01993 778463 (School hours only)
Community	
Witney Rugby Club	See Section 10
Barchester Middletown Grange Care Home	01993 700396
RAF Brize Norton	01993 842551

11.4 Local Media

Radio Stations	Frequency	Tel number
BBC Radio Oxford	95.2 FM	03459 311444
Jack FM	106.8FM	01865315980
Radio Witney	99.9 FM	01993 555 999
Text / WhatsApp		7931 999

12.0 Emergency Plan Revision Record

Revision Number	Reason	Date Issued	Amended By
1	Initial issue	11-10-16	Nick Moglia
1.2	Amended contact details & removed Cllr Lakey	16-12-16	Nick Moglia
1.3	Removal of Cllr Davies, addition of two new Cllrs and minor corrections	14-2-17	Nick Moglia
1.4	Amended Contact details, Removed Councillor Moglia	14-05-18	Gavin Hyatt
1.5	Amended Contact details, Removed Councillors McConville & Musson	13-05-19	Gavin Hyatt
1.6	Amended	08-06-20	Tina Rogers
1,7	Amended	05-05-21	Tina Rogers
2.1	OCC / Govt template used to revise structure of document; developed risk assessment; added sections 4 and 7 and App. A. Updated text and contacts; identified Parish Emergency Team. Plus, minor amendments following circulation of draft. 4th Jan 23 – maintenance of Hailey School defib changed to Pam	11.07.22 to 10.10.22 Minor edit 4 th Jan 23	Martin Crow

13.0 Appendices

Appendix A - Parish Emergency Team - first meeting agenda

Date:	Time:
Location:	
Attendees:	
1. What is the current situation?	
Location of the emergency. Is it near:	
<ul style="list-style-type: none">• A school?• A vulnerable area?• A main access route?• Type of emergency:• Is there a threat to life?• Has electricity, gas or water been affected?	
Are there any vulnerable people involved?	
<ul style="list-style-type: none">• Elderly• Families with children• adults or children with mobility or other special needs e.g learning disabilities	
What resources do we need?	
<ul style="list-style-type: none">• Food?• Off-road vehicles?• Blankets?• Emergency Accommodation?	
2. Has contact with the Emergency Services, OCC, WODC been established?	
3. How can we support the emergency services?	
4. What actions can safely be taken?	
5. Who is going to take the lead for the agreed actions?	
6. Who else needs co-opting on to the Emergency Team	
7. Is any community communication needed? If so how (website, phone, in person, email, Facebook?)	
8. Are appropriate action logs being maintained?	
9. Have ongoing communication methods for Parish Emergency Team been established – e.g., WhatsApp.	
10. Any other issues?	

Appendix B – Incident Log

The information contained in this log may be of use to agencies and local authorities following an incident to establish what actually happened, please do not destroy.

Log Keeper

Incident

Date	Time	Event	Action

APPENDIX C - INFORMATION FOR FLOODING EMERGENCIES

Oxfordshire Flood Toolkit

This toolkit provides information for home, business and landowners as well as some general advice for the community. People can also use the toolkit to see if they live in at-risk areas and report instances of flooding. Link here: <https://www.oxfordshirefloodtoolkit.com/>

The link below to the One Network website gives information on any roads/routes which have been closed for various reasons – including flooding.

<https://one.network/uk/oxfordshire>

ENVIRONMENT AGENCY RESPONSIBILITIES TO THE PUBLIC

- Monitor rain and river levels and make forecasts and issue flood warnings
- Communicate the risks of flooding to those at risk
- Provide information on flooding including updates on Flood line

When flood warnings are in force, local flood information can be found using the Flood line service; callers can listen to this information by telephoning Flood line on **0345 988 1188**

For the majority of properties in Hailey, the probability of flooding, according to the Environment Agency, is remote. Surface water flooding has occurred in Delly End with several households requiring alternative accommodation and occasionally in Poffley End

The main area of concern would be for those properties by the River Windrush in the New Mill area.

All properties at risk from flooding can register for the Environment Agency's free flood warning service, Flood line Warnings Direct (FWD).

Call **0345 988 1188** to find out whether your property is at risk and to be registered.

Or register at <https://fwd.environment-agency.gov.uk/app/olr/home>

GENERAL ADVICE FOR THE PUBLIC IN THE EVENT OF A FLOODING EMERGENCY

- Identify a safe place where you, your family and your pets can keep away from the floodwater.
- Gather essential items together. These include warm clothes, blankets, regular medication, a torch, food supplies, a mobile phone and a battery operated or wind-up radio.
- Turn off gas, electricity and water supplies at the mains.
- Move electrical items and valuables to a first floor or higher position.
- Floods can kill. NEVER attempt to walk or drive through any depth of floodwater.
- WAIT for the emergency services. Follow their instructions. If an evacuation order is issued you MUST comply.
- Call Floodline on **0345 988 1188** for the latest information and stay tuned to local radio.

APPENDIX D - INFORMATION FOR SNOW AND SEVERE WEATHER

MET OFFICE WARNINGS

Residents are encouraged to pay particular attention to any severe weather warnings issues by the **MET OFFICE** or published on their website **[http:// www.metoffice.gov.uk](http://www.metoffice.gov.uk)** and to take the appropriate action.

Personal Actions to consider include:

- Having a provision of salt and shovels for snow and ice clearance
- Fitting winter tyres and having chains for the car if its use is essential
- Storing a torch and batteries, candles and matches etc in a safe place in the house in case of power cuts.
- Have a store of food (tins) and drinks for an emergency; ensure sufficient medication supply always available for a few days

HIGHWAYS

OCC Highways plan to ensure that the major roads and key bus routes are kept open in the event of severe snow. The link below to the One Network website gives information gritted roads/routes and any roads/routes which have been closed for various reasons – including snow and flooding.

<https://one.network/uk/oxfordshire>

Salt Grit bins are provided in the village to ensure that the majority of other access roads can be kept clear by local residents who need to use their cars. Local residents may use the salt grit on the highway at their discretion to reduce danger from ice and snow,

Salt Bin Locations

- There is a supply of salt in Hailey village hall carpark.
- West side of NewYatt Farm Lane – near junction with New Yatt Road.
- Hatfield Pitts Lane near junction with New Yatt Lane
- East side of Priest Hill Lane just south of houses and bridleway (nb. This may be in Crawley parish)

GRITTING - PARISH COUNCIL RESPONSIBILITIES

The Parish Council holds a small quantity of additional salt grit for use by residents to keep pathways and drives clear. This is located to the rear of the Village Hall. Except in severe or prolonged conditions the Parish Council does not organise any other snow clearance of paths and pavements.

Where organised parties are used to keep pavements and pathways clear the following guidance should be followed:

- Salting, gritting and snow clearance must only be carried out if it is safe to do so and no unnecessary risks are taken.
- Once introduced, organised clearance procedures should continue until the period of severe weather ends.

- A system of checks will be introduced by the Parish Council to minimise the risk of neglecting previously cleared areas.
- No organised action should be taken to clear, salt or grit Highways