



**East Lothian Council
Winter Maintenance Plan
2025/2026**



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WINTER MAINTENANCE PLAN

SECTION 1. INTRODUCTION

- 1.1 East Lothian Council as a Roads Authority has a statutory obligation under the provisions of Section 34 of the Roads (Scotland) Act 1984 to take such steps that are considered reasonable to prevent snow and ice endangering the safe passage of pedestrians and vehicles over public roads which, by definition, includes carriageways, footways, footpaths and pedestrian precincts.
- 1.2 The purpose of the East Lothian Council Winter Maintenance Plan is to set out the operational parameters and procedures that will ensure that the statutory obligations are achieved.
- 1.3 The principal Winter Maintenance period covered will normally extend from the last week in October to the end of March in each winter but cover will be available at short notice should weather conditions so necessitate outwit this period.

SECTION 2. WINTER POLICY STATEMENT

- 2.1 East Lothian Councils, Road Services which is part of the Department of Partnership & Services for Communities is responsible for providing the Winter Maintenance Service on adopted roads throughout East Lothian. It is the Council's aim to provide an effective and efficient winter maintenance service within the resources available that will allow the safe movement of pedestrian and vehicular traffic appropriate to the prevailing weather conditions.
- 2.2 The general objective is to establish a pattern of working which will keep delays, diversions and road closures to a minimum during adverse weather conditions.
- 2.3 The winter maintenance operations will be conducted with due regard to the provisions of the Health and Safety at Work Act, 1974.
- 2.4 The standards set out in the Council's winter maintenance Plan are generally consistent with those contained in the "Well - Maintained Highways" – Code of Practice for Highway Maintenance Management.
- 2.5 The operational and financial resources available for the winter maintenance service are limited and accordingly it is necessary to prioritise the treatment of both the carriageways and footways that make up the public road network. These priorities are shown in section 3
- 2.6 The majority of winter service treatments are precautionary in response to predicted frost or snow conditions. Typically within East Lothian treatment essentially comprises the following:
- Precautionary Salt Treatment
 - Treatment of Ice
 - Treatment of Snow
 - Treatment of Hard Packed Snow and Ice

Within East Lothian the principal period covered will normally extend from the last week in October to the end of March in each year but cover will be available at short notice should weather conditions so necessitate outwit this period

- 2.7 Control of operations will be available on a 24 hours basis with staff covering from 8.00am to 4.30pm weekdays and Duty Officers working on a rota basis from 4.30pm to 8.00am weekday and weekends. Full use of weather forecasts, and information from the Meteorological Office will be used along with ice sensors in assessing courses of action. This will be discussed in more detail in section 4 of this policy.

The A1 Trunk Road is maintained by BEAR Scotland on behalf of the Transport Scotland.

Email: enquiries@bearsotland.co.uk • Phone: 01738 448 600.

SECTION 3. TREATMENT PRIORITIES

- 3.1 The pre and post salting routes are reviewed annually taking into account alterations to the roads, which are treated under the specified gritting criteria. The main treatment options are as outlined in section 2.6 and have been devised to ensure efficient coverage within reasonable timescales.

3.2 CARRIAGEWAY PRIORITIES

Prio	Type	Description/Comment
1	Primary Routes	Trunk Roads important principal roads and bus routes - to hospitals, ambulance depots, fire stations and local danger spots (e.g. very steep hills)
2	Secondary Routes	All other classified routes.
3	Tertiary Routes	Crossroads and connecting roads, accesses into industrial and residential areas
4	Minor Routes:	Residential areas, unclassified roads and cul-de sacs

- 3.3 It is intended, as far as is reasonably practicable, that during precautionary salting all Primary Routes will be treated before the start of the morning peak, i.e., before 08:00am. Precautionary treatment in advance of adverse weather will in general be restricted to Priority 1 routes. The decision to undertake precautionary treatments should be, if appropriate, adjusted to take into account residual salt or surface moisture. All decisions will be evidenced based, recorded and continually monitored and reviewed.
- 3.4 Access Roads to Ambulance Depots, Main Police Stations, Fire Stations, Main Bus Routes and at least on road to every primary and secondary school will be treated during the treatment of Primary Routes.
- 3.5 The remainder of the network will only be treated during prolonged periods of adverse weather (frost, ice or snow) to the extent that weather conditions permit available resources to be allocated to these other roads, following the satisfactory treatment and completion of all Primary and Secondary Routes. Treatment of the remainder of the network may take several days from the onset of prolonged severe weather.
- 3.6 If the weather forecast only predicts icy conditions above certain heights, or in certain localities, then only the roads at these locations will be treated. It should be noted that in these circumstances the actual conditions of the road network will be monitored and, if necessary, additional resources will be deployed.

3.7 FOOTWAY PRIORITIES

Footways are not normally pre-gritted. Where resources allow these will be deployed to treat footways once snow has settled or during periods of prolonged freezing conditions on a priority basis at locations including. When this occurs this is done on a priority basis as follows:

Priority	Type	Description/Comment
1	Urban Shopping Areas and Precincts	Footways in town centres and pedestrian Precincts.
2	Other Areas of High Pedestrian Concentration	Routes to health clinics, hospitals, homes for the elderly and schools.
3	Main Routes to Residential Areas	Also steep hills in housing developments
4	Less used Urban Footways	

- 3.8 Footways tend to retain more residual deposits of road salt and therefore it is not always necessary to treat them every time there is a prediction of the onset of freezing conditions. However, on each occasion an assessment will be made and further treatment when necessary will be carried out if resources allow this.
- 3.9 When it is determined that it is necessary to treat the footway network it is intended, as far as is reasonably practicable, that all Priority 1 and 2 footways will be treated before 10.00 hrs. This will be subject to prevailing weather conditions and available resources.

3.10 SALT BINS

- 3.11 The Council maintains a stock of over 950 salt bins across the county for local residents to use to treat roads and footpaths at a number of locations that present particular snow and ice problems such as those on steep gradients. A limited number of additional bins will be placed where there is an identified need. The criteria for the provision of salt bins is as follows:
- Only written requests for bins will be considered
 - Only provided on sites with difficult conditions i.e. steep hills or sharp bends
 - Bins will only be located where they can be filled from a lorry.
 - Bins filled at the start of our winter period and only replenished during and immediately after, periods of adverse weather or upon request from the public as resources allow.
 - Bins will not be designated to serve a carriageway if this is a as a primary gritting route.
 - A request will not be accepted unless a location to site bin has been agreed. Therefore, even if the criterion for a bin is met, it will not be provided if residents cannot agree a position.
 - The position of any proposed bin should not obstruct passage of pedestrians.
 - Grit Bins will be left in situ during the summer months unless it is established that they are causing a public nuisance.
- 3.12 Requests for additional bins will be carefully considered after a full assessment has been undertaken. Grit/salt provided for use on the adopted road network is not for use on private roads/driveways and abuse of the provision can lead to removal of the grit bin. Similarly, repeated vandalism can result in removal of the bin. A review of these lists is carried out each year and amended as necessary, taking into account requests from Members and residents.

SECTION 4 OPERATIONAL ARRANGEMENTS & PROCEDURES

- 4.1 Before the onset of the winter maintenance period the Road Services Manager will liaise with adjacent Authorities to establish contact points for winter maintenance operations and to determine the arrangements for the treatment of shared routes.
- 4.2 In the event of an unpredicted emergency, the response time is the time between making the decision that operations are required and the vehicles leaving the Depot. This time is targeted at one and a half hours; however, this could be exceeded given the prevailing weather conditions and availability of resources.
- 4.3 The treatment time is the time between the vehicles leaving the Depot and the completion of treatment on routes. This time should not exceed three hours in normal circumstances.
- 4.4 Snow and ice clearance will be carried out on the basis of the general priorities detailed in section 3 although the treatment times will be extended. Priority will be given to the opening of at least one route to rural communities. In extreme snow and ice conditions operations will concentrate on primary 1 routes. Close liaison will be maintained with the police in these circumstances.
- 4.5 In severe snow conditions over long periods it should be noted that all the available snow ploughs will be concentrating on keeping the Priority 1 roads cleared and therefore no timescales will be given for the clearance of lower priority routes.

4.6 WEATHER FORECASTS

During the winter period, East Lothian Council will be provided with specific Forecast information relevant to East Lothian provided by the MetDesk. Road Services will also receive on a daily basis from the MetDesk the following forecasting information:

- Morning summary
- Detailed 24 hour weather forecast
- 2-5 day forecast for planning purposes
- Forecast graph for each of the ICELERT sensors stations
- Evening update forecast

From the information supplied by the above forecasts along with additional information provided by the “ICELERT” computer system and local knowledge/observed weather conditions, Road Services will make a decision on any treatment deemed necessary.

The decision taken each day regarding what action is required will be recorded and a copy of the decision along with all forecast information will be retained.

- 4.7 Road Services has access to meteorological forecasts and 6 road warning stations sensors strategically located at points in the Council area in accordance with the results of thermal surveys of main routes. The MetDesk provides the meteorological forecasts. The Road sensor information is managed and administered by Vaisala Services Ltd.

The sensors give various information relating to actual road conditions such as:

- Road condition, i.e., wet, dry, frost or snow
- Residual salt levels
- Road surface temperature
- Air temperature

The locations of the stations are:

- Bara
- Haddington
- Oldhamstocks
- Gladsmuir
- Dirleton
- Pencaitland

Road Services operate the winter maintenance service from our weather emergency facility at Macmerry depot. At this facility we can monitor staff out on their gritting routes. We also have access to computer terminals to analyse data at all of the sensors within East Lothian and also some sensors in adjoining Councils to identify weather trends and aid forecasting procedures. The information received from the stations is transmitted to the MetDesk and Vaisala Services to be used in conjunction with other meteorological data collected separately to predict the weather conditions throughout the area.

- 4.8 Each day throughout the winter maintenance period the MetDesk prepare and transfer, via the Web, a 24 hour written forecast at 11:00 hours and 20:00 hours. This written forecast covers the following 24/hour period and is issued based on the traffic light colour system; green, amber or red. The definitions are:

Green	-	no snow or ice expected.
Amber	-	risk of snow or ice.
Red	-	snow, ice or drifting snow expected.

The forecast will include a description of the forecast weather conditions, forecast minimum road surface temperature, times between which the road surface temperature and air temperature will be at or below zero degree celsius, comments on weather conditions and weather hazards likely to affect road conditions, and start and end times of precipitation. Updates and or amended forecasts will be issued as required. This will be done via the Internet, fax and phone call to the duty officer. An example of a 2-5day and 24hr forecast we receive from MetDesk is shown on Appendix A.

- 4.9 Severe Weather Warnings of heavy snow, heavy rain or severe gales will be issued whenever any of these are likely to cause widespread disruption to traffic on the road network. The MetDesk will, in the first instance, make contact with the 'on call' duty officer to advise him/her of the warning. The duty officer will arrange the appropriate response to the predicted weather conditions.
- 4.10 There will be unlimited direct 24hr access to the Duty Forecasters at MetDesk throughout the winter period.
- 4.11 During periods of adverse weather forecasts and where there is uncertainty about the course of action required as a result of the forecast update, consultation will take place with trained and experienced members of staff and/or the Duty Forecaster at MetDesk.

- 4.12 If freezing conditions are forecast or are expected after rain then salting operations will be delayed as long as possible to minimise the chance of the loss of salt through run-off.
- 4.13 If freezing conditions coincide with rain then salting operations will commence as soon as possible and will continue until all Primary routes are free of ice conditions.
- 4.14 In marginal conditions when the weather forecast does not indicate icy conditions but the temperature is expected to fall below +1^o the Primary roads on the patrol route will be carefully monitored by the Patrol. If areas of ice are identified the Patrol will commence treatment immediately.

RESOURCES

- 4.15 The winter maintenance team comprises of the following
- 45 Lorry/Gritter operatives
 - 3 Lorry/Gritter loaders
 - 12 Footway Gritters
 - 4 Duty officers
 - Roads Service Manager
- 4.16 During prolonged and severe weather conditions additional resources will be deployed on an as needs basis using resources from other Council departments and external contractors as appropriate.
- 4.17 The Roads Service Manager together with counterparts from neighboring authorities will collate and provide a stand-by rota covering Duty Officers, Depot Supervisors and Operators for the winter maintenance period. The stand-by will commence mid October and continue through to the end of March. However, this period may be altered should conditions warrant
- 4.18 In marginal conditions it may be necessary to deploy a Patrol to monitor certain roads and weather conditions. The Patrol will assess road conditions and salt patrol routes as instructed. The Patrol will also salt areas of seepage and known wet spots.
- 4.19 All carriageway salting routes will be single manned. However, during snow clearing operations, and when resources allow some routes maybe be double manned if required.
- 4.20 All footway-salting routes will typically be single man via a mini tractor with a pick up driver distributing salt to the mini tractor operative. Should additional resources be required for hand-casting operations then an assessment will be made based on available resources and prevailing weather conditions.

4.21 DUTIES AND RESPONSIBILITIES FOR COURSE OF ACTION TO BE TAKEN

- i) Normal Working Hours: Road Service Manager will evaluate weather forecast and road condition information and determine the course of action appropriate to the following 24hr period. Thereafter the Road Services Duty Officer will intimate to the Road Services Manager any alterations to the proposed course of action as may be required by changing weather conditions. All decisions taken will be recorded.
- ii) Outwit Normal Working Hours: Road Services Duty Officer is responsible for receiving MetDesk information or ICELERT information and will thereafter initiate any necessary action.
- iii) At any time a member of senior staff (i.e. Head of Infrastructure /Manager) will be available as the nominated Senior Advisory Officer in overall control of the Weather Emergency Operations. These individuals, in addition to participating at a local level will review the decisions taken throughout East Lothian.

DUTY OFFICERS

- i) Each Duty Officer is available 24 hours a day, during his week on duty. During normal office hours all winter service enquiries from members of the public should be directed to the Road Services team on 01620 827946. Outside of normal working hours, the Duty Officer can be contacted via East Lothian Call Centre Emergency Service on 01875 612818.
- ii) Prior to the commencement of the winter period, each Duty Officer is provided with an information pack, which includes details of all appropriate telephone contacts, together with any additional information that may be appropriate.
- iii) All Duty Officers will be fully acquainted with the network of carriageway and footway Priority Routes in East Lothian and prior to each period of duty they will have made themselves aware of the weather forecast, the proposed treatment/action and the operation status, serviceability and location of all gritting equipment in East Lothian together with a current roster of standby manual operatives and other standby staff.
- iv) In pre-grit or call out situations, the Road Services Duty Officer will mobilise the resources of plant and labour required to deal with the immediate problem and be responsible for the direction and control of the operation.

WINTER MAINTENANCE VEHICLE AND PLANT

- 4.22 Transport Services, Vehicle and Plant Maintenance unit (VPMU) will carry out pre- winter checks on all vehicles and plant required for winter maintenance treatment and snow clearance. Calibration of the gritting controls are carried out annually by the gritter manufactures.
- 4.23 Arrangements will be made for the appropriate training for all personnel who are involved in winter maintenance operations. Generally, all operatives engaged in winter maintenance operations will be trained to Scottish Vocational qualification (SVQ) in winter maintenance or similar.
- 4.24 At the beginning of the winter maintenance period a full scale trial of the winter maintenance procedures will take place. This trial will include the driving of all specified Primary 1 & 2 routes, the fitting of snow ploughs to vehicles, the setting of the controls to vary the rate of spread, etc. Any problems encountered during the trial will be referred to the Management. The winter trial will be set for early/Mid October.
- 4.25 All vehicles and plant are to be routinely maintained throughout the winter maintenance period. Priority is to be given to repairs to winter maintenance equipment during the winter period by the VPMU
- 4.26 All gritters and certain types of plant involved in winter maintenance operations are fitted with a radio telephone system. Each driver is issued with a mobile phone.
- 4.27 All gritters and certain types of plant involved in winter maintenance operations are fitted with vehicle trackers. The tracking system provides real time vehicle tracking and reporting which assists Road Services in the management of its winter service. Records are kept for three months within East Lothian Council with procedures in place to retrieve data going back further from the tracker provider. The gritting lorries are also fitted with a panic button that is linked to the tracking system. If a driver gets into difficulty and activates the panic button a text message is sent to the duty officer on call who will then put in place an appropriate response to deal with the incident.
- 4.28 A list of the plant available for the winter maintenance is given in Appendix "B" of this document.

SALTING OPERATIONS AND SALT

- 4.29 East Lothian Council uses 6mm rock salt in its gritting operation complying with BS 3247. Our main supplier of this salt is Cleveland Potash Limited
- 4.30 The variable nature of the conditions during the winter maintenance period is such that the rate of spread of salt is varied to suit prevailing conditions. The rates of spread detailed in the table of Appendix “C” should be used generally.

4.31 LOCATION AND CAPACITY OF STOCKPILES

Sufficient Salt stocks will be in place prior to the start of the winter season and replenished throughout the winter as required. Usage will be closely monitored throughout the Winter Period by the Manager with any deficiencies made good by stock transfer or additional supply. Salt returns outlining the salt used, existing stocks and salt on order is issued to Transport Scotland on a weekly basis. This information is provided by all local Authorities and Trunk Road operators throughout Scotland so that Transport Scotland can determine where its strategic salt can be distributed in case of emergencies

Salt stocks within East Lothian in the following depot :-

Depot Name Open/Covered	Storage Type Capacity (Tons)	Stock	Salt
Macmerry	Covered	10,000	Salt

4.32 DAILY SALT RETURNS

Duty Clerks will abstract from the gritting logs a daily total of salt used which will be passed to the Duty Officer for onward transmission to the Manager.

4.33 SUPPLY OF SALT TO EXTERNAL PARTIES

The issue of salt to Private Companies and Individuals is Not Permitted.

LIAISON WITH THE POLICE

- 4.34 When snow conditions have rendered a route unsafe for use it must be closed to all traffic. The closure of a road in these circumstances must only be carried out on the instruction of the Police. Accordingly close liaison must be maintained with the police to confirm any decision to close a route. Routes closed by Police instruction must only be re-opened on Police instruction. Police contact telephone numbers are given in Appendix D of this Document.
- 4.35 It will be the responsibility of the Police to liaise with adjacent Police authorities on any closures.

4.36 OPERATIONAL REPORTING AND RETENTION OF RECORDS

Throughout the winter maintenance period roads maintenance staff will produce reports containing information on routes salted, quantities of salt used, times of operations, plant and labour, roads closed, additional resources used and detail of any other major problems.

Any major incidents should be reported as soon as practically possible to the relevant bodies.

4.37 Road Services will prepare and retain the following records for a minimum period of five years.

MetDesk forecasts including all updates

Decisions taken based on MetDesk forecasts

Decisions taken based on other reports e.g., Police or East Lothian Council Call Centre Reports.

Maximum and minimum air temperatures recorded during any action.

Details and timings of routes salted

4.38 All statements to the Press, Radio and Television regarding winter maintenance will be agreed with and made through Corporate communications

TRAINING

4.39 All of our operatives and staff involved in winter maintenance operations will receive adequate and appropriate training. For our gritter drivers this will include formal accredited training to Scottish Qualification Authority (SQA) level or similar approved. For our loader drivers this will be accredited training to National Plant Operators Registration Scheme. For our footway gritting team using our mini tractors this will be familiarization training in house.

4.40 For our Managers and duty officers the training will be a winter service supervisory training Qualification to a City and Guilds level or equivalent. All of our Managers and duty officers will also receive advanced formal training from the MetDesk.

As well as formal training all those involved will receive annual refresher training in our winter maintenance operations.

HEALTH AND SAFETY

4.41 During winter service operations, all personnel must adhere to the following health and safety documents:

- ELC Health and Safety Policy
- Road Services Risk assessments and safe operating procedures.

4.42 Each individual involved will receive a safety briefing prior to the start of operations. Each operative will receive a safety pack containing all relevant risk assessments and safe operating procedures for our winter operations. Further briefings will be held as appropriate throughout the winter season.

APPENDIX A

TYPICAL FORECAST INFORMATION ISSUED BY METDESK

SAMPLE COPY

Contact a Forecaster: 01296 628 373

highways@metdesk.com

Morning Summary for East Lothian Council

Issued:	26th October 2021 04:45:01 BST	
Review Period:	Monday 25/10/21 12:00 to Tuesday 26/10/21 12:00	

Detailed RST observations - nearest to the hour value																				
Forecast Site	Min RST	Time	Min Air	Time	13	14	15	16	17	18	19	20	21	22	23	00	01	02	03	04
A701 Gowklymoss	3.7	23:00	5.7	22:20	15.5	11.9	14.4	9.0	8.0	6.2	6.1	5.7	4.8	4.3	3.7	4.4	4.6	4.5	4.7	5.3
A7 Middleton	4.0	23:00	5.8	17:50	15.3	16.2	12.3	10.8	9.1	6.0	5.4	6.0	4.7	4.5	4.0	4.6	4.9	5.1	4.9	5.4
Oakbank	4.1	02:00	5.5	18:10	12.6	10.2	10.8	10.0	8.3	6.2	5.6	5.6	5.2	4.6	4.5	4.7	4.8	4.1	4.5	5.2
A701 Leadburn	4.1	23:00	5.0	23:20	12.2	11.7	9.9	11.7	8.9	6.6	7.0	6.2	5.0	4.3	4.1	4.6	5.0	4.5	5.0	5.4
B6370 Bara	4.4	23:10	6.5	18:10	15.3	14.7	14.9	11.9	10.0	7.9	5.9	5.6	5.1	5.2	4.5	4.8	5.1	5.2	5.4	6.0
Brelch Inn	4.5	22:00	5.8	16:40	11.4	10.9	9.6	9.6	7.3	6.4	5.6	5.7	5.0	4.5	5.4	5.8	5.7	5.4	5.8	6.3
Balerno	4.7	22:20	6.1	17:00	14.7	15.2	15.8	11.6	8.5	6.1	5.8	5.9	5.2	5.0	5.0	5.7	5.9	5.5	5.9	6.3
A801 Couston	4.8	22:10	6.2	19:10	15.3	17.2	13.7	9.9	7.9	6.7	5.8	5.8	5.4	4.9	5.4	5.8	5.9	5.6	5.8	6.6
A7 Newtongrange	4.8	23:10	6.5	22:50	13.1	13.3	14.1	10.4	9.1	7.1	6.9	6.2	5.6	5.3	4.9	5.5	5.9	5.8	6.0	6.3
A199 Haddington	5.3	23:40	7.6	17:20	14.7	19.3	18.4	14.9	11.3	8.6	6.9	6.4	6.1	5.8	5.4	5.5	6.0	6.2	6.2	6.7
A71 Dalmahoy	5.3	22:20	7.3	18:10	13.4	12.3	13.0	12.2	8.8	6.7	6.3	6.6	6.1	5.5	5.5	6.2	6.5	6.1	6.6	7.0
Cathlawhill	5.5	22:20	6.0	19:20	13.2	16.3	14.6	9.8	8.0	6.7	6.1	6.0	5.9	5.6	5.8	6.1	6.2	5.8	6.2	6.6
A901 Trinity	5.9	23:10	8.2	19:10	12.8	16.7	15.2	13.3	9.9	7.9	7.2	7.0	6.5	6.3	6.1	6.5	6.7	6.5	7.0	7.1
A90 Davidsons Mains	6.1	23:10	7.1	17:10	11.0	10.5	10.7	10.6	8.6	7.2	6.7	6.9	6.4	6.3	6.2	6.5	6.6	6.4	6.6	6.8
A1 Duddingston	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
A772 Gilmerton	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
* For full sensor status including erroneous data please refer to your bureau provider. Lower temperatures can occur after time of issue.																				

APPENDIX A

TYPICAL FORECAST INFORMATION ISSUED BY METDESK

SAMPLE COPY

Contact a Forecaster: 01296 626 373 highways@metdesk.com

24 Hour Summary for East Lothian Council

Forecast Issued:	25th October 2021 17:16:19 BST	Forecaster:	Theo Gkousarov
Forecast Period:	Monday 25/10/21 12:00 to Tuesday 26/10/21 12:00	Forecaster DDT:	01296 626373

Headline	EVENING UPDATE: SIMILAR TO EARLIER. RSTs ABOVE ZERO
Confidence	HIGH

General Synopsis
Mostly dry today with sunny spells, albeit a few scattered showers possible from the west at times. Drier and clearer this evening and overnight and turning chilly in spots, but RSTs above zero. Cloudy from the west tomorrow morning with rain moving in from the west, turning heavy in places.

Snow Summary
None.

Weather Type Key	D	Dry	W	Wet	P	Rain	DW	Dew	HF	Hoar Frost	I	Ice	S	Snow	SI	Sleet	Hx	Hail	Fr	Frz Rain					
East Lothian	12	13	14	15	16	17	18	19	20	21	22	23	00	01	02	03	04	05	06	07	08	09	10	11	12
RST (c)	11.5	13.6	13.5	11.3	10.0	7.9	5.5	4.5	4.3	4.1	3.9	3.8	3.8	4.1	4.8	5.4	5.8	6.0	6.2	6.4	6.8	7.7	9.1	11.2	
Air Temp (c)	8.4	9.2	9.4	7.8	8.0	7.3	6.1	5.6	5.3	5.2	5.2	5.2	5.3	5.3	5.5	5.8	6.1	6.5	6.8	7.0	7.4	8.1	9.0	10.2	11.2
Weather Type	P	W	P	W	D	D	D	D	D	D	D	D	D	D	D	D	D	P	P	P	P	P	P	P	
Hoar Frost	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
Ice	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	
Snow Accum. (cm)	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Wind Speed (mph)	16	16	17	17	15	14	13	13	12	13	12	12	13	13	12	12	12	12	13	13	15	17	19	19	17
Visibility (km)	21	24	20	23	4	27	22	25	32	33	34	32	32	21	33	36	37	24	15	18	10	16	19	13	30
Precipitation (mm)	0.1	0.0	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.1	0.1	0.1	0.3	0.2	0.1	0.3	

APPENDIX A

TYPICAL FORECAST INFORMATION ISSUED BY METDESK

SAMPLE COPY

Contact a Forecaster: 01296 628 373

highways@metdesk.com

2 to 5 Day Summary for East Lothian Council

Forecast Issued:	26th October 2021 10:45:15 BST	Forecaster:	Richard Martin-Barton
Forecast Period:	Wednesday 27/10/21 12:00 to Sunday 31/10/21 12:00	Forecaster DDT:	01296 628373

Headline	RSTs ABOVE ZERO THROUGHOUT
General Synopsis	WEDNESDAY: A cloudy, wet day with outbreaks of heavy rain. Cloudy and wet overnight with spells of heavy rain. RSTs well above zero. THURSDAY: A cloudy, wet day with outbreaks of heavy rain. Rather breezy for a time. Cloudy and wet overnight with spells of heavy rain. RSTs well above zero. FRIDAY: A cloudy, wet day with outbreaks of rain. Clear spells and showers overnight. RSTs well above zero. SATURDAY: A cloudy, wet day with outbreaks of rain. A dry evening, but heavy rain during the second half of the night. RSTs expected to stay above zero.

Forecast Hazards and Temperatures									
East Lothian	Readiness Colour	Min RST	Min Air	Ice	Hoar Frost	Snow	Heavy Rain	Fog	Confidence
Wednesday	GREEN	PS 10.7	PS 11.5	N	N	N	Y	N	HIGH
Thursday	GREEN	PS 9.7	PS 9.9	N	N	N	Y	N	HIGH
Friday	GREEN	PS 5.4	PS 6.1	N	N	N	N	N	HIGH
Saturday	GREEN	PS 3.5	PS 4.4	N	N	N	N	N	MODERATE
City of Edinburgh South	Readiness Colour	Min RST	Min Air	Ice	Hoar Frost	Snow	Heavy Rain	Fog	Confidence
Wednesday	GREEN	PS 10.1	PS 11.5	N	N	N	Y	N	HIGH
Thursday	GREEN	PS 9.1	PS 9.9	N	N	N	Y	N	HIGH
Friday	GREEN	PS 5.1	PS 6.0	N	N	N	N	N	HIGH
Saturday	GREEN	PS 4.5	PS 5.7	N	N	N	Y	N	MODERATE
City of Edinburgh Northwest	Readiness Colour	Min RST	Min Air	Ice	Hoar Frost	Snow	Heavy Rain	Fog	Confidence
Wednesday	GREEN	PS 10.4	PS 11.9	N	N	N	Y	N	HIGH
Thursday	GREEN	PS 9.3	PS 10.1	N	N	N	Y	N	HIGH
Friday	GREEN	PS 5.3	PS 6.1	N	N	N	N	N	HIGH
Saturday	GREEN	PS 5.0	PS 6.1	N	N	N	Y	N	MODERATE
City of Edinburgh Urban	Readiness Colour	Min RST	Min Air	Ice	Hoar Frost	Snow	Heavy Rain	Fog	Confidence
Wednesday	GREEN	PS 11.2	PS 12.1	N	N	N	Y	N	HIGH

APPENDIX B - WINTER MAINTENANCE VEHICLE AND PLANT

9m³, 26Tonne Tipper/ Gritter

6m³, 17Tonne Tipper/ Gritter

6m³, 17Tonne Gritter/ Gully Motor Combination

7.5Tonne Multi Spread Gritter

Mini Footway Tractors

JCB Loading Shovels

JCB Excavators

Tractor and trailers

APPENDIX C - SALTING AND SPREAD SPECIFICATIONS

EDINBURGH, LoTHIANS, BORDERS & FIFE (ELBF)

SHARED SERVICES – WINTER GROUP

SALT SPREAD RATES FOR PRECAUTIONARY AND POST TREATMENTS

The 'Well Maintained Highways' document makes recommendations on treatment levels with due consideration to road surface temperature, wetness and traffic levels. The ELBF shared services Winter Group has reviewed current best practices and in particular the latest guidance in the 'Well Maintained Highways' (September 2013) on revised salt spread rates and takes account of recommendations by the SCOTS Winter Group following a review of the Code of Practice and consultation with the National Winter Service Research Group (NWSRG).

The review carried out by officers from the ELBF six local authorities took into account many factors, some being as follows:

- Salt condition arising from potentially varied storage conditions that will be available to the 6 local authorities for 2011/12.
- Potential for the type of salt varying from salt having to be procured from various sources.
- Spreader condition and in particular the practicalities of spreading at rates out-with many of the spreader settings e.g. 1 grm/sqm increments.
- Geographic weather conditions and local knowledge
- Impact of using salt / grit mixtures on the infrastructure

Following the ELBF review an agreed matrix table has been formulated which takes account of the above factors and the 'Well Maintained Highways' criteria for road surface wetness and traffic levels from tables H2 and H3

The 'Well Maintained Highways' document also considers when the spreading capability of salt is regarded as either 'Reasonable' or 'Modest' With reasonable only being achieved if dry rock salt has an optimum moisture content between 2 and 3%.

The adopted matrix is designed to make all reasonable steps and actions to prevent snow and ice endangering the safe passage of vehicles over public roads and takes account of Local Authority gritting route conditions, practicalities with gritting fleets, salt condition and the knowledge and experience of officers involved in winter services.

The adopted matrix will ensure a common treatment of local authority networks for given road, temperature and salt conditions.

Due to salt storage limitations it is deemed that the local authorities in ELBF will not be able to consistently achieve this level and as such all spread rates are based on 'Modest' spreading capability.

Well Maintained Highways - Table H2 – Road Surface Wetness	
Dry Road	A road that shows no signs of water or dampness at the surface but may be just detectably darker (however it may have moisture contained in pores below the surface that is not 'pumped' to the surface by traffic)
Damp Road	A road which is clearly dark but traffic does not generate any spray. This would be typical of a well drained road when there has been no rainfall after 6 hours before the treatment time
Wet Road	A road on which traffic produces spray but not small water droplets. This would be typical of a well drained road when there has been rainfall up to 3 hours before the treatment time.

The 'Well Maintained Highways' allocates the treatment guidance based on two levels of trafficking on roads – heavily trafficked roads and medium / light trafficked roads.

Well Maintained Highways - Table H3 – Carriageway Hierarchy		
Category	Hierarchy Description	Traffic Level
1	Motorway	Heavy
2	Strategic Route	Heavy
3a	Main Distributor	Medium / Light
3b	Secondary Distributor	Medium / Light

The majority of roads within the ELBF Councils treatment routes are either main or secondary distributor, with any strategic routes likely to be incorporated in multiple road types.

It has been determined that all treatments will be based on the criteria for medium / light traffic levels.

The following matrix of treatments has been agreed by the Councils within the ELBF Group, however it should always be taken into account these are to be treated as guidance to winter officers.

It should also be taken into account Local circumstances will always influence winter officer's decisions on the treatment.

TREATMENT MATRIX A - DRY SALTING MEDIUM / LOW TRAFFIC ONLY

Frost or forecast frost Road Surface Temperature and Road Surface Wetness	C	K	Comments
	Poor Cover (salt stored uncovered)	Good Cover (salt stored under cover) Medium	

	Medium Traffic Normal Loss	Traffic Normal Loss	
RST at or above -2 deg and dry or damp road conditions	10	10	
RST at or above -2 deg and wet road conditions	15	10	
RST below -2 deg and above -5 deg and dry or damp road conditions	(15 or 20) ₁	(10 or 15) ₁	₁ Spread rate dependent on residual salt on road surface
RST below -2 deg and above -5 deg and wet road conditions	1 x 20 & monitor & treat as required)	20	
RST at or below -5 deg and above -10 deg and dry or damp road conditions	(1 x 20 & monitor & treat as required) ₁	20	₁ Spread rate dependent on residual salt on road surface
RST at or below -5 deg and above -10 deg and wet road conditions	(1 x 20 & monitor & treat as required)	(1 x 20 & monitor & treat as required)	
Precautionary treatment before snow / freezing rain			
Light snow forecast	20 to 40	Dependent on capability to complete route within reasonable time and monitor for further action.	
Moderate / Heavy Snow forecast	20 to 40	Dependent on capability to complete route within reasonable time and monitor for further action	
Freezing Rain forecast	2 x 20	Spreading salt before freezing rain can have a limited benefit and follow up treatments will be delivered on any ice that has formed	
Treatment when ice formed			
Ice formed up to 1mm RST higher than -5 deg C Medium / Light traffic	20	Winter Officer to monitor for further treatment	
Ice formed up to 1mm RST lower than -5 deg C Medium / Light traffic	20	Winter Officer to consider and seek approval for 1:1 mixture and further assess spread rate	
Treatment during snowfall			
Continuous snow falling	20	Winter Officer to monitor for further treatment	
Snow forecast for during the night	Patrol	Winter Officer to monitor for further treatment	
Treatment for slush when freezing conditions are forecast			
Plough to remove as much slush as possible before treating	2 x 20	Winter Officer to monitor for further treatment	

Treatment for thicker layers of compacted snow and ice		
Medium layer 1 to 5 mm initial treatment	20 to 40	Dependent on capability to complete route within reasonable time and monitor for further action. Winter Officer to consider and seek approval for 1:1 mixture
High Layer Thickness greater than 5mm Initial treatment	20 to 40	Dependent on capability to complete route within reasonable time and monitor for further action. Winter Officer to consider and seek approval for 1:1 mixture For successive treatments spread abrasives only After traffic has started breaking up the layer spread at 20g/m² of salt / abrasive mixture

Notes

Note 1

The rates may be adjusted to take account of residual salt levels. However, residual salt levels will tend to be lower if lower spread rates are introduced. Residual salt levels are most likely to be significant on marginal nights after treatments on two or three successive days without precipitation in the intervening period.

Note 2

The lower rates (e.g. 20grms) can be used if the snow is likely to settle quickly, e.g. when the road surface temperature is below zero, the road surface is not wet and the snow is not wet, and/or there is little traffic after snowfall begins and settles

Note 3

During and after snowfall, only the ploughed lane should be treated if other lanes have still to be ploughed. The spread width settings should be adjusted accordingly

Note 4

A de-icer should not be spread alone without abrasives to anything other than a thin layer of ice or compacted snow when snowfall has ceased or future snowfall will be less than 10mm. Applying salt alone to compacted snow and ice can produce dangerously slippery conditions if a weak brine film is formed on top of the ice/snow layer.

APPENDIX D – CONTACT NUMBERS (Omitted and only available to approved users)

East Lothian Council

Lothian and Borders Police

Weather Information

Name and Address	Phone Number	Web Address

Edinburgh City Council

During Working Hours

Duty Officer		
Outwit Working Hours		

Scottish Borders Council

During Working Hours

Duty Officer		
Outwit Working Hours		

Mid Lothian Council

During Working Hours

Duty Officer		
Outwit Working Hours		

West Lothian Council

During Working Hours

Duty Officer		
Outwit Working Hours		

APPENDIX E – DISTRIBUTION INTERNAL, EAST LoTHIAN COUNCIL

Chief Executive	
Members Lounge	
Executive Director of Environment	
Head of Governance & Performance Management	
Executive Director Education and Children's Services	
Executive Director of Corporate Resources	
Executive Director of Community Services	
Winter Maintenance Operational Staff	
Manager, Road Network	

APPENDIX E – EXTERNAL

Open Roads Manager, MetDesk	
Operations Manager, Vaisala UK	
Roads Manager, Mid Lothian Council	
Roads Manager, West Lothian Council	
Roads Manager, Scottish Borders Council	
Roads Manager, Edinburgh City Council	
Scottish Ambulance Service,	
Lothian and Borders Police	
Fire Service	
Total Copies	