



Adverse Weather Procedures

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Document Owner	VP Finance & Corporate Services
Equality Impact Assessment	
Student Friendly Version	

Revision history

Version	Type (e.g. replacement, revision etc.)	Date	History (reason for changes)
1.0	Revision	January 2020	Re-written
1.2	Revision	March 2023	Reflect change in SLT structure

Monitoring and review

These procedures will be reviewed every 3 years in line with the Adverse Weather Policy.

1. Adverse Weather Policy

The purpose of the policy is to ensure in that in the event of any adverse weather conditions the College will make every attempt to continue to open.

The College will:

- At all times should seek to remain open as much as possible.
- Ensure that the safety of students, staff and visitors remains paramount.
- In the event of adverse weather:
 - any decision to close the College will be made by the Vice Principal Finance & Corporate Services of the College or a member of the Executive team in their absence.
 - any decision to close the College will be communicated as promptly and as widely as possible.

The Adverse Weather Procedures will ensure that the key responsible staff carry out their duties in relation to Students, Staff and Visitors

2. Adverse Weather Procedures

The **Vice Principal (Finance & Corporate Services)** is responsible for:

- Ensuring that an appropriate closure decision is made based on the relevant information provided, or delegated in their absence.

The **Head of Facilities Management** is responsible for:

- Monitoring weather forecasts using met office alerts and local weather updates to assess the conditions and observe weather warnings (Red/Amber/Green).
- Ensuring that the estate accessible and is fit for purpose when open.
- Inform the Vice Principal, Finance & Corporate Services when there is a weather condition that may/will impede normal operations.

The **Head of Health and Safety** is responsible for:

- Ensuring that the College estate is safe for students, staff and visitors to be on site.
- Monitor commuter routes alongside public transport.
- Making recommendations as to the extent of safety in the event of partial closure of the estate.
- Inform the Vice Principal, Finance & Corporate Services when there is a weather condition that may/will affect students, staff or visitors and result in a partial or full closure of the College estate

The **Director of Student Recruitment and External Relations** is responsible for:

- monitoring local authority updates – including school closure notifications, competitor notifications and localised updates from the local council and public transport providers.
- communicating to students, staff and visitors as promptly and as widely as possible using as many channels as possible.
- maintaining communication updates.
- Informing the Vice Principal, Finance & Corporate Services commuter routes alongside public transport.

- when there is a weather condition in the District that may/will affect students, staff or visitors

The **Head of Department (curriculum)** is responsible for:

- for ensuring that all staff and students are made aware of the decision and should ensure that students are set work accordingly.
- ensure that safe travel arrangements are made for those students that need to be safeguarded.
- accessing the College systems and/or further information about continuing closure.
- ensuring that suitable alternative accommodation is arranged.

The **Head of HR Services** is responsible for:

- Ensuring staff members make every effort to attend for duty at their normal place of work, in accordance with their contract of employment.
- Ensuring that staff members follow the staff absence policy following any periods of closure.