

Title: **Inclement Weather Procedure, including fixed exams**

Type: Procedure

Purpose: To explain the Inclement Weather procedure

Scope: All staff and students

Responsibility: Deputy Principal & CFO

Purpose of the Procedure

The following procedures will be adopted to inform staff and students about the status of the College should any Campus need to close due to very severe weather.

Procedure and Contingency Plans

Decision to close the College after the start of the normal day.

A decision about closing the College will be taken by the Duty Manager in consultation with the Principal (or nominated Member of EMT) and the Director of Estates

After 1800hrs, the Duty manager will ensure that Security and Caretaking staff visit each class to inform them of the decision. The Duty Manager will remain on duty until all classes have left the premises.

Decision to close the College before the start of the normal day.

The early shift caretaking at the relevant site will contact Director of Estates and The Head of Estates at approximately 06.00am to advise on the condition of the Campus. The Director of Estates or Head of Estates will make whatever other enquires are necessary to ascertain the extent of the situation and likely duration. Having assessed all available information, the Director of Estates or Head of Estates will, in consultation with the Deputy Principal (or nominated Member of EMT), decide if all or any of the Campuses need to close.

In the absence of the Director of Estates the Head of Estates will lead the Estates response. The Campus Services Manager will support either role in the absence of another.

Once a decision has been made the following actions will be taken:

Principal & Chief Executive (or nominated Member of EMT in their absence):

- Identify if all campuses or just specific campuses are to close.

- Agree with the Deputy Principal the arrangements for fixed date exams so this can be communicated.
- Email SLT, the Head of Marketing & Communications to confirm the details of the College closure including impact on fixed date exams if applicable.
- Telephone or arrange for an EMT member to telephone the IT Director, Director of Employment and Skills and the Head of Marketing & Communications to ensure they are aware of the details of the College closure.

Head of Marketing & Communications:

- Communicate the College closure message to the public via the College Website, Facebook, X (formerly Twitter) and Instagram
- Text students who are due in college the next day
- Communicate the arrangements for fixed date exams.

IT Director:

- Update the automatic telephone answering system with a message giving details of the College closure.

Executive Director of Employment and Skills & IoT:

- Contact the conference centre team who will inform any event organisers.

Director of Estates or Head of Estates:

- Inform the catering staff of the College closure.
- Arrange with the Caretaking Team Leader to make sure that all buildings are secure and that, in the event of cold weather, heating is maintained to prevent damage to college buildings.
- Arrange with the Caretaking Team Leaders on each site to ensure that the College campus is made safe before staff and students return.
- Liaise with the Principal for when the College can be reopened.
- Liaise with contractors due on site to reschedule.

Once a decision has been made to reopen the College the Principal (or delegated member of EMT) will inform the Head of Marketing, IT Director and Director of Estates so this can be communicated to staff, students and contractors.

It is anticipated that in the event of college closure due to inclement weather, staff will work from home where they are able to and student learning will continue remotely where this is practicable.

Author	Date Created	Approved By	Last Reviewed	Next Review Date
Heather Evans	Pre 2019	EMT	Nov 25	Nov 26

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