



Teitl: Title:	Bad Weather Policy
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Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu'r Effaith ar Gydraddoldeb: / Equality Impact Assessment Stage 1 Link:	Bad Weather Policy EIA Stage 1
Dolen at Gam 2 Asesu'r Effaith ar Gydraddoldeb: / Equality Impact Assessment Stage 2 Link:	Bad Weather EIA Stage 2
Cynllun Gwella Asesu'r Effaith ar Gydraddoldeb / Equality Impact Assessment Improvement Plan	Bad Weather Policy Improvement Plan EIA
<i>Effaith ar yr Iaith Gymraeg</i> <i>Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.</i>	<i>Welsh Language Impact</i> An impact assessment has been carried out on this policy to consider its effect on the Welsh Language in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

Your document can't be approved without the relevant Equality Impact Assessment(s) attached

Adolygu a Chymeradwyo / Review and Approval

Perchennog y Ddogfen: Document Owner:	Donna Pritchard
Ymgynghoriad: Consultation:	
Corff Cymeradwyo: Approval Body:	<i>Communication & Culture Committee</i>
Dyddiad Cymeradwyo: Approval Date:	<i>25/02/2020</i>
Dyddiad Adolygu: Review Date:	<i>24/02/2023</i>
Fersiwn: Version	<i>1</i>

Sicrhewch eich bod yn anfon eich dogfen at Translation@cambria.ac.uk ar ôl iddi gael ei chymeradwyo /
Once approved, please ensure your document is sent to Translation@cambria.ac.uk

Please send all documents policies@cambria.ac.uk for upload onto 4Policies

Introduction

The health and safety of our students and staff is our first consideration.

The purpose of the policy is to provide clear guidance to students and staff in the case of bad weather, such as snow and ice.

It outlines what the college will do, and when, and the actions students and staff should take should we have bad weather.

BAD WEATHER - BEFORE WE OPEN

- The Head of Estates will contact nominated staff on each site by 06:00 to establish if sites are safe and the Head of Estates will contact the Chief Operating Officer / Deputy Chief Executive.
- By 06:30 and taking into account the information provided for each site, public transport networks, local schools and college transport providers, the Chief Executive will make a decision as to which sites will be open / closed to students and staff.
- The Chief Operating Officer / Deputy Chief Executive and Principal will notify the relevant college managers.
- Where the Chief Executive is not available, the Chief Operating Officer / Deputy Chief Executive will make the decision in conjunction with the Principal.

Notification of College Managers

Marketing Manager	Message on website, social media, text alerts & radio stations. The Website will be the most up to date source of information - https://www.cambria.ac.uk/ <i>Any enquiries received via social media prior to site closure being agreed are to be directed to the website for the most up-to-date information</i>
Director of Technology & Library Services	Message on telephone systems
Director of Information Systems	Notify learners regarding exams
Director of Finance	Lifestyle Fitness (Deeside Site)
Head of Student Services	Notify bus companies
Nursery Manager	Notify parents/guardians
Catering Manager	Notify catering at each site
All Managers (where applicable)	Ensure contacts for any off-site arrangements have been suitably notified e.g. off site classes

- Conditions will be reviewed on a daily basis, following the procedure above.

BAD WEATHER - WHILST WE ARE OPEN

Should bad weather occur whilst the college is open, or if notification is received that bad weather may cause safety issues for staff and students returning home, the procedure outlined above will be used:-

Where the decision is taken to close the college or college site(s) whilst the college is open, every effort will be made to ensure students are safe, have accessed college transport or have made arrangements to get home safely before staff leave.

Employed Students

We have a large number of students who train with us but are employed by local companies. Employers have their own policies and expectations of their staff (our students) in the case of bad weather. We understand how important continuity of studies is, but the health and safety of the staff and students working and studying on our sites is our priority.

The college will endeavour to remain open, but may choose to close site(s) or the whole college in cases of bad weather. We will confirm if the site(s) are open using the procedures outlined above.

Should the college need to close one of its sites then it is expected that Apprentices / employed learners will contact their employer directly to agree appropriate action for that day.

STAFF

Please see the website for information in the case of bad weather - <https://www.cambria.ac.uk/>

Site Closure(s)

We appreciate that it may be difficult to get to your usual site due to bad weather, and that conditions where you live may be different to those on site.

You should discuss arrangements with your line manager as soon as possible. This is to ensure that **we know that you are safe** and that any arrangements are made to cover essential duties / classes (where possible).

College Closure

In exceptional circumstances, the decision may be taken to close individual or all sites to staff. Staff will be entitled to paid leave for their normal hours of work for the duration of the closure.

Flexible Working

If you are unable to get to your usual site, or bad weather is causing travel issues, please discuss flexible working solutions with your line manager, including;

- Working from another site (if open and travel is safe);
- Working from home (this may not be appropriate in all cases);
- Arriving late;
- Leaving early.

Time off For Dependents

Staff have a statutory right to take unpaid time off work to deal with emergencies involving a dependant. Such emergencies could arise as a result of bad weather.

If none of the above flexible working options are suitable and time off for dependents is needed, please refer to the Leave For Domestic & Personal Reasons Policy.

Annual Leave / TOIL

Only in exceptional circumstances would annual leave or TOIL need to apply.