



EXTREME WEATHER PROCEDURE

1 EXTREME WEATHER PROCEDURE

1.1 Definitions & Scope

BIMM Group recognises that staff and students may face difficulties attending their place of work and returning home during periods of adverse weather conditions such as heavy snow falls, flooding, or other adverse weather conditions which may result in journeys to work being extremely hazardous. However, while the BIMM Group is committed to protecting the health and safety of all its staff, it must ensure that disruption caused to its services remains minimal.

The purpose of this procedure is to outline the responsibilities of all members of staff, Heads of Estates, College Principals and line managers when considering attendance at work during adverse weather conditions, and to outline the appropriate steps.

1.2 Responsibilities

Staff should not put themselves at unnecessary or inordinate risk when attempting to attend work.

It is the responsibility of the staff member to make every effort to attend for duty at their normal place of work, in accordance with their contract of employment. This includes adapting their means of travel if necessary, or using a combination of travel options, even if this results in arriving late for work.

In the event of adverse weather conditions staff will report his or her inability to attend work to their line manager as soon as is practicably possible. This should be in line with the particular department's normal arrangements for reporting sickness absence or other unanticipated absence and this will apply for each day that the member of staff is unable to attend work. Please note that failure to comply with reporting arrangements may amount to unauthorised absence and could therefore be unpaid.

It is the responsibility of the College Principal with consultation of the Head of Estates to make any decisions regarding closure of buildings in the event of adverse weather.

1.3 Procedure

1.3.1 *The following factors should be taken into consideration by the Head of Institution or delegated line manager when agreeing the appropriate action to take:*

- People safety.
- The operational requirements of the Institution.
- Distance travelled to work/study.
- Prevailing weather conditions and their expected duration.
- Information and guidance from the AA, police and/or local radio, e.g. about safe travelling.
- Modes of transport available to staff.
- The number of staff and students in attendance.
- The degree of effort exercised by staff and whether they have made attempts to make alternative travel arrangements.
- Working from home; this may be considered, dependent on the nature of employment and where circumstances permit. Any working from home arrangements should be closely monitored to ensure that it is productive.
- The use of existing on-call arrangements in order to establish contingency arrangements where adverse weather conditions are foreseeable.
- The caring or childcare responsibilities of the staff member.
- The health of the staff member; for example where it is known that they have a mobility or other health/medical condition special care should be taken in reaching a decision relating to attendance and pay.



1.3.2 Actions to be taken in advance of the event of potential closure:

- Head of Estates to check Met Office forecast regularly and inform CP, CMT and senior managers in the case of an advanced extreme weather warning.
- This information should be disseminated to all staff likely to be affected by road transport delays. Line managers and reports should prepare for the possibility that some team members may be forced to work from home and consider access to documents and necessary equipment to facilitate this.
- If a closure appears imminent, reception phones to be diverted to either receptionist's mobile phone or alternative BIMM Campus.
- Staff to inform line manager if not able to attend due to adverse weather at their home location.

1.3.3 Actions to be taken at time of decision to close a campus:

- Head of Estates to check local transport advice.
- Head of Estates & College Principal to make decision on closure considering all factors in 1.3.1 and obtain sign off on decision from Executive Principal. CP, HoEs & HoEd to consider practicality of moving classes online for duration of the day and include in announcement if applicable.
- CP to contact Head of Student Services, Head of Education, Group Head of Marketing & FE College Manager (if applicable) to inform details of closure.
- Group Head of Marketing to update Website and college specific social media pages to confirm closures.
- HoSS, DHoSS & HoEd to cascade information of closure to Students, Staff & Lecturers (details required on method of comms e.g txt, email, Moodle etc)
- CP to e-mail all core staff to inform of closure.

- The decision to close the offices or remain open may be dependent on the weather conditions and changing travel conditions. It is the aim of the company to keep the BIMM buildings open wherever safe and practical to do so. It may be the case that the offices and/or teaching rooms can open later in the day, as conditions allow.
- **Review of changes within the day to the policy and reopening to be discussed @ H&S committee or with executive principal. Pros and cons of reopening to be considered, could be more problematic to larger sites.**
- CP & HoEs to check forecast and plan for the following day to be reviewed at 07:00 the following day.

1.4 Training

All responsible persons named in this policy should read and confirm to their line manager that they understand their responsibilities.

1.5 Review

This procedure is provided in support of the overarching Health and Safety Policy. The procedure will be approved by the BIMM Health & Safety Committee and subject to 3 yearly review.

Relevant Legislation, Guidance & Useful Links:

<https://www.metoffice.gov.uk/>

<https://www.hse.gov.uk/logistics/slips-trips-bad-weather.htm>