



## SEVERE WEATHER POLICY

**Updated September 2017**  
**Approved by the Principal**

- 1.1 If severe weather is predicted the Buildings Manager will grit a path from the pavement to the front door the night before.
- 1.2 In the event of severe weather a member of the senior management team (SMT) will walk to the Academy site to assess the situation, then make contact with the Principal. If it is not possible for a member of SMT to get to the site they should phone the Principal immediately.
- 1.3 The Principal will take a decision as early as possible as to whether or not to open the centre. This decision will be based on the following factors:
  - Feedback from the senior management team and Buildings Manager
  - The severe weather forecast from the Met Office  
[http://www.metoffice.gov.uk/weather/uk/se/se\\_forecast\\_warnings.html](http://www.metoffice.gov.uk/weather/uk/se/se_forecast_warnings.html)
- 1.4 The Principal will also consider the following questions:
  - Is the building open, safe and warm?
  - Is access to the building (e.g. the path) safe?
  - Are enough staff members able to get to work in order to teach the learners and keep the building safe?
  - How well are the roads and public transport systems coping?
  - Will everyone be able to get home safely?
- 1.5 Staff should make a reasonable attempt to get to work while having regard for their own safety. If staff are unable to attend because of severe weather they should communicate this to their line manager immediately.
- 1.6 Line managers should then communicate with the Principal to let them know if anyone is unable to attend.
- 1.7 Once the Principal has reached a decision whether to open or not that decision will be communicated to staff and learners immediately, using the following channels:
  - Principal to email and text all staff
  - IT Manager/support to update on the front page of the website
  - IT to place update on the Facebook page
  - IT to tweet an update on Twitter
  - Attendance Officer to contact all learners