



# Adverse Weather Policy

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**REF NO. INF-EXE-021**

Approved by Senior Leadership Team (SLT)

<b>Strategy/Policy Responsibility: Senior Leadership Team (SLT)</b>	
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ADVERSE WEATHER  
**(INCLUDING DISRUPTIONS TO PUBLIC TRANSPORT)  
POLICY, PROCEDURE & GUIDANCE FOR MANAGERS**

## **1. GENERAL**

Sutton College recognises that learners and staff may face difficulties attending their place of work and/or study and returning home during periods of severe weather and/or when there are disruptions to public transport\*.

While Sutton College is committed to protecting the health and safety of all its learners and staff, it must ensure that disruption caused to its services remains minimal.

The purpose of this Policy is to outline the responsibilities of learners and staff regarding attendance during severe weather conditions or when there are disruptions to public transport and to define appropriate procedures.

This Policy applies to all students and staff.

\* Note - Although severe weather in the local area is the most likely reason for disruptions to public transport, this Policy is open ended enough to include disruptions caused by anything from natural disasters, pandemics and severe weather, to public transport strikes and terrorist attacks. This means that the Policy is wide enough to cover entirely unforeseeable events such as the disruption caused to flights in April 2010 by the volcanic ash cloud emanating from a volcano in Iceland.

## **2. REASONABLE EFFORTS TO ATTEND WORK**

Staff should use their best endeavour to attend work in all circumstances and can reasonably be expected to get into work on foot if driving is not an option, or from areas where travel is less badly affected (subject to distance).

However, it is not Sutton College's intention that staff put themselves at unnecessary risk when trying to attend work. Members of staff should use their own judgment and, if unable to attend work, contact their immediate line manager or appointed deputy as soon as possible.

## **3. WHEN THIS POLICY WILL APPLY**

All of Sutton College's main centres will seek to remain open for students and staff in all weather conditions and will only look to close where absolutely necessary and in situations where weather conditions dictate that to open may compromise the responsibilities we all have in relation to health and safety. The College will also follow the directive of the Local Authority and their advice on travel safety.

On the basis of the advice received from the London Borough of Sutton, all staff and learners will be informed accordingly. A notice will be put on the College website, which will be visible on the news section of the website.

Any session that is cancelled due to disruption will be made up by the tutor either as an additional session or with a minimum of 15 minutes added onto remaining lessons. Tutors are also actively encouraged to plan their lessons for on-line delivery, thereby minimising disruption. Curriculum Leaders and the Centre Manager will need to

discuss with tutors how and if this will happen and communicate their decision(s) to learners and the relevant support staff.

If staff are unable to come into work, they must arrange with their line manager to work from home giving a clear explanation of the work that will be carried out. If the work cannot be carried out from home, then staff who are unable to come into work may be asked to take a day's leave or make up the time lost due to the inability to come into work.

Any staff not coming into work and not informing their manager or another manager will be regarded as taking unauthorised leave and will lose pay for unauthorised absence and may be subject to disciplinary action.

## SUTTON COLLEGE COMMUNICATION STRATEGY FOR STAFF

All staff need to be fully aware of the strategies adopted by the College in response to emergencies as a result of adverse weather, disruption to public transport or other circumstances as defined by Senior Management.

Staff must advise learners that in the event of bad weather they should check the College website. Learners should be made aware of this in all Learner Inductions.

The College will endeavour to keep centres open, so all staff should make every effort to come to work unless advised otherwise. Members of staff who cannot come into work should contact their line manager by email/telephone to agree their working from home or any alternative action. Staff must ensure they have the contact details for their line manager.

### 4. Centre Closures

The main centres – Wallington and Sutton - will have messages put on the answer-phones to advise learners about classes. Learners will not be rung individually so it is important that they are advised of the need to check the website or ring the answer-phones.

If the College has to close a site, the expectation is that staff due to be at work access the nearest main centre where practicable and work from there on that day. Where centres have to be closed, tutors are encouraged, wherever practicable, to use Google Classroom to give learners sufficient work to do so that the session is provided. Tutors will be paid as normal in these circumstances.

Where the centre is open, but the tutor does not attend the class, payment for work will be made when the session is made up.

Summary of responsibilities:

<b>Action to be taken</b>	<b>By whom</b>
Concern that bad weather may hamper normal business	
Decision made and emailed to staff	SLT
Message to learners put on website	Marketing
Staff in Centres put messages on answer-phones	IT /LGFL

Staff access emails / contact line managers	All staff
Tutors to have additional resources to offer students session in a different way/using VERA or alternatives	Tutors

Key: SLT Senior Leadership Team

## 5. Health & Safety

While Sutton College will ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its learners and staff, all are reminded of their duty to take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions.

This includes taking extra care when travelling to and from work in severe weather conditions.

Sutton College recognises that severe weather particularly affects staff whose job involves driving or working outdoors. Sutton College will undertake regular risk assessments to ensure that staff working in these conditions are properly instructed. Site Supervisors are provided with the appropriate protective clothing and equipment as necessary and given sufficient rest breaks.

Warning – Sutton College does not encourage employees to travel in severe weather or in conditions which may compromise their health and wellbeing

## 6. Other Closures

If your child's school or nursery is closed because of examples given in part 1 of this Policy (e.g. due to heavy snow making it dangerous for staff and children to get in) you may be in the position that, whilst you could get into work despite the weather, it is necessary for you to spend the day looking after your children.

When this applies it is the responsibility of his/her manager to make a mutually agreed decision as to whether the member of staff should:

- take the time as time off for dependants (TOFD) – which is unpaid;
- be allowed to work from home - which is paid;
- take the time as annual leave - which is paid;
- or make up for the time at a later date - which is paid.

When making this decision, the manager should balance the member of staff's circumstances, their views and the needs of Sutton College.