



Adverse Weather Policy

REF NO. INF-EXE-021

Approved by Senior Leadership Team (SLT)

Strategy/Policy Responsibility: SLT

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Adverse Weather Policy

(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

Sutton College's main centre in Sutton 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 Closure

There will be a message on the College answer-phone 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 the Sutton site, the expectation is that staff due to be at work, work from home after consulting with their line manager on that day and 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:

Action to be taken	By whom
Concern that bad weather may hamper normal business Decision made and emailed to staff Site Staff consulted / informed	SLT
Message to learners put on website	Marketing
Staff in Centres put messages on answer-phones	IT
Staff access emails / contact line managers	All staff