



Adverse Weather Policy

March 2019

Author: Emily Purdie, Health and Safety Officer

Impact Assessment Date: January 2019

Date: March 2019

Agreed	EIS
	Management
	Unison

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History of Changes

Version	Description of Change	Authorised by	Date
1.0	New policy created.	Emily Purdie	March 2019

West Lothian College is an inclusive organisation and all policies, procedures, strategies, plans, provisions, criteria, functions, practices and activities, including decisions and the delivery of services are assessed to consider the impact on staff and students covered by the Equalities Act 2010 by the completion of an Equalities Impact Assessment (EIA). Protected characteristics are defined as age, disability, gender reassignment, marriage or civil partnership (in employment only), pregnancy and maternity, race, religion or belief, sex, sexual orientation. All college policies and procedures can be provided in an accessible format.

1 Introduction

The College recognises that staff may face difficulties attending their place of work and returning home during periods of adverse weather conditions such as flooding, wind, ice, heavy snow falls or other adverse weather conditions which may result in journeys to work being extremely hazardous.

2 Policy Statement

The purpose of this policy is to ensure staff are aware of their roles and responsibilities when considering attendance to college during adverse weather conditions, and to ensure everyone is made aware of the appropriate procedures.

Staff should make every effort to attend work during adverse weather conditions but should not put their personal safety at risk. If it is unavoidable for staff to be absent from the workplace, the normal procedures for absence reporting apply to contact HR. If HR staff are not contactable, staff are asked to communicate with their line managers.

The College will make every effort to provide staff with information as it becomes available to them.

3 Responsibilities of Staff

The Principal, Vice Principals and Line Managers should ensure that all staff are made aware of the Colleges Adverse Weather Policy, and that all staff are treated fairly and proportionate to their needs taking into account individual circumstances. The Policy is available on iShare under Staff Zone/Strategies, Policies and Procedures.

Staff should ensure they read the policy and follow the procedures stated.

4 Procedure

The decision to shut the College will be made by the Principal following advice from the Met office weather warning system, Transport Scotland, Police Scotland and information from West Lothian Council regarding school closures. The Facilities Team will carry out an onsite evaluation to determine if staff and students can safely access the campus.

Staff should check emails, College website and social media platforms before setting off for work for information relating to weather warnings and college closures.

Closure during the College day

In circumstances where the weather and environmental conditions deteriorate during the course of the normal College day any decision to close will be made by the Principal and be intimated through Vice Principals and Managers who should be considerate of individual travel needs. The safe travel of students and staff must be the main concern. The College cannot be closed until the last student and staff member has left the campus. Contact will be maintained with the local transport companies regarding transport arrangements. The travel arrangements for Assisted Programme students should be given particular attention by the relevant Curriculum Centre.

Evening class staff and students should contact the College switchboard and check the College website and social media channels in the course of the day if weather conditions seem likely to lead to closure. The Librarian in the Street Building will also hold this information.

Schedule of Decision Making

	Responsible Person	Deputy
Closure during the day of the College	Principal	Senior Team
College Schools Partnership	S Earp	J Davie

Communication Channels

	Responsible Person	Deputy
College Website and Social Media	S Coutts	Greg Clark/ K Pringle
Email to all students	S Coutts	Greg Clark/ K Pringle
West Lothian Council Website and Social Media	S Coutts	Greg Clark/ K Pringle
Access Server	L Byrne	B Smillie
Radio Forth	S Coutts	Greg Clark/ K Pringle

Closure out with the College day

Where a decision to close the College is taken out with normal operating hours the details of this decision will be available on the College telephone system answering machine. Information will also be given on the College social media platforms, the website, Council social media and Radio Forth. Evening class staff and students should check the College website and social media channels or contact the College switchboard in the course of the day if weather conditions seem likely to lead to closure.

Schedule of Decision Making

	Responsible Person	Deputy
Closure out with College day	Principal	J McLaren
Closure of College on a Saturday	Principal	J McLaren
Ensuring that all parties receive the closure information	Principal	J McLaren

Communication Channels

	Responsible Person	Deputy
College Website and Social Media	S Coutts	Greg Clark/ K Pringle
Email to all students	S Coutts	Greg Clark/ K Pringle
West Lothian Council Website and Social Media	S Coutts	Greg Clark/ K Pringle
Access Server	L Byrne	B Smillie
Radio Forth	S Coutts	Greg Clark/ K Pringle

College Closure Policies can be found on iShare/Staff Zone/Strategies, Policies and Procedures.

Staff Time

In the event of College, closure where staff are sent home or are made aware that they should not attend, their working time will be credited as if they had

completed the day(s) in question. There will be no requirement to take annual/flexi leave to make up the time missed.

Managers should work from home in these circumstances, and be prepared to do so by ensuring access to a laptop and Virtual Private Network (VPN). A manager who requires to undertake caring responsibilities, due to their dependants' pre-existing care/school arrangements being affected by severe weather, will not be required to work from home.

Where practical and reasonable all staff should undertake work from home in the event that the college is closed due to adverse weather conditions.

If staff are on leave then no working time will be credited for the day(s) in question. Such leave will be classed as having been taken and no further time off will be credited.

Community Education

If the weather deteriorates during the day the College will inform Radio Forth and the schools of the decision to cancel the classes. The principal's office will be in contact with West Lothian Council head of Service for Education to obtain information about school closures in the area.

Met Office Weather Warnings

The Met Office is responsible for issuing weather warnings, which warn of impacts caused by severe weather. The following warnings are used and are included in this policy for reference:

Yellow Warning: Yellow warnings can be issued for a range of weather situations. Many are issued when it is likely that the weather will cause some low level impacts, including some disruption to travel in a few places. Many people may be able to continue with their daily routine, but there will be some that will be directly impacted and so it is important to assess if you could be affected. Other yellow warnings are issued when the weather could bring much more severe impacts to the majority of people but the certainty of those impacts occurring is much lower. It is important to read the content of yellow warnings to determine which weather situation is being covered by the yellow warning.

Amber Warning: There is an increased likelihood of impacts from severe weather, which could potentially disrupt your plans. This means there is the possibility of travel delays, road and rail closures, power cuts and the potential risk to life and property. You should think about changing your plans and taking action to protect yourself and your property. You may want to consider the impact of the weather on your family and your community and whether there is anything you need to do ahead of the severe weather to minimise the impact.

Red Warning: Dangerous weather is expected and, if you haven't already done so, you should take action now to keep yourself and others safe from the impact of the severe weather. It is very likely that there will be a risk to life, with

substantial disruption to travel, energy supplies and possibly widespread damage to property and infrastructure. You should avoid travelling, where possible, and follow the advice of the emergency services and local authorities.

5 Policy Ownership and Status

The H&S Officer will be responsible for reviewing this policy on an annual basis in consultation with the HR and Unions and in the light of operating experience and/or changes in legislation.

Equality Impact Assessment

Before carrying out an EIA, you should familiarise yourself with the College's EIA Policy Statement and Guidance, along with further information and resources which are available on Serengeti

EIA covers **strategies, policies, procedures, plans, provisions, criteria, functions, practices and activities, including decisions and the delivery of services**, but will be referred to hereinafter as 'policy/practice'.

Policy/Practice (name or brief description):	Severe weather Policy
Reason for Equality Impact Assessment (choose from the following options):	
<ul style="list-style-type: none"> Proposed new policy/practice Proposed change to an existing policy/practice Undertaking a review of an existing policy/practice Other (please give detail): 	<ul style="list-style-type: none"> proposed new policy
Person responsible for the policy area or practice:	
Name:	Emily Purdie
Job title:	Health and Safety Officer
An Equality Impact Assessment must be carried out if the policy/practice:	
<ul style="list-style-type: none"> affects operational or strategic functions of the College is relevant to the promotion of equality (in terms of the Public Sector Equality Duty 'needs' as set out in the Policy and Guidance) 	
Why the EIA is being carried out	New policy being created
Equality Groups	
Relevant to the Policy/Practice, identify which of the undernoted equality groups are impacted upon:	
<ul style="list-style-type: none"> Age Disability race (including ethnicity and nationality) religion or belief 	<ul style="list-style-type: none"> None None None None

<ul style="list-style-type: none"> • sex • sexual orientation • gender reassignment • pregnancy and maternity • marriage or civil partnership 	<ul style="list-style-type: none"> • None • None • None • None • None
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Record your assessment against the following statements:

Statement	Equality assessment
Detail the evidence of the needs of the identified equality groups and any gaps in information	None
Will application of this policy/practice lead to discrimination (direct or indirect), harassment, victimisation, less favourable treatment for particular equality groups?	No
If yes, how will the policy/practice be changed to contribute to advancing equality of opportunity	
State how this policy/practice will foster good relations:	Ensure that everyone is aware of the procedures surrounding bad weather
Will the policy/practice create any barriers for any other groups?	No
If yes, how will the policy/practice be changed to contribute to advancing equality of opportunity	
Which equality groups or communities have been consulted in the development and review of this policy/practice?	None

Equality Impact Assessment Outcome

Select one of the four options below to indicate how the development/review of the policy/practice will be progressed and state the rationale for the decision. (Delete the options that do not apply):

Option 1: No change required – the assessment is that the policy/practice is/will be robust.

Monitoring

When will the policy/practice next be reviewed?

January 2020

Publication of EIA

Can this EIA be published in full, now? Please state Yes or No

Yes

If No – please specify when it may be published or indicate restrictions that apply:

Sign-off

EIA undertaken by

Name:
Date:

**Paula White
January 2019**

Accepted by person responsible for the policy/practice named above:

Name:
Date:

**Emily Purdie
January 2019**