

ADVERSE WEATHER POLICY

The OHC&AT Board of Directors has agreed this Policy and as such, it applies across the organisation – 17th March 2017.

Jay Mercer
Chair of OHCAT Board



Darren Coghlan
Chair of OHC Board



Adverse Weather Policy

AIMS AND OBJECTIVES

The Adverse Weather Policy is a supplement to the Critical Incident and Business Continuity Plan.

The main objective of the OHC&AT Adverse Weather Policy is to ensure that, in the event of OHC&AT needing to close one or more College centres and/or Academies due to adverse weather or environmental conditions e.g. heavy snow or flooding, prompt action will be taken to:

- Protect pupils/students, staff, visitors and contractors;
- Maintain communications, including IT services;
- Maintain OHC&AT operations;
- Resume normal provision as soon as possible.

In addition, this Policy will identify key personnel and their responsibilities.

OHC&AT will take all reasonable steps within the resources available to keep our Academies and College centres open, or partially open, in order to meet the needs of attending pupils/students. The following factors will be taken into account, and a risk assessment completed, when deciding whether to close a Centre/Academy:

- Are there sufficient members of staff available to effectively and safely open the provision?
- Is it hazardous for staff to be asked to attend the provision?
- Can lunch/transport be provided for pupils/students?
- Is there sufficient heating, lighting and hot water supply?
- Is there any relevant advice from external agencies e.g. police, local government, motoring organisations?
- Are the roads to/from the provision open?

PROCEDURE

1. In the event of **severe heat**, the Head/Principal will assess the current predictions and recommendations of the Met Office in order to risk assess any planned activities e.g. educational visits, sports etc. as well as routine occurrences within the school or College day such as pupils/students spending time outside.

2. Staff will identify any pupils/students who are particularly at risk during periods of severe heat due to specific health conditions or medications, and ensure that suitable risk assessments are put in place.
3. Each provision will circulate hot weather guidance to pupils/students and parents/carers, including advice on protective clothing, sunscreen and fluid intake.
4. In the event of **heavy snow** on the previous day, or overnight, the Head/Principal will assess the current predictions and recommendations of the Met Office to assess the likely impact on travel arrangements for pupils/students and staff.
5. At the earliest opportunity a designated person from each provision will travel to their location (provided this can be done safely) and assess if the site can be accessed safely. They will immediately inform their respective Head/Principal or the designated person for decisions in their absence.
6. It is the responsibility of each Head/Principal to ensure the designated person is trained in making an appropriate assessment of the provision's accessibility.
7. In the event that a provision cannot be made safely accessible in time for pupils/students to attend, the Head/Principal will inform the OHC&AT Executive Head (Quality & Development)/Deputy CEO who will jointly make a decision in liaison with the CEO to close the provision.
8. In the event of **flooding**, the person discovering the flood will liaise with the Head/Principal and the Facilities Manager/Premise Manager/Caretaker in order to assess the impact and determine a damage repair timetable. This information will be shared with the OHC&AT Executive Head (Quality & Development)/Deputy CEO and on the back of a risk assessment a decision will be made regarding the opening of the location. Where necessary, flood agencies should be involved.
9. Once it is clear which sites will be open or closed to students and/or staff, the CEO will inform the OHC&AT Executive Director (Services) who will ensure that closure notices are published via all appropriate internal/external outlets, including College/Academy websites, media outlets and Sharepoint.
10. The published message will make it clear whether a provision is closed completely or only to pupils/students.
11. Where a provision is fully or partially open, there is an expectation that staff will make all reasonable efforts to attend work, however staff should make the journey only if it is safe to do so.

12. If a provision is open and weather worsens during the course of the day, the Head/Principal will consult with the OHC&AT Executive Head (Quality & Development)/Deputy CEO to make a decision about closing the provision earlier.
13. Facilities staff will make every endeavour to clear paths of snow or debris prior to programme start times to ensure pathways and access/egress areas are clear and safe to use, and will monitor and liaise regularly with the Head/Principal to maintain safety.
14. Heads/Principals will monitor the general risk within their provisions in order to address developing risks and respond appropriately to keep all attendees safe.
15. Heads/Principals will record pupil/student absence as appropriate.
16. In the event of severe weather, staff absence patterns will be reviewed by Heads/Principals and the Strategic Head of OD & HR Manager. Staff who have been absent to care for dependants, as a result of normal care arrangements breaking down because of severe weather, may be entitled to apply for additional leave. This will be determined on an individual basis at the time of the absence. Other staff will be expected to make all reasonable efforts to attend work if their provision is open, and to attend alternative OHC&AT provisions if their normal place of work is closed. If this is not possible, staff should contact their manager to see if it is possible to work from home; alternatively, if their manager agrees that it is impossible to travel to work, they may be allowed exceptional leave. Otherwise, managers may agree to staff taking annual leave, time off in lieu or unpaid leave.

CLOSURE NOTICES

Closure notices will be published on the relevant OHC&AT website/s as soon as is practical (normally by 7am).

Parents/carers will be informed of closures via each provision's usual mass communication channels – this may include texts, emails, local radio broadcasts and letters where closures are anticipated.

Staff will be informed as per their individual provision contact tables/tree.

RESPONSIBILITIES

OHC&AT CEO

- Final decision maker, reporting as appropriate to Directors

OHC&AT Executive Head (Quality & Development)/Deputy CEO

- Liaise with Heads/Principals to discuss the impact of severe weather and risk assess for possible closures.
- Safeguard all stakeholders in the event of adverse weather conditions.
- Co-ordinate the approach to and monitoring of effective risk management by individual Heads/Principals.

OHC&AT Executive Head (Shared Services)

- Ensure that closures are promptly communicated to the OHC&AT community.
- Assess the impact of closures upon OHC&AT Services.
- Monitor and review this policy in accordance with the policy review schedule.

OHC&AT Executive Director, Finance

- Undertake a financial impact assessment as necessary.

OHC&AT Directors of Learning and Business Support Services

- Oversee Shared Services operations to ensure that OHC&AT provisions resume normal routines as soon as possible.
- Ensure that safe processes e.g. safeguarding, security, health & safety are in operation throughout the adverse weather period.

Heads/Principals

- Risk assess, manage and monitor their individual provisions throughout any period of adverse weather.
- Liaise with the OHC&AT Executive Team as directed above.
- Delegate responsibility and liaise with services as necessary in order to resume normal operations as soon as possible.

Head of Facilities/Premises Staff

- Oversee the security of OHC&AT facilities including managing clearance of pathways, access/egress points, keeping signage current etc.
- Proactively monitor conditions and liaising with the OHC&AT Executive Team as directed above.

Office Manager/School Business Manager

- Communicate with parents/carers and services during adverse weather conditions.
- Ensure a sufficient supply of equipment, resources and protective wear within the provision.

All OHC&AT staff

- Be aware of risk assessment, following designated actions to ensure safety, reporting arising risks to Head/Principal and Premises staff where necessary.
- Take suitable safety measures e.g. wearing appropriate footwear.

- Take steps to safeguard their own, colleagues' and pupil/student safety e.g. reporting hazardous conditions.

POLICY REVIEW DETAILS

<i>Version:</i>	1.0
<i>Reviewer:</i>	Stephanie Hill
<i>Approval body:</i>	Family Board
<i>Date this version approved:</i>	17 th March 2017
<i>Due for review:</i>	Spring 2020

RELATED POLICIES AND PROCEDURES

Administration of Medication and Prescribed Substances in College Policy
Critical Incident and Business Continuity Plan
Facilities Procedures
Health & Safety Policy
Family Friendly Policies and Procedures
Supporting Pupils in Schools with Medical Needs Policy

APPENDIX 1: Key contacts

NAME	TITLE	CONTACT NOS:
Dr Caroline Allen	OHC&AT CEO	07917 108603
John Prior	OHC&AT Executive Head, Quality & Development/ Deputy CEO	07823 351268
Janet Sherborne	OHC&AT Executive Director, Services	07467 145772
Corrina Jenkins	OHC&AT Executive Director, Finance	07567 143513
Stephanie Hill	OHC&AT Director of Business Services	07471 904184
Jackie Van-West	OHC&AT Director of Learning Support Services	07946 639292
Jane Easton	OHC&AT Strategic Head of OD & HR	07792 105189
Ellie Stevens	OHC&AT Head of Marketing & Communications	07976 188023
Andy Barnes	OHC&AT Head of IT	07792 105134
Louise Milton	OHC&AT Facilities Manager	07467 145769

ACADEMY/SCHOOL CONTACTS:		
Julia James	Head of Bedelsford School	07894 672019
Lisa Cadenhead	Bedelsford School Business Manager	020 8546 9838
Leigh Edser	Head of Dysart School	020 8412 2600
Penny Jelbert	Dysart School Business Manager	020 8412 2600
Ben Walsh	Head of St Philip's School	020 8397 2672
Robert Watkins	Principal of Carew Academy	07799 547594
Lisa Nagle	Carew Academy Office Manager	020 8647 8349
Andre Bailey	Principal of Nightingale Community Academy	07392 098340
Michael O'Sullivan	NCA Premise Manager	07980 765108
Daniel Halstead	NCA Office Manager	020 8874 9096
Laurie Cornwell	Executive Head of YPA and TSH	07941 244140

COLLEGE CENTRES		
Ashley Jordan-Diaper	Head of College	07795 681365
David Thomas	Deputy Head of College	07795 630496
Joan Tobin	Head of Beaconsfield	07467 940019
Linda Rowe	Head of BedZED	07792 104988
Indy Sunner	Head of OTH	07791 028457
Renato Marques	Head of Lomond	07467 940014
Mary Bleasdale	Head of VPC	07970 955794
Nicola Lim	Head of VPC	07823 351273

GENERAL EMERGENCY NUMBERS		
POLICE	Non-emergency number	101
GAS	Transco	0800 111 999
ELECTRICITY	EDF	0800 028 0247
WATER	Thames Water	0845 9200 800
	Sutton & East Surrey Water	01737 772 000
INTRUDER ALARM CO.	All Security Ltd	020 8643 2151
	Associated Security	020 8669 7722
MEDIA	Ruth Sparkes	01264 729581 07801 652932
	Sutton Guardian	020 8330 9554
	Hillingdon Times	newsdesk@newsassociates.co.uk
	Wandsworth Guardian	020 8722 6314
ENVIRONMENT AGENCY	24hr emergency flood line	0845 988 1188
MET OFFICE	24hr weather desk	0370 900 0100