



HADLOW
COLLEGE

EXTREME CONDITIONS POLICY

1. Definition of Extreme Conditions:

The phrase “extreme conditions” can be interpreted to cover many situations but will most likely be to do with the weather. For the purposes of this policy it will be taken to mean extreme cold and/or heavy snow and icy conditions. The plans contained within this policy can, in part, be used to cover other severe conditions such as extreme heat, flooding or loss of heating.

Problems caused by severe weather conditions need to be considered for the following reasons:

1.1 Residential students

- need to be safe and secure
- adequate catering needs to be arranged for them especially in the event of extreme cold
- there needs to be an adequate ratio of staff to students for supervision and to ensure that students have some activities arranged in the event that they cannot leave the campus

1.2 Many of the **day students** travel long distances and there must be clear guidelines about when the College would not expect them to travel to Hadlow and about how they can access this information eg radio stations, intranet bulletins.

1.3 **Staff**, many of whom have lengthy car journeys to work, need similar guidelines and contacts to ascertain whether they are required to make the journey to work.

2. Closing the College

The phrase, “College closed” means all classes are cancelled. Only a member of SMT can announce the closure of the College and this will invariably be in consultation with SMT colleagues.

The Hadlow site of the College cannot actually close during term time because residential students are still in the care of the College and their wellbeing and safety must be maintained. Clearly, different weather conditions are likely to prevail at the different sites and again, only a member of SMT can close a site and will obviously take advice from staff at that site and from information given out by the media.

Version	1	2	3	4	5	6	7	8	9
Date	Jan 06	Mar 07							
Written By	PAH	DCI							
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3. Residential Students

3.1 In the event of severe weather which forces the College to close or reduce facilities such as restaurant service, students who can safely travel home or be collected should be asked to do so.

3.2 If a weather forecast predicts severe weather certain preparations should be undertaken:

3.1.1 Stocking up with easy to cook foodstuffs that can be cooked by the residential students in the kitchens in their blocks in the event that catering staff cannot run a restaurant facility

3.1.2 Ensuring that there are torches, batteries, electric heaters etc according to the conditions

3.1.3 Having available *in advance* a list of non-residential staff who would be prepared to stay overnight at the College in order to help supervise residential students.

4. Non-Residential Students

4.1 In the event of severe weather overnight the Principal, Director of Finance and Resources, and / or the Vice Principal will make a decision before 7.30am whether the College will be open that day. (See (2) above.) The Senior Management Team will ascertain whether the College bus services will be operating and this will be a major factor in this decision.

4.2 An announcement of whether the College is **closed** will be:

- sent by email to all staff and students (available by remote access on Webmail)
- on the answerphone at each College campus
- sent to BBC Radio Kent
- sent to Invicta Radio

If no such announcement is made, staff and students should assume that the College is open.

4.3 It is the responsibility of the students and/or their parents or guardians to check these sources, or ring the College, in the event of severe weather to check whether the College is open or not. If students or their parents or guardians do not check from one of the above sources and this results in the student either being absent without leave or arriving at the College when it is officially closed then the College will accept no liability whatsoever. It is vital therefore that this policy is communicated to all staff and reiterated in the event of impending poor weather.

Examinations

4.4 If the College is closed this will also mean that any examinations scheduled during the closure must be rescheduled and students will be informed of the new examination date.

Version	1	2	3	4	5	6	7	8	9
Date	Jan 06	Mar 07							
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4.5 If the College is not closed but a student is unable to attend an examination due to severe weather conditions where they live, they must inform the College as soon as possible in the usual way. They must then discuss, at the earliest opportunity, with their tutor arrangements to take the examination on a rearranged date. Students will not, under normal circumstances, be permitted to miss an examination from their assessment process.

**Please also see Appendix 1
University of Greenwich Severe Weather Policy re examinations.**

5. Staff

Even if the College is officially “closed” staff who are able to safely and reasonably get to work should do so. In some cases this may mean attending a site that is not their normal place of work – for example a member of staff who lives in Whitstable and normally works from Hadlow may find it only possible to get into the Canterbury site and this they should do and inform their line manager.

Staff who are prevented from travelling to work must ring the College as soon as possible to notify the College of their absence. Staff must ensure that, if they leave a message, this is on a voicemail box that they know will be accessed. If they are in any doubt that a line manager or colleague will listen to a voicemail message they must leave the message on the main College number. Staff may also use e-mail to notify of an absence and again they must ensure that the e-mail will be accessed by a line manager or colleague or use the Human Resources confidential address: jobs@hadlow.ac.uk

If the College has been officially closed, staff who are not able to safely and reasonably travel to work will not be expected to take time off as holiday.

If the College has not been officially closed, staff who are not able to safely or reasonably travel to work due to severe weather conditions where they live may take **up to** one working day as extra leave but thereafter must discuss with their line manager whether this time should be taken as leave. Where possible line managers should allow staff to take TOIL or work TOIL to make up the lost time.

If the weather or adverse travelling conditions clear, staff are expected to attempt their journey later in the day.

On returning to work staff must complete a ‘Severe Weather Staff Absence Form’ which can be found on the Intranet:-

Staff / Human Resources / Forms / Extreme Conditions Staff Absence Form

Version	1	2	3	4	5	6	7	8	9
Date	Jan 06	Mar 07							
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APPENDIX 1

UNIVERSITY OF GREENWICH SEVERE WEATHER POLICY RE EXAMINATIONS.

What happens if there is bad weather?

The University Policy in the event of severe weather conditions is available on the web with the timetable. In brief, all examinations will take place as scheduled unless there is such heavy snow that the campus / venue is inaccessible i.e. all public transport services in the vicinity of that campus has stopped.

In the event that an exam is cancelled due to severe weather the School and the Central Exams Office will arrange a new date and time and update the timetables on the exams web page to show the new information.

Once an exam is confirmed as being cancelled this will be posted immediately on the University examination web page.

If your exam has not been cancelled but you are unable to attend due to severe weather conditions you must complete and submit an extenuating circumstances form.

Version	1	2	3	4	5	6	7	8	9
Date	Jan 06	Mar 07							
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