

Teitl: Title:	Bad Weather Policy
Fersiwn: Version	3
I bwy mae'r Polisi hwn yn berthnasol? Who does this Policy Relate to?	Myfyrwyr / colleagues / Myfyrwyr a colleagues / Arall (rhowch fanylion) Learners /colleagues / Learners and colleagues / Other (give details)

Cydraddoldeb ac Amrywiaeth / Equality & Diversity

Dolen at Gam 1 Asesu Effaith (ar Gydraddoldeb a'r Gymraeg): / Impact Assessment Stage 1 (Equality & Welsh) link:	EIAs
<i>Effaith ar yr Iaith Gymraeg</i> <i>Mae asesiad effaith wedi'i gynnal ar y polisi hwn i ystyried ei effaith ar yr iaith Gymraeg yn unol â Safonau'r Gymraeg (94-104) a Mesur yr Iaith Gymraeg (Cymru) 2011.</i>	<i>Welsh Language Impact</i> An impact assessment has been carried out on his policy to consider its effect on the Welsh Language in Curriculum in accordance with the Welsh Language Standards (94-104) and the Welsh Language (Wales) Measure 2011.

Adolygu a Chymeradwyo / Review and Approval

Perchennog y Ddogfen: Document Owner:	Ruth McGuinness - ER Specialist		
Ymgynghoriad / Consultation:	Communications & Culture Committee		
Dyddiad cymeradwyo / Date Approved	Cymeradwyaeth y Pwyllgor Mewnol e.e. Grŵp Diogelu / Internal Committee Approval e.g. Safeguarding Group	<i>Enw'r Grŵp a'r Dyddiad / Name of group & date</i>	
	Pwyllgor Cyfathrebu a Diwylliant / Communications & Culture Committee:	14 June 2023	
	Pwyllgorau'r Bwrdd / Board Committees:	Pwyllgor Archwilio a Risg / Audit & Risk Committee:	N/A
		Pwyllgor Cwricwlwm a Safonau / Curriculum & Standards Committee	N/A
		Pwyllgor Cyllid, Pobl a Diwylliant / Finance, People & Culture Committee:	N/A
	Corff Llywodraethu / Governing Body:		
Dyddiad Adolygu: Review Date:	14/06/26		

Your document can't be approved without the relevant Equality Impact Assessment(s) attached

Anfonwch y ddogfen wedi ei chymeradwyo i'w chyfieithu gan ddefnyddio'r [Ffurflen Cais Cyfieithu](#)
Send approved document for Translation using the [Translation Request Form](#)

Rhifwch bob adran a pharagraff / Please number each section and paragraph

Introduction

The health and safety of our learners and colleagues is our first consideration. The purpose of the policy is to provide clear guidance to learners and colleagues in the case of bad weather, such as snow and ice.

It outlines what the college will do, and when, and the actions learners and colleagues should take should we have bad weather.

The policy is intended to give information about college sites and operational intentions during severe weather. It is recognised that our colleagues and learners travel from many different places and therefore it is the responsibility of individual colleagues and learners to determine if it is safe for them to travel.

Where sites are still deemed to be open but colleagues feel that the weather would make travel dangerous or public transport is not available, then colleagues should contact their line managers and work from home. ***If colleagues are unable to work from home due to the nature of their role they should contact their line manager.***

The college will ensure, prior to any expected poor weather, that all colleagues are reminded to take home essential equipment and set work so that colleagues and learners are able to work from home.

In some cases the college may not run classes due to poor weather in surrounding areas but be open (as the sites are deemed safe) so that colleagues and learners can work on site where they feel this is a more suitable place for them.

1. Bad Weather - Before we open

- 1.1 The Head of Estates & Facilities will contact nominated Estates colleagues on each site by 06:00 to establish if sites are safe and the Head of Estates will contact the Deputy Chief Executive / Chief Operating Officer
- 1.2 By 06:30 and taking into account the information provided for each site, public transport networks, local schools and college transport providers, the Chief Executive will make a decision as to which sites will be open / closed to learners and colleagues ***and the information will be added to the College Website. Updates will include the date and time of the post to ensure staff are referring to the most up to date information.***
- 1.3 The Deputy Chief Executive (Chief Operating Officer) and Deputy Chief Executive (Principal) will notify the relevant college managers.
- 1.4 Where the Chief Executive is not available, the Deputy Chief Executive (Chief Operating Officer) will make the decision in conjunction with the Deputy Chief Executive (Principal) and Deputy Chief Executive (People Experiences & Culture) .

Notification of College Managers

Marketing Manager	<p>Message including relevant site closure information added to website, social media, text alerts & radio stations.</p> <p>The Website will be the most up to date source of information - https://www.cambria.ac.uk/ <i>Any enquiries received via social media prior to site closure being agreed are to be directed to the website for the most up-to-date information</i></p>
Director of Technology	Message on telephone systems
Director of Information Systems	Notify learners regarding exams
Head of Commercial Operations	Lifestyle Fitness (Deeside Site), Salons, Restaurant, Coffee Shop, Flowers, Toybox Nursery
Head of Learner Services	Notify bus companies
Nursery Manager	Notify parents/guardians
Catering Manager	Notify catering at each site
All Managers (where applicable)	Ensure contacts for any off-site arrangements have been suitably notified e.g. off site classes
Head of of Corporate Comms and Welsh Language	Translation Team, Work Welsh

Conditions will be reviewed on a daily basis, following the procedure above.

2. Bad Weather - Whilst we are open

2.1 Should bad weather occur whilst the college is open, or if notification is received that bad weather may cause safety issues for colleagues and learners returning home, the procedure outlined above will be used.

2.2 Where the decision is taken to close the college or college site(s) whilst the college is open, every effort will be made to ensure learners are safe, have accessed college transport or have made arrangements to get home safely before colleagues leave.

3. Employed learners

3.1 We have a large number of learners who train with us but are employed by local companies. Employers have their own policies and expectations of their colleagues (our learners) in the case of bad weather. We understand how important continuity of studies is, but the health and safety of the colleagues and learners working and studying on our sites is our priority.

3.2 The college will endeavor to remain open, but may choose to close site(s) or the whole college in cases of bad weather. We will confirm if the site(s) are open using the procedures outlined above.

3.3 Should the college need to close one of its sites then it is expected that Apprentices / employed learners will contact their employer directly to agree appropriate action for that day.

4. Colleagues

Please see the website for information in the case of bad weather - <https://www.cambria.ac.uk>

5. Site Closure(s)

5.1 We appreciate that it may be difficult to get to your usual site due to bad weather, and that conditions where you live may be different to those on site.

5.2 You should discuss arrangements with your line manager as soon as possible. This is to ensure that **we know that you are safe** and that any arrangements are made to cover essential duties / classes (where possible).

6. College Closure

In exceptional circumstances, the decision may be taken to close individual or all sites to colleagues. Colleagues will be entitled to paid leave for their normal hours of work for the duration of the closure.

7. Flexible Working

If you are unable to get to your usual site, or bad weather is causing travel issues, please discuss flexible working solutions with your line manager, including:

- 7.1 Working from another site (if open and travel is safe)
- 7.2 Working from home (this may not be appropriate in all cases)
- 7.3 Arriving late
- 7.4 Leaving early

If there are concerns for those individuals who have a disability, managers should ensure that alternative ways of working are fully utilised.

8. Time off For Dependants

8.1 Colleagues have a statutory right to take unpaid time off work to deal with emergencies involving a dependant. Such emergencies could arise as a result of bad weather.

8.2 If none of the above flexible working options are suitable and time off for dependants is needed, please refer to the Leave For Domestic & Personal Reasons Policy.

9. Annual Leave / TOIL

Only in exceptional circumstances would annual leave or TOIL need to apply.