



Snow Policy

In the event of heavy snow which causes disruption to transport the College will seek to remain open and maintain the normal programme of classes and events, but priority will be given to not putting staff or students at risk of injury or in a situation where they may place an additional burden on emergency services. The safety of staff and students is of paramount importance and they are advised to consider carefully the risks involved before undertaking travel to or from the College in the event of snow.

Decision making

Decisions on cancelling classes will be taken by the Principal in consultation with the Director of Studies and the Director of Operations. In the event of his/her absence, the Leadership Team will be consulted. Health and safety concerns are foremost in making a decision.

Communication

Decisions on cancelling classes (or not) will be communicated by electronic means – the website, e-mail, the electronic notice board – to staff and students.

All decisions will be communicated to the Reception team as the vast majority of enquiries are received there.

The kitchen will also be informed as decisions are taken in order to reduce the risk of wasted meals being prepared.

Snow clearing

The College is not able to clear snow and ice from and/or spread grit over all the areas of the College premises which are normally used for circulation. Priority will be given to

- the three sets of steps into the main building (main entrance, kitchen entrance, disabled access entrance)
- the driveway
- the pathway on the lawn side of the buildings from the car park to the chapel.

Snow clearing is the responsibility of the Director of Operations and the Site Management Team. If the situation is sufficiently pressing other staff may be asked to help.

Staff attendance

If the College is closed staff are not expected to be in. If the College is open staff are expected to make reasonable efforts to be at work such as, for instance, using public transport rather than coming by car. The College does not expect staff to take unreasonable risks in order to get to work in heavy snow and those who cannot get to work will not be asked to take the day as annual leave or work extra hours in lieu of time missed. Similarly staff who find themselves having to look after children because schools are closed will be able to stay at home and will not be asked to take the day as annual leave or work extra hours in lieu of time missed.

Student attendance

In the event that the College announces the cancellation of classes, exams or other aspects of academic study for which students would normally be present, students need take no further action.

Document control box			
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Member of staff responsible	Director of Operations		