



CORPORATE POLICY AND PROCEDURES FRAMEWORK

Severe Weather Advisory Notice

1.0 Introduction

- 1.1 During periods of severe weather it is the intent of Jewel & Esk College to maintain operations from both the Eskbank and Milton Road Campuses thereby meeting our obligations to staff, students and other stakeholders. Unless travel to and from either campus is declared unsafe owing to circumstances such as severe weather conditions, utility systems failure or other major incident, the College Management will strive to ensure that the campuses are open and operational.
- 1.2 History shows that closure of the Milton Road Campus due to severe weather is unlikely. Accordingly staff who are unable to access the Eskbank Campus should, *where possible*, report to the Milton Road Campus. **(NB This will not apply during the decant year when all campus-based provision will be delivered at Eskbank Campus only.)**
- 1.3 This Advisory Notice is written in the context that the College caters almost exclusively for adults (16+) and that the standards it needs to apply to students are those that apply to the workplace.

2.0 Scope

- 2.1 This policy should be read in conjunction with the College Equality Diversity & Inclusion Policy and its separate Disability, Race and Gender Equality Schemes.

3.0 Employees, Students and Other Visitors' Safety

- 3.1 As weather conditions can vary across Edinburgh and the Lothians employees, students and others must judge for themselves the safety of travelling to College. If in doubt advice should be sought from the Police or motoring organisations such as AA/RAC with regard to travel conditions. Local radio is also a useful source of availability of public transport and road conditions during periods of severe weather conditions.
- 3.2 **Students**
Students are expected to take reasonable actions to respond to potential weather problems. If an individual student believes that their journey home may be difficult or may become difficult if delayed, it is for them to take a judgment that they will not travel to College or will leave College. Student's views need to be reasonable, not an excuse to cut classes. If a student elects to leave the College because of bad weather, staff are not in a position to stop them. If however, the member of staff thinks that the

student is not acting reasonably, they should mark the student absent and ensure that the student is made aware that class activities will not be suspended because one person leaves it for spurious reasons.

3.3 **Staff**

As employees of the College, staff are not at liberty to leave work as and when they choose. As College staff are responsible for delivering a service to students, and in some cases have a specific supervisory responsibility for groups of students, their presence is required at work except when they are told by the management of the College that they may leave (or not go to it) due to bad weather.

4.0 **Closure Notice**

4.1 Early warning systems are essential in addressing potential risk and closure of the College. As such, notices will be displayed in prominent positions throughout both campuses for the period November – March outlining the procedures in place. These shall include:

- 4.1.1 Use of voicemail on the College Switchboard
- 4.1.2 Use of local radio (Forth One)
- 4.1.3 Use of College Website
- 4.1.4 Use of Local Press (Evening News)

5.0 **External Factors**

5.1 The College has comprehensive commercial bus services transporting students from outlying areas of Mid and East Lothian to Milton Road and Eskbank. On receipt of information from bus companies that they are unable to fulfil their contract due to adverse weather conditions, Forth One will be advised immediately as will appropriate staff (receptionists, information assistants, faculty assistants etc).

6.0 **Responsibilities**

6.1 **Senior Executive Team**

The SET or member thereof will decide on closure/opening after discussion with the Head of Campus Operations and thereafter advise other responsible persons what action is required.

6.2 **Head of Campus Operations**

When there are reports of adverse weather conditions the Head of Campus Operations shall seek information from the Met Office and Police. If serious concerns are raised the Head of Campus Operations shall contact members of the Senior Executive Team for advice. In the event of closure the Head of Campus Operations will ensure that the College switchboard facility is transferred to Milton Road and appropriate recorded messages are made. The Head of Campus Operations will maintain and implement mechanisms for advising the Marketing Manager of decisions reached and actions arising therefrom. The Head of Campus Operations shall ensure that appropriate arrangements are in place for the gritting of the car parks and pathways throughout the winter period and that this is completed to appropriate quality standards.

6.3 Marketing Manager

On being advised as appropriate by the Head of Campus Operations, the Marketing Manager will be responsible for liaising with Local Radio and Local Press with information as to opening/closure of the College. The Marketing Manager shall also arrange for the appropriate notices to be posted on the College's website. Similar mechanisms will be adopted advising of the re-opening of the College.

6.4 Designated Essential Staff

In the event of the closure of the Eskbank Campus to staff and students those designated essential staff such as Heads of Faculty, College Receptionists and Information Office staff should endeavour to attend the Milton Road Campus but only if there is no personal risk in travelling involved.

7.0 Implications of Closure

7.1 Closure of one campus to students will automatically result in closure of classes in both campuses. However, staff (both employees and contracted staff) who can attend their main base should do so, as long as there is no personal risk.

7.2 Closure of day classes will automatically result in evening lectures being cancelled. Evening lecturers should not report for work.

8.0 Lines of Communication

8.1 It is essential that all members of SET/CMT have access to each others home/mobile phone numbers.

9.0 Outreach Centres

9.1 Staff working in outreach centres must judge for themselves the safety of travelling to the centre. Advice should be sought from the Police, local media or Met Office as appropriate. As this activity is undertaken mainly in buildings operated by other agencies, staff must make themselves aware of the appropriate procedures the particular agency has in place.