

Procedure to be followed in the event of Snow

Aim

The purpose of this procedure is to highlight the steps to be taken in:

1. Deciding whether to close the College in the event of snow.
2. Informing staff, students, parents, contractors (catering and cleaning) and others about the closure and any related information such as travel arrangements or parking.
3. Deciding on the arrangements for any exams that are due to take place (although this is less likely to be an issue now that we no longer have January exams).
4. Informing students about arrangements for accessing work via the portal.

Step 1

Monitor weather forecast (SMT) and alert staff and students in advance (if possible).
Prepare phone message (Night Service 2) (Head of Admin Team).

Step 2

Before 6.00 am – Estates Manager, and/or staff volunteers acting as 'snow spotters' to check local roads and assist in providing information that will be used in the decision whether or not the College should be open.

6.00 am Director of Services (or other member of SMT in his absence) to:

- Ring Estates Manager or 'snow spotters' to assess weather conditions and to assess likelihood of Commercial Groundcare arriving on site to clear snow and carry out gritting.
- Ring Principal to discuss position and make decision regarding closure (or otherwise) and any variation to standard pre-prepared message.

Step 3

Director of Services (or other member of SMT in his absence) to contact College "Snow Alert" Team by SMS Text regarding decision to close or to remain open. Team will arrange for pre-prepared message to go on Website, Godalming Online, Facebook and Twitter. Aim to have message in place not later than 6.30 am.

Operators of College Bus Services (Greenshades Coaches and Youngs Travel) have been advised to check College website. Operators will make their own communication arrangements with bus users via Twitter.

Step 4

Director of Services (or other member of SMT in his absence) to contact Estates Manager (or other member of Estates Team in his absence) to discuss arrangements for clearing/gritting site as well as arrangements to switch on Night Service 2 (with pre-prepared snow message) if necessary. Note if snow arrived unexpectedly and no message available Estates Manager will set up. Message to be in place **by 7.30 am**.

Step 5

Director of Services (or other member of SMT in his absence) to contact "Snow line" at 964 Eagle Radio Station (with password).

Step 6

If College is to be open for any exams Exams Team to liaise with Estates Manager (or other member of Estates Team in his absence) regarding access to exam rooms, provision of invigilators and other requirements necessary.

Step 7

Estates Manager (or other member of Estates Team in his absence) to monitor conditions on site and to inform any staff, students or others arriving on site of position regarding closure (or otherwise). Signs to be put up as necessary at entrances etc. Assistance also to be provided to enable exams to take place.

Step 8

Principal to contact Assistant Principals to discuss arrangements for staff setting work for students (via Godalming Online or otherwise). DoFs and HoDs and other staff to be contacted as appropriate.

Step 9

SMT and Estates Manager to monitor situation and arrange relevant updates to website, Facebook, Twitter and Godalming-on-Line. Also to determine and communicate position regarding re-opening (including travel and parking arrangements). All staff to check emails and Godalming Online for updates on the latest position as regularly as possible. Anyone without internet access at home should make other arrangements to keep in touch as appropriate.

Step 10

During closure staff who live locally may be asked to come in to College to offer assistance (may include answering phone calls and telephone messages, supervising/assisting students who may be on site or who may have travel problems getting home. In the event that no member of SMT can get to College activities will be organised amongst those who are here with Estates Manager or other member of the Estates Team taking the lead on any snow clearance, safety or security issues.

Step 11

If College is open but staff are unable to get here due to snow they should contact Personnel (01483 411293) and leave a message or email Personnel@godalming.ac.uk
If Personnel staff are unable to get to College a member of the Admin Team will check for messages and prepare the absence report.

Step 12

Students who are unable to get to College should ring the College switchboard 01483 423526 (it may be necessary to leave a message due to high number of calls being received). They should monitor emails/Godalming Online for details of any work that may be set by teachers. Also to check latest position for re-opening.

Responsibility – College and Students/Staff/Others

The College has a duty of care to ensure that it has taken all reasonable steps to:

- Communicate with students and staff (as well as contractors and others) about the conditions on site to enable them to make decisions on how they should travel and the footwear and clothing that would be most suitable for the conditions.
- Ensure safe access onto and around the campus. Priority will be given to access on foot and if necessary access by vehicles will be restricted to those areas that are considered safe. This may mean that the student car park and rear staff car remain locked until satisfactory clearance and treatment becomes possible.
- Students and staff and others using the site have a personal responsibility to:
 - check for messages about closure of the College due to snow and likely conditions on campus prior to setting out on their journey to College.
 - ensure that they use a mode of transport and wear footwear/clothing that is appropriate in the conditions
 - drive and walk in a manner that shows regard for their personal safety and the safety of others
 - follow safety and other guidance about conditions on the campus
 - act with caution and use common sense at all times when using the campus

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