

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, key contractors (catering, cleaning) and others about the closure and any related information such as travel arrangements or parking.
3. Informing students about arrangements for accessing work via the portal.

Step 1

Monitor weather forecast (Director of Services + SMT) and alert staff and students in advance (if possible).

Information and link to forecast to go on Godalming Online (Head of ILT Services or other member of ILT Services).

Prepare phone message (Night Service 2) (Head of Admin or other member of 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 deciding whether or not the College should open.

6.00 am

Director of Services (Principal) to:

- Ring Estates Manager to assess weather conditions and likelihood of contractor arriving on site to clear snow and carry out gritting.
- Assess position and contact Principal (as appropriate) who will make decision regarding closure or otherwise and agree message for website/Godalming Online/Facebook/Twitter.

Step 3

Director of Services (Principal) to send cascade text with message to go on website, Godalming Online, Facebook, Twitter. **Aim to have message in place not later than 6.30 am.**

Operators of College Bus Services to check College website for position. Operators will handle any enquiries direct from bus users. Catering and Cleaning contractors and hirers of sports hall and other facilities to check website for position.

Step 4

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

Step 5

Director of Services (Principal) to contact “Snow line” at Eagle Radio Station to advise of closure.

Step 7

Estates Manager (or other member of Estates Team acting in his absence) to travel to campus (if possible) 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.

Step 8

Principal and Assistant Principals to discuss arrangements with Directors of Faculty and Heads of Department for setting work for students (via Godalming Online or otherwise).

Step 9

SMT and Estates Manager to monitor situation and provide relevant updates to website and Godalming-on-Line in liaison with Head of ILT Services (or other ILT staff). Also to determine and communicate position regarding re-opening (including travel and parking arrangements). All staff and students to check emails and Godalming Online for updates on the latest position as regularly as possible. Anyone without internet access 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 site College activities will be organised amongst those who are here with the Estates Manager (or other member of the Estates Team acting in his absence) taking the lead on any snow clearance, safety or security issues.

Step 11

If College is open but staff or students are **unable** to get here due to transport difficulties they should contact:

Students – email attendance@godalming.ac.uk or ring 01483 423526

Staff – email Personnel@godalming.ac.uk or ring 01483 411293

If Personnel staff are unable to get to College a member of the Admin Team will check for messages and prepare the absence report.

Snow Clearance Schedule

This schedule identifies the normal order of priority to be applied to clearing the campus in the event of snow. It will be subject to modification in the light of the amount of snow that has fallen and the time available for clearance. This will be affected by the time taken for contractor to reach the College and any changes that may occur in weather conditions whilst clearance is taking place.

PRIORITY A

- Main driveway and footway
- Circle around front car park and access to front doors
- Pathways to and between buildings

Aim to remove snow on pathways to minimum width of 1 metre before applying grit/salt.

PRIORITY B

- Clear piazza, especially decking area
- Clear snow in front car park and apply grit/salt to spaces as much as possible
- Clear perimeter access road around main student car park so far as possible then access roads crossing car park.

PRIORITY C

- Clear snow and apply grit/salt to rear driveway and then parking bays as possible
- Clear Student car park and overflow where possible
- Clear remaining areas

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 park 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
- to ensure that they use a mode of transport and wear footwear/clothing that is appropriate in the conditions
- to 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