

## **ADVERSE WEATHER PROCEDURE**

This procedure outlines the responsibilities of all members of the Executive Team, Line Managers, Centre Managers, Curriculum Leads when considering attendance at work during adverse weather.

### **Guided by Met Office Weather Warnings.**

- **Yellow Warning** - be aware and plan ahead as severe weather is forecast.
- **Amber Warning** - be prepared as there is an increased likelihood of severe weather which could potentially disrupt travel and power supplies with the potential risk to life and property.
- **Red Warning** – act now as extreme weather is expected which could cause widespread damage to buildings, disruption to travel and power supplies and the risk to life is likely.

If weather conditions deteriorate during the daytime Line/Centre Managers will ensure that members of staff and students from outlying areas are informed to return home early.

We may also be guided by public transport and school closure notifications.

### **Extreme Heat Conditions - please ensure.**

- Where possible windows are opened to allow air to circulate.
- Shade students/staff from direct sunlight using blinds or reflective film on the windows.
- Position workstations away from direct sunlight or sources of heat.
- Ensure drinking water is available for all.

### **NH sites are designated as.**

- Thurso (incl. Castle Street)
- Rural Studies Centre – Halkirk
- Alness
- Dornoch

### **OH sites are designated as:**

- Stornoway including An Cotan (Creche)
- Benbecula
- Barra
- Taigh Chearsabhagh, North Uist
- Cnoc Soilier, South Uist

### **WH sites are designated as:**

- Auchtertyre
- Broadford
- Fort William
- Gairloch
- Kilchoan
- Mallaig
- Portree
- Strontian
- Ullapool
- Kinlochleven

## NORTH HIGHLAND PROCEDURE

When a weather warning is issued by the Met Office you should be considering taking laptops home and preparing for online lessons.

If the decision is made for the college to open as normal during a weather warning be prepared that conditions could worsen during the day, and you may be sent home.

If the weather worsens **after the 1700 hrs decision** the process below will be initiated and you should look for updates on social media or call the automated weather line in case the decision is made to close the college the following day.

During periods of forecasted adverse weather, the following process will be followed:

### All Campuses

#### Daytime before 1700 hours:

- **The Vice Principal** to contact the following (as appropriate) to obtain up to date weather/travel information for Thurso
  - Met office Weather - [http://www.metoffice.gov.uk/weather/uk/uk\\_forecast\\_weather.html](http://www.metoffice.gov.uk/weather/uk/uk_forecast_weather.html)
  - BBC Weather - <http://www.bbc.co.uk/weather>
- **The Vice Principal** to decide regarding whether to close all campuses the following day based on information obtained.
- **The Vice Principal** to contact **Site Services Manager(s)** to inform them of the decision by 1700 hrs.
- In periods of absence, **Marketing** to be contacted via [marketing.nwh@uhi.ac.uk](mailto:marketing.nwh@uhi.ac.uk)
- If the **Vice Principal** is absent her PA will contact the **Estates Manager** to act as deputy for making the assessment (decision).

#### Evenings after 1700 hrs.

If the weather worsens **after the daytime 1700 hrs decision** the **Vice Principal OR**, if the vice principal is absent the **Estates Manager as above** will continue to monitor the weather and decide by **2100hrs** whether the college will open or close the following day.

- **The Vice Principal OR** (if the principal is absent the **Estates Manager as above**) to contact **Site Services Manager(s) and Marketing** to inform them of the decision **by 2100 hrs.**

### ALNESS

- **Curriculum Leader(s) Peter Noble, Diane Macleod** to make decision for Alness campuses **by 1700 hrs.** and then contact **Site Services Manager/Marketing** as above.
- If the weather worsens **after the 1700 hrs decision** the **Curriculum Leader** will continue to monitor the weather and decide whether the campus will open or close the following day and contact **Site Services Manager/Marketing** as above **by 2100hrs.**

### DORNOCH CAMPUS

- **Curriculum Leader(s) Alan Fleming, Simon Rodgers** to make decision **by 1700 hrs.** and then contact **Site Services Manager/Marketing** as above.

- If the weather worsens **after the 1700 hrs decision** the **Curriculum Leader** will continue to monitor the weather and decide whether the campus will open or close the following day and contact **Site Services Manager/Marketing** as above **by 2100hrs**

## **RURAL STUDIES CENTRE**

- **Curriculum Leader(s) David Shaw, Diane Ross** to lead/manage the operation of Dale Farm during periods of adverse weather.
  - If the decision is taken to close the campus, **Curriculum Leader(s)** to contact **Site Services Manager/Marketing** as above.
  - If the decision is to remain open, **Curriculum Leader(s)** to lead on ensuring the necessary safety measurements are put in place, in conjunction with other **RSC staff/Service Manager**.
- If the weather worsens **after the 1700 hrs decision** the **Curriculum Leader** will continue to monitor the weather and decide whether the campus will open or close the following day and contact **Site Services Manager/Marketing** as above **by 2100hrs**.

## **Outer Hebrides Procedure**

The decision to close UHI Outer Hebrides centres at Barra, Benbecula, Cnoc Soilear and Taigh Chearsabhagh will be made at local level when the decision has been taken to close local schools.

In this situation the *Marketing Manager* must be informed immediately to enable the announcement to be made through the college website and social media.

### **Phone Tree initiated as per the Business Continuity Plan.**

Person in Charge, Vice Principal's PA, initiates phone tree and message the Emergency College Comms WhatsApp Group, calling or otherwise contacting:

- Vice Principal
- Director of Finance and Resources
- Head of Marketing
- Senior HR Advisor
- H&S Advisor
- Duty Janitor

Members of Group 1 continue cascade calling or otherwise contacting as per the Business Continuity Plan.

The person in charge of the College/Centre/Campus on the day or in their absence the Estates Manager will be responsible for deciding on College closure based on information from Police, local radio, or the Met Office, and take into account reasonable operational requirements.

All Line Managers will be responsible for ensuring that notice of College closure is conveyed appropriately and timeously for staff, students, and tenants.

### **Website:**

Information will be placed on the website by the Head of Marketing

### **Social media:**

Contact the Marketing team at [marketing.nwh@uhi.ac.uk](mailto:marketing.nwh@uhi.ac.uk) where your local marketing team will advise via the usual channels.

In the event that Marketing is unavailable, contact IT who have a locked spreadsheet of social media log-in details.

Urgent messages can be put out by College staff, with access available as follows:

**Facebook:** Marketing Manager, Head of Finance, Manisha Sharma

**Twitter:** Marketing Manager, Head of Finance,

**Instagram:** Marketing Manager

Comhairle nan Eilean Siar – Public Information

Email: [faire@cne-siar.gov.uk](mailto:faire@cne-siar.gov.uk)

### **Public Transport to Outlying Areas**

During adverse weather or when adverse weather is forecast, bus timetables to outlying areas may vary. Every effort must be made to release staff and students who require to use public transport as this may be their last opportunity to get home safely.

Liaison may be required with schools to ensure that pupils are able to get home safely.

**All staff and students have a responsibility to check for announcements for College closure and re-opening.**

The decision to reopen a Campus/Centre will be communicated to all parties through email, the College website, social media, or local radio as appropriate.

When an employee is unable to work at their normal start time due to adverse weather conditions, they have a responsibility to notify their Line Manager as soon as is reasonably practicable of their late attendance.

In exceptional circumstances, when an employee requires to finish work earlier than their normal finish time, to enable them to travel safely, they have a responsibility to obtain the permission of their Line Manager.

## **West Highland Procedure**

Once a decision to close a Campus/Centre has been taken and authorised, the decision will be communicated to all relevant staff, students, internal partners, and customers of the campus/centre affected as soon as possible. Evening classes and/or commercial courses that may be scheduled should also be considered.

The decision to reopen a Campus/Centre will be communicated to all parties through *email*, the College website, social media, or local radio as appropriate.

Where West Highland College UHI occupy a space within premises owned by a third party; the College will adhere to any closure decisions due to adverse conditions made by that third party.

In the event of a decision to close the Campus/Centre, staff whose normal place of work is affected will be expected to work from home where possible.

When adverse weather is forecast, staff, students, internal partners, and other customers of the College should check email, listen to local radio, check the College website or contact the College by telephone to check if a Centre is to close.

| Decision Process                          | Responsible  | Action  | Staff Involvement   | Notes  |
|---|--|---|---|--|
| Closure and opening of a College premises | Member of ELT<br><br>(out of normal working hours) | Communicate with onsite/area-based personnel to instigate action, giving clarity on:- <ul style="list-style-type: none"> <li>To whom the college premises is open</li> <li>Timescale for next update</li> </ul> | ELT member<br><br>Centre Manager or area-based member of staff<br><br>Head of Student Services<br><br>Estates and Facilities Manager<br><br>Head of Curriculum/CAL's<br><br>Marketing Manager | The Centre Managers/Estates and Facilities Manager are closest to the situation and should be able to provide a recommendation to the member of ELT.   |
|   | Member of ELT<br><br>(during normal working hours) | Gather information and meet/communicate with onsite personnel to consider making an open/closed decision  | ELT member<br><br>Centre manager or area-based member of staff<br><br>Head of Student Services<br><br>Estates and Facilities manager<br><br>Head of Curriculum/CAL's                          | Information re conditions on campus, forecast of severity of impending weather, local/regional road conditions, status of local schools and availability of public transport to be used to inform the decision |
|   |  |   |   |  |
| Communication                             | Responsible  | Action  | Staff Involvement   | Notes  |
|   | Marketing Team                                     | Post closure information on:- <ul style="list-style-type: none"> <li>College website</li> <li>College Facebook/Twitter</li> <li>Notify UHI</li> </ul>   | Marketing Team<br>(Team to include a member of staff at a different centre as all existing Marketing Team based in Auchtertyre)   | Single point within Marketing to co-ordinate media notifications   |

|  |  |   |  |   |
|--|--|---|--|---|
|  | Curriculum Leads                                     | Notify local high schools                                   |  |   |
|  | Centre Manager                                       | Notify local radio  |  | Centre Manager to co-ordinate email notifications |
|  | Communicate to the following pre-arranged visitors:- |   |  |   |
|  | Customer Services (Fort William) or Centre Manager   | External room bookings                                      |  |   |
|  | Business Development, Employability And AMC          | Commercial courses<br>Employability Clients<br><br>Visitors |  |   |
|  | Curriculum staff                                     | Hairdressing/beauty clients                                 |  |   |
|  | Head of Quality & Registry                           | Examinations/assessments                                    |  |   |

When adverse weather is no longer a risk to personal safety, staff, students, internal partners, and other customers of the College should check email, check the College website, or listen to local radio to check when/if a College Centre is to reopen.

All staff must notify their line manager as soon as reasonably practicable of their late arrival or non-attendance.

All staff who are not able to work effectively from home must record any non-attendance due to adverse weather conditions on Cascade. Under absence there is a classification for adverse weather.

Line managers will ensure any non-attendance, late attendance and/or early departure of staff due to adverse weather conditions is recorded in Cascade.

## **COMMUNICATION TO STAFF AND STUDENTS**

### **ALL CAMPUSES**

**Site Services Manager/Marketing/Designated Person** to update the following with information regarding college opening/closure.

- Issue email to staff and students – **Site Services Manager/Centre Managers**
- Facebook/College Website/Twitter – **Marketing/Centre Managers**

**Staff and students are expected to check the above sources of information to confirm if their relevant campus is open or closed.**

If a Campus/Centre remains open during periods of bad weather, all staff and students can make an individual decision not to travel if they deem it unsafe.

Staff who **choose not to attend work** whilst the Campus/Centre remains open, are expected to take the time off as annual leave or TOIL.

Students who **choose not to attend** Campus/Centre must report their absence via the normal mechanisms.

Arrangements **may** be made by individual staff with their LM to work from home if reasonable and practical. If this is not possible your LM will advise you.

If home working is not possible when a campus/centre is closed due to the nature of your role, affected staff shall receive full salary payment.