



COLLEGE CLOSURE PROCEDURE

(INCLEMENT WEATHER OR ANY OTHER EMERGENCY)

PROCEDURE OWNER:	Estates
AUTHOR:	Andrew Crowter
DATE OF REVIEW:	November 2020
NEXT REVIEW DATE:	October 2021

1. Procedure Statement

Severe weather causes major disruption to normal College business. In severe weather conditions or other potential emergencies (power failure, heating breakdown, water supply cut off etc.) it may be necessary to close the College to students. If this decision is made by the Principal, the following arrangements will apply. If the Principal is not available, then the Deputy Principal will take their place in the decision-making process.

2. Purpose of Procedure

The purpose of the Procedure is to foresee problems where possible and to have provision / control measures in place to deal with these problems, reduce accidents and ill health and to mitigate their effects to safeguard health and safety of all staff, students & visitors.

3. Scope of Procedure

The Procedure applies to all staff and students, contractors & visitors.

4. Overnight Fall of Snow

An overnight fall of snow will be monitored via the CCTV cameras by the CCTV Security Officer based at Matthew Boulton College. If it is evident that snow has fallen to an extent that may jeopardise the safe opening of the College/s, the CCTV Security Officer will contact the Vice Principals and Director of Estates at 06:00hrs to raise an alert. If an assessment of weather conditions cannot be made via CCTV, the Vice Principals will make local assessments and report their findings to the Director of Estates by 06:20hrs. The Director of Estates will then contact the Principal to discuss the matter at 06:30hrs. If the decision is made to close the College or campuses before students have arrived, notification of the College closure will be communicated by the following means:

- Local Radio stations will be contacted with news of the closure:
 - o Free Radio
 - o Heart
 - o Radio West Midlands
- College website www.bmet.ac.uk where the information will be available and updated.
- Through social media (including Facebook, Twitter, and Yammer)
- Answer phone messages will be put in place on the main switchboards to inform student/staff/parents, in case they ring in and the call-centre is not staffed. The contact numbers for the main sites are 0121 446 4545 followed by the extension number:
 - o Matthew Boulton - 8000
 - o Sutton Coldfield - 5653
 - o James Watt - 2026/2015
 - o Erdington – 4101

Staff and students are to be informed as above and act accordingly.

It should be noted that in the event of severe weather the College cannot guarantee that the switchboard will be staffed.

Students who are unaware that the College is closed and arrive at College should report to Security / Reception for further advice.

5. College Closure After Students Arrive

If the College closes early due to deteriorating weather conditions or other emergency, notification will be made by the Principal via phone, email & SharePoint. See Annex A.

Vice Principals will be responsible for reporting any deterioration of weather conditions within their area. If deemed necessary, the Vice Principal is to report the worsening conditions to the Duty Director, who will gather all the necessary information and discuss the matter with the Principal. The Principal will then make the decision whether to close or not.

Checks will be made with young students (under 18 years of age) and students with special needs to ascertain whether they can return safely home or to a suitable alternative safe location. Where this is the case, they will be allowed to make their own way home via foot or public transport. Parents/carers of young/vulnerable students will be contacted by Student Services to plan for collection.

Visiting Schools – The Vice Principal will direct the Schools Team to contact the Head Teacher(s) to inform the school of the College's early closure and work with the school to ensure the safe return of the students.

Transport – Some college sites use coaches to transport students between sites. It is the responsibility of the Vice Principal to request early pick up of the students if the College or campuses are to close early.

6. Afternoon Assessment

If a College has closed, the Director of Estates will join a conference call with the Principal and Director - Marketing and Communications at 15:30hrs on the afternoon of closure to agree opening / closure the following day or at any point after that up to 6.30hrs the following day.

7. Weekend Snowfall

If significant snow has fallen over a weekend, an assessment of the safety of opening the following Monday should be undertaken on Sunday afternoon. The Vice Principals will make local assessments and report their findings to the Director of Estates between 14:30hrs and 15:00hrs on Sunday. The Director of Estates will then contact the Principal to discuss the matter at 15:30hrs. If the decision is made to close the College or campuses the following day, notification of the College closure will be communicated by the means previously described.

8. Staff Action in the Event of College Closure

In the event of the College or campuses closing to students due to inclement weather, all staff, except for those in either the Estates or Security teams are to follow the instructions given them by the Principal. Estates and Security team members should

report to the Director of Estates who will provide them with instructions.

9. Staff Absence if College is Open

If the College is operating normally during inclement weather, any member of staff unable to get to their normal place of work must inform their line manager as soon as possible and agree their course of action. Line managers need to ensure they risk assess the situation before giving guidance.

10. Individual Responsibilities

Director - Marketing and Communications – Deal with communications to staff, students and visitors in relation to whether College sites are open or closed in response to snow or other emergencies.

Director of Estates - Assess the situation with the Vice Principals prior to opening the College:

- In the event of over-night snowfall on a weekday, liaise with CCTV Security Officer, Vice Principals and discuss the situation with the Principal by 06:30hrs, prior to opening the College.
- In the event of weekend snow fall, liaise with CCTV Security Officer, Vice Principals and discuss the situation with the Principal by 15:30hrs with regards to opening the College the following day.
- If Colleges have closed because of snow, participate in a Conference call with the Principal and Director - Marketing and Communications at 15:30hrs to decide whether to open the following day.
- If the closure to students is imminent, through the Director - Marketing and Communications, contact radio stations and update College information on the College website.
 - Advise/instruct Estates Managers and the Security team.
 - Arrange for snow clearance and gritting, using external assistance if necessary

Estates Managers – Attend site as appropriate and:

- Carry out relevant risk assessments.
- Assess if it is safe for the Estates staff to grit/clear pathways and car parks.
- Ensure that staff are working in pairs/teams to ensure safety.
- Provide appropriate equipment to clear snow/ice.
- Provide relevant information, instructions and training to Estates staff regarding the Procedure / tasks e.g. gritting manually or using machinery, use of PPE etc.
- Provide personal protective equipment (PPE).
- Monitor the weather conditions & gritting processes etc. to ensure safety.

Health & Safety Manager

- Advice and guidance.
- Review and update the Procedure as and when necessary.

Estates & Security team

- Carry out tasks only if it is safe to do so.
- Use PPE provided according to instruction for health & safety.

- Use equipment provided safely according to information, instructions and training.
- Report any issues, accidents or incidents to the Estates or management

Other related policies and codes of practices

- Health & Safety Policy and Procedure
- Corporate Disaster Recovery Plan

ANNEX A

Snow/Adverse Weather Conditions

Procedure

When the College experiences adverse weather conditions (snow, in particular) which makes travelling to College difficult, please follow the Procedure below to ensure communication and actions are clear. If students are unsure if the College is open or closed they should check the College website, official Facebook page and Twitter or tune into the following radio stations:

- Free Radio
- Heart
- Radio West Midlands

	ACTION
SNOW OVERNIGHT	
Roads blocked Transport delayed / cancelled Experiencing problems in getting to sites	Vice Principals with the help of the CCTV Security Officer will assess their campus situation and notify the Director of Estates of weather conditions and advise if the College should be open or closed to students. This will be done at 06:00hrs and the information passed to the Director of Estates by 06:30hrs. This information will be passed to the Principal who will make the final decision to close the College or campuses.
College website – www.bmet.ac.uk to provide regular updates on the Home Page Radio Stations will announce details throughout the day Free Radio 0121 566 5200 01902 461300 news@freeradio.wm.co.uk Heart FM 0121 226 5700 news@heartfm.co.uk BBC WM 0121 567 6055 bbcwm@bbc.co.uk	Once the Principal has been informed of the weather conditions, s/he will inform the Director - Marketing and Communications of the final decision, if the College/campuses are closed, the Director - Marketing and Communications will telephone the radio station(s) to advise the College is closed. The Principal will advise the Director - Marketing and Communications to update the website homepage and relevant social media sites (Facebook and Twitter accounts) at 06:30hrs. IT Directorate will update College answerphone(s) by 06:45hrs. The Principal will contact Duty Director and the Senior Leadership Team to inform them of the decision regarding opening or closure by 06:45hrs. The Senior Leadership Team will immediately cascade this information to the Directors and Department Managers who will inform their teams. Front line staff/or staff operating the service to advise callers that the College is closed.

Updates to appear on the official Facebook page

www.facebook.com

Birmingham Metropolitan College
BMet Black Country

Birmingham Metropolitan

Twitter pages:

[twitter@bmetc](https://twitter.com/bmetc)

College telephone numbers:

0121 446 4545 followed by the extension number:

Matthew Boulton 8000

Sutton Coldfield 5653

James Watt 2026

Erdington 4101

Monitoring of the weather conditions during the day. Vice Principals are to prepare a draft statement for the following day in the event of closure/re-opening.

	Campus	Contact No
Jan Myatt	MB	0771 240 6470
Ben Gamble	JW	07879 518 653
Anna Jackson	SC	0772 669 3426

Andrew Crowter – Director of Estates

Mobile 1: 0771 240 7011

Mobile 2: 07852 880081

Home: 024 7673 0287

Mat Nicholson – Estates Manager

Mobile – 07985975194

CCTV Control Room (24/7/365 operation)

Office - 0121 503 8577

Mobile - 07526 177512

SNOW DURING THE DAY

<p>Heavy snow forecast Heavy snowfall and icy conditions Conditions deteriorate Student/staff safety concerns</p>	<p>If snow falls during the working day, Vice Principals will assess their campus situation and notify the Duty Director. The Duty Director will gather the relevant information and discuss with the Principal. The Principal will make the final decision to close either the whole College or individual sites.</p>
<p>Closure Actions:</p>	<p>Staff and students will be advised of site closure by their Directors and Department Managers where appropriate. Due to the different needs of each Directorate's staff and students, the Vice Principals will manage the evacuation of their campus and ensure safe travel arrangements are in place for all individuals. Directors and Managers on site who are not directly involved in the supervision of students should report to the Vice Principal and help manage the evacuation.</p> <p>The Principal will advise the Director - Marketing and Communications to update the website homepage and relevant social media sites.</p> <p>Where the College closes early to students, students attending evening classes will be contacted by the Student Services team and other support teams at the earliest opportunity to avoid unnecessary travel. Contact should be made via telephone, mobile, text and e mail if possible.</p> <p>Monitoring of the weather condition during the day. Vice Principals are to prepare a draft statement for the following day in the event of closure/re-opening.</p> <p>The Director of Estates will ensure their presence on site to provide support until the College has been vacated. All sites are to be fit for use, ensuring that paths, ramps and walkways are suitably gritted to allow safe access and egress to the College.</p>
<p>ACTIONS IN THE EVENT OF FORECAST SEVERE ADVERSE WEATHER CONDITIONS i.e. Prior to potential closure</p>	<p><i>Adverse weather forecast</i> Line managers should discuss with their teams which members of staff are within walking distance of a College site and can therefore travel safely to College in the event of severe weather.</p> <p>Staff should, where possible, take enough work home to allow working at home if they are unable to safely reach any College site.</p>

	<p>Teaching staff to ensure that students have enough work to do in the event of College closure.</p> <p>Assignments, homework etc. should be made available on Moodle with clear instructions to access as appropriate.</p> <p>Staff should wait for the Principal's instructions as to whether to come into College. If a request is made for staff to attend, they should ensure it is safe for them to do so.</p> <p>Staff who are unable to safely access the College should contact their line manager to advise their position and confirm they will be working from home.</p>
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