

**College Closure Procedure**

**(Severe Weather, Environmental Incident or any other Emergency)**

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| POLICY NUMBER:PROCEDURE OWNER: | POL-180Estates |
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# Procedure Statement

The document outlines the procedures for the closure of BMet College or its individual campuses due to severe weather, environmental incidents, or other emergencies. The health and safety of staff, students, contractors, and visitors are of the utmost importance.

The decision to close the whole college or individual campuses is made by the Principal following advice from the Director off Estates and the relevant Vice Principal for each site. If the Principal is not available, then the Vice Principal for each campus will take their place in the decision-making process

# Procedure Objective

To provide clear guidelines and control measures that address both expected and unexpected scenarios affecting the safe operation of the college.

# Scope of Procedure

This procedure applies to all BMet staff, students, contractors, and visitors.

# Initial Assessment and Notification

## **Severe Weather or Environmental Issues**

## Monitoring of severe conditions will be carried out by the CCTV Control Room at Matthew Boulton College.

## Immediate alert by 06:00 hrs to the Director of Estates. If unavailable, the Vice Principal and Estates Site Managers will be contacted.

## The Director of Estates or Vice Principal 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:

## **Communication**

If a closure is decided, it will be communicated through various channels, including the BMet website, social media, emails, and local radio stations, by 06:45 hrs.

## College website www.bmet.ac.uk where the information will be available and updated.

## Through social media (including Facebook, Twitter, and Yammer)

## Email and text message systems

## Local Radio stations will be contacted with news of the closure:

## Free Radio – Email news@freeradio.wm.co.uk Telephone 0121 566 5200

## Heart – Email news@heartfm.co.uk Telephone 0121 226 5700

## Radio West Midlands – Email bbcwm@bbc.co.uk Telephone 0121 567 6055

## Closure messages will be put into place remotely on the main college Contact Centre number (0121 446 4545). If the college is open but the Contact Centre is unable to open due to staff availability or the closure of Sutton Coldfield College, phones will be diverted to the emergency GSM phones for operation by staff from alternative locations.

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

It should be noted that in the event of severe weather or significant environmental incidents the college cannot guarantee that the Contact Centre can be opened on site and there may be a delay in the switch to remote services.

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

The Principal or Vice Principals 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 Directors and Department Managers who will inform their teams and take any appropriate action required.

# College Closure After Students Arrive

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

Vice Principals will be responsible for monitoring any deterioration of weather conditions or other emergencies within their area. If deemed necessary, the Vice Principal in liaison with the Director of Estates will 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 Experience teams 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.

# Afternoon and Weekend Assessment

# If a college has closed, the Director of Estates will liaise with the Principal, Vice Principals and the Director Marketing and Communications at 15:30hrs on the afternoon of closure (or at any point after that up to 6.30hrs the following day) to agree opening or closure the following day.

# 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 and15:00hrs 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.

# Staff Action in the Event of College Closure

In the event of the College or campuses closing to students due to severe weather or environmental incident, all staff, except for those in either the Estates or Campus Safety teams are to follow the instructions given them by the Principal or Vice Principals. Estates and Campus Safety team members should report to the Director of Estates who will provide them with instructions.

# Staff Absence if College is Open

If the College is operating normally during severe weather or environmental incident, 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.

# 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 severe weather or environmental incidents or other emergencies.

## **Director of Estates**

## Assess the situation with the Vice Principals prior to opening the College:

## In the event of over-night severe weather or environmental incident on a weekday, liaise with CCTV Control room and Principal or Vice Principals and discuss the situation with by 06:30hrs, prior to opening the College.

## In the event of weekend snow fall, liaise with CCTV Control Room, Principal or Vice Principals and discuss the situation by 15:30hrs with regards to opening the College the following day.

## If Colleges have closed participate in a Conference call with the Principal, Vice Principals 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 and Campus Safety teams.

## Arrange for any snow clearance and gritting, using external assistance if necessary

## Arrange for the clearing and cleaning of any environmental incidents

## Arrange with relevant contractors required

## **Estates Site 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, water of debris as relevant.

## Provide relevant information, instructions, and training to Estates staff regarding the Procedure / tasks required.

## Provide personal protective equipment (PPE) as required.

## Monitor the weather conditions & gritting processes etc. to ensure safety

## **Estates & Campus Safety team**

## Carry out tasks only if it is safe to do so.

## Use PPE provided according to instruction and relevant safe systems of work.

## Use equipment provided safely according to information, instructions, and training.

## Report any issues, accidents, or incidents to their line manager

## **Health & Safety Manager**

## Advice and guidance.

## Review and update the Procedure as and when necessary.

# Useful contact numbers

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|  |  | **Contact No** | **Contact No** |
| Vice Principal - MB | Jan Myatt | 0771 240 6470 |  |
| Vice Principal - JW | Randeep Sami  | 0781 429 9827 |  |
| Vice Principal - SC | Anna Jackson | 0772 669 3426 |  |
| Director of Estates | Andy Crowter | 0771 240 7011 | 07852 880081 |
| Head of Estates & Campus Safety | Mat Nicholson | 0798 597 5194 |  |
| Estates Site Manager - MB | Dave Shand | 0772 669 3591 |  |
| Estates Site Supervisor - JW | Dan Nicholson | 0792 646 7519 |  |
| Estates Site Manager - SC | Phil Hanford | 0798 597 4910 |  |
| Campus Safety Supervisor | John Bate | 0754 510 0115 |  |
| CCTV Control Room |  | 0121 503 8577 | 07526 177512 |
| H&S Manager | Steven Liggins | 0784 939 8020 |  |
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# Other related policies and codes of practices

## Health & Safety Policy and Procedure

## Crisis Management Plan