



# **COLLEGE CLOSURE PROCEDURE**

## **(SEVERE WEATHER, ENVIRONMENTAL INCIDENT OR ANY OTHER EMERGENCY)**

PROCEDURE OWNER:	Estates
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DATE OF REVIEW:	October 2024
NEXT REVIEW DATE:	October 2025

## 1 Procedure Statement

This document outlines the procedure 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 college or individual campuses will be made by the Principal following advice from the Director of Estates and the relevant Vice Principal for each site. If the Principal is unavailable, the Vice Principal of each campus will assume responsibility for the decision-making process.

## 2 Procedure Objective

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

## 3 Scope of Procedure

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

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

The Director of Estates or the Vice Principal will then contact the Principal to discuss the matter by 06:30hrs. If the decision is made to close the college or individual campuses before students have arrived, the notification of closure will be communicated by the following methods:

#### 1. Internal SLT Communication:

The Senior Leadership Team will use the SLT WhatsApp group to communicate updates swiftly and confirm decisions regarding closures.

#### 2. External Communication Channels:

Once the decision is confirmed via the SLT WhatsApp group, the following communication methods will be used to inform staff, students, and the public by 06:45hrs:

- **College Website:** [www.bmet.ac.uk](http://www.bmet.ac.uk), where closure information will be posted and updated.
- **Social Media:** Updates will be posted on Facebook and Twitter.
- **Email and Text Message Systems:** An email and text alert will be sent to all staff and students.
- **Local Radio Stations:**
  - Free Radio – Email: [news@freeradio.wm.co.uk](mailto:news@freeradio.wm.co.uk) Tel: **0121 566 5200**
  - Heart FM – Email: [news@heartfm.co.uk](mailto:news@heartfm.co.uk) Tel: **0121 226 5700**
  - BBC Radio West Midlands – Email: [bbcwm@bbc.co.uk](mailto:bbcwm@bbc.co.uk) Tel: **0121 567 6055**

#### 3. Contact Centre Message:

Closure messages will be remotely added to the main college Contact Centre number (**0121 446 4545**). If the Contact Centre is unable to open due to staff availability or the

closure of Sutton Coldfield College, phones will be diverted to emergency GSM phones, operated by staff from alternative locations.

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## **5 College Closure After Students Arrive**

If the college closes early due to deteriorating weather conditions or other emergencies, the following notifications will be made via phone, email, SharePoint, and the SLT WhatsApp group.

### **Vice Principals' Role:**

Vice Principals will monitor any worsening weather conditions or emergencies. If necessary, they will liaise with the Director of Estates to report conditions to the Duty Director, who will then discuss the situation with the Principal. The Principal will make the final decision regarding early closure.

### **Care for Young and Vulnerable Students:**

Checks will be made for young students (under 18 years of age) and students with special needs to ensure they can return safely home or to an alternative safe location. Parents or carers will be contacted by the Student Experience teams to arrange collection where appropriate.

### **Visiting Schools:**

If the college hosts visiting schools, the Vice Principal will direct the Schools Team to inform the Head Teacher(s) of the closure. The team will coordinate with the school to ensure students are returned safely.

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## **6 Afternoon and Weekend Assessment**

### **Afternoon Assessments:**

In the event of a closure, the Director of Estates will liaise with the Principal, Vice Principals, and the Director of Marketing and Communications by 15:30hrs to determine whether the college will reopen the following day.

### **Weekend Snowfall:**

If significant snowfall occurs over the weekend, a safety assessment for Monday will be conducted on Sunday afternoon. Vice Principals will report local assessments to the Director of Estates by 14:30-15:00hrs, who will then consult with the Principal at 15:30hrs to decide on closure. Notification of the closure for the following day will be communicated using the previously mentioned channels.

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## **7 Staff Action in the Event of College Closure**

If the college or campuses close to students due to severe weather or environmental incidents, all staff, except those in the Estates or Campus Safety teams, are to follow the instructions provided by the Principal or Vice Principals. Estates and Campus Safety team members should report to the Director of Estates for further instructions.

### **Staff Absence When College is Open:**

If the college remains operational but a staff member cannot attend their normal place of work

due to severe weather or an environmental incident, they must inform their line manager as soon as possible. Line managers should conduct a risk assessment before providing further guidance.

## 8 Individual Responsibilities

- **Director of Estates:** Coordinates the overall response and advises the Principal on closure decisions.
- **Vice Principals:** Monitors campus-specific conditions and communicates updates.
- **SLT WhatsApp Group:** Utilised by the Senior Leadership Team for rapid internal communication.
- **Director of Marketing and Communications:** Ensures all external communication regarding closures is delivered efficiently via appropriate channels.
- **Estates Team:** Responsible for gritting, snow clearance, and handling environmental incidents.
- **Health & Safety Manager:** Provides advice and reviews procedures as necessary.

## 9 Useful Contact Numbers

Name	Job title	CMT role(s) (If applicable)	Contact details
Pat Carvalho	Principal	CMT Leader	07759 839780
Anna Jackson	Deputy Principal	CMT Leader in Principal's Absence	07726 693426
Stephen Belling	Company Secretary	Governor Rep / Legal	07775 756121
Fiona Yardley	CFO	Finance	07977 871492
Melanie Brittain	Finance Director	Finance	07864 918385
Andy Crowter	Estates Director	Estates & Security	07712 407011
Suzie Branch-Haddow	VP External Development	Employer Engagement	07702 802137
Kay Burton-Williams	Student Experience Director, DSL & SMHL	Student Support/Welfare	07779 328630
Alison Jones	HR Director	Staff Support/Welfare	07890 605336
Dave Palmer	IT Director	IT & Network Security	07779 997005
Dan Mooney	Data Director	Data	07412 922230
Zoe Lee	Marketing and Communications	Comms. Inc press communications	07741 164180

	Director		
Ben Gamble	VP Curriculum and Quality	Curriculum Impact	07879 518653
Jan Myatt	VP Matthew Boulton	Curriculum Impact	07712 406470
Randeep Sami	VP James Watt	Curriculum Impact	07814 299827
Dagen Thompson	Senior Director – Sutton Coldfield	Curriculum Impact	07843 684217
Mat Nicholson	Head of Estates	N/A	07985 975194
Steven Liggins	Health & Safety Manager	N/A	07849 398020
Dave Shand	Estates Manager - MBC	N/A	07726 693591
Matthew Richard	Estates Manager – SCC	N/A	07985 974910
Dan Nicholson	Estates Supervisor – JWC, ESC	N/A	07926 467519
CCTV Control Room	-	-	0121 503 8571 / 8577 07526 177512
John Bate	Campus Safety Manager	N/A	07545 100115
Matthew Boulton Security	-	-	07526 177512
Sutton Security	-	-	07526 177520
James Watt Security	-	-	07526 177518
Erdington Security	-	-	0121 446 4110

## 10 Other related policies and codes of practices

- Health & Safety Policy and Procedures
- Crisis Management Plan