



**Dumfries and
Galloway College**

One step ahead

ADVERSE WEATHER PROCEDURE

Responsibility: Director of Estates and Sustainability

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Equality Impact Assessment: 29th November 2021

Version: 2



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Adverse Weather Procedure

1. Purpose

From time to time there may be occasions where weather conditions are so adverse that some staff may either be prevented from attending at work or will be later in arriving and/or require to leave early. On occasion, adverse weather conditions may require a decision to be made and communicated on College closure. This document sets out the procedure to be followed to ensure a standardised approach is taken in such circumstances.

2. Scope

- 2.1 The procedures regarding non-attendance, late attendance and early departure apply to all staff. Separate procedures apply in relation to student attendance, including reference to the Student Funding Absence Policy.
- 2.2 The procedures in relation to the College closure apply to all staff and students and should be advised to customers e.g. customers of the salons.

3. Definitions

- 3.1 For the purpose of this document, adverse weather is defined as weather such as snow, ice, fog, floods, which render journeys by road extremely hazardous.

- 3.2 College Management/College Managers means members of the Executive Leadership Team (ELT), Senior Leadership Team (SLT) and College Management Team (CMT).
- 3.3 Line Manager means the supervisor or ELT, SLT or CMT member to whom the employee reports.
- 3.4 Closure means the closure of College buildings in the area affected by the adverse weather conditions. This does not necessarily mean the closure of all College buildings.

4. References

- 4.1 Class Formation and Closure Procedure
Student Funding Absence Policy

5. Responsibilities

- 5.1 It is the duty of each employee to attend work and all staff have a responsibility to make every reasonable attempt to reach their normal place of employment.
- 5.2 Where an employee is unable to attend 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. If the line manager is unavailable then contact should be made with Human Resources in line with normal absence management processes.
- 5.4 Where an employee requires to finish work earlier than their normal finish time, to enable travel in adverse weather conditions, they have a responsibility to obtain the permission of their line manager. The line

manager will be able to make the judgement call on the viability of the request.

- 5.5 College Managers will be responsible for ensuring 'business as usual' for students and customers as far as is reasonably practicable where the College remains open during periods of adverse weather.
- 5.6 College Managers will be responsible for the fair, reasonable and consistent application of the terms of this procedure where staff are prevented from attending work, arrive late or request to leave early due to adverse weather conditions.
- 5.7 The College's Executive Leadership Team will be responsible for making decisions on College closure, informed where appropriate by information from the AA, the Police, bus companies, the local radio or the Met Office, and taking into account operational requirements. The Senior Leadership Team and College Management Team will be responsible for ensuring that notice of College closure is conveyed appropriately and timely for staff and students. In this circumstance staff pay will be unaffected.
- 5.8 Where a College closure has been announced, all staff and students have a responsibility to check for announcements on re-opening /resumption of normal College operations.

6. Procedure

- 6.1 Late Attendance
Where an employee has been prevented from attending work at their normal start time due to adverse weather conditions, the employee must contact their line manager at the earliest (safe) opportunity to notify their late attendance. When at work, the employee and their line manager must agree a flexible arrangement to make up the lost time. The period shall not be counted as an occasion of lateness.

6.2 Non-Attendance at Work

Where an employee considers that they will be unable to attend work due to the adverse weather conditions, they must contact their line manager as soon as possible. The employee and their line manager must agree a flexible arrangement to make up the lost time. This may include use of annual leave or TOIL. Managers should consider requests sympathetically but will require to balance the operational needs of the College and the impact on its students, customers and other staff when considering such requests. The absence shall not count as sick leave, compassionate leave, time off for emergencies or similar time off.

6.3 Leaving Work Early

Where adverse weather conditions arise during the working day, employees should be released only where there is evidence that they will encounter difficulty in reaching their home. Weather information, where the employee lives and their mode of travel should all be taken into account. Managers should consider requests sympathetically but will require to balance the operational needs of the College and the impact on its students, customers and other staff when considering such requests.

Employees must request to leave early, making the request to their line manager. Where the request to leave early is approved, the manager and the employee must agree how the lost time shall be made up. The absence shall not count as sick leave, compassionate leave, time off for emergencies or similar time off. Annual leave or TOIL may however be used.

Employees must not leave work early without such approval and arrangement for making up the lost time. To do so may constitute an unauthorised absence.

6.4 Closure of College Buildings

The decision to close the College buildings affected by the adverse weather will be made by the Executive Leadership Team and communicated to staff and students by e-mail and/or text and other appropriate means.

Where possible the call to close will be made as early as possible to avoid any unnecessary and unsafe travel. This comes into effect if there are periods of extreme weather overnight and may affect students or staff travelling early the next morning.

Information on College closure will be publicly available through announcements on West Sound Radio and by a message on the College website, Social Media channels and the College switchboard. Where a College closure is announced, unless otherwise not possible due to business reasons, the College will be closed to all staff, students and customers.

College re-opening announcements will be made through the same communication methods. All staff and students have a responsibility to check the announcements for College closure and re-opening.

7. *Abuse of Procedures*

Employees who are found to have abused these procedures will either be required to work the hours missed or will have payment for the hours deducted from their salary. They may also be subject to disciplinary procedures.

8. *Distribution*

All Staff

LearnNet

Repository

Revision Log		
Date	Section	Description
25.11.21	References 2.1	Student Funding Absence Policy added
25.11.21	Definitions 3.2	College Management Team (CMT) added
25.11.21	References	Closure Process(held by SLT) and Contingency and Disaster Management Procedure removed. Student Funding Absence Policy added.
25.11.21	Responsibilities 5.7	Senior Leadership Team and College Management Team added
25.11.21	Procedure 6.4	2 nd paragraph added
25.11.21	Procedure 6.4	3 rd paragraph amended to include Social Media
29.11.21	Distribution 8.	Quality Manual changed to Repository
31.03.22	Responsibility	Changed from Head of Corporate Services to Director of Estates and Sustainability

THIS FORM TO BE UPDATED WHENEVER THERE IS A CHANGE IN ANY SYSTEM DOCUMENT				
Document Name	Document Owner	Revision Number	Date of Issue	Date of Withdraw
Adverse Weather Procedure	Head of Corporate Services	1	25.11.21	
Adverse Weather Procedure	Director of Estates and Sustainability	2	31.03.22	