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Policy on Adverse Weather Conditions 2021-22

#### Policy Statement

##### This Policy establishes guidelines for the University of Chichester (“University”) concerning its operations during periods of extreme weather conditions or other emergency circumstances related to weather conditions.

##### This Policy applies to all full-time and part-time employees of the University.

##### During hazardous weather conditions staff, students and visitors to the University are urged to exercise discretion in deciding whether they can safely travel to the University campuses, considering local weather conditions that may restrict travel due to heavy snow, ice or flooding.

##### Any University employee unable to reach the University is required to report their absence to their line manager either by email or by telephone by 9.00am and, where possible, arrangements should be made to work from home. The University will take account of exceptional circumstances affecting employees.

##### Only by the authorisation of the Vice-Chancellor shall the University be officially temporarily closed in the event of extreme weather conditions, including but not limited to flooding, hazardous winds, snow and ice.

##### Should severe weather conditions threaten the University, the emergency Serious Incident Management Team (SIMT) will advise as to whether or not the University should remain open. In certain circumstances, one campus might remain open, whilst the other campus is temporarily closed, depending on the nature of the adverse weather conditions.

##### SIMT includes representatives from Estates and Facilities Management, IT, Human Resources, Marketing, Recruitment and Communications, Students’ Support and Information Services and the Vice-Chancellor’s Group. SIMT will monitor campus and regional conditions, considering external advice where necessary, and will advise on any actions to be taken.

##### Where possible, the decision to remain open or temporarily close the University will be made before 9.00am and will be communicated via campus announcements on the University’s website/Intranet.

##### Staff are advised to review the Intranet on a regular basis whilst there are adverse weather conditions.

##### Where hazardous weather conditions are expected, the SIMT will advise staff on steps to be taken, ahead of emergency action, where possible. This will consider a health and safety risk assessment.