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| Version number: | V2 |  |  |
| Policy owner: | Chief Human Resources Officer |  |
| Effective date: | 07/02/2023 |  |
| Review date: | 31/01/2026 |  |

**Policy on Adverse Weather Conditions**

**2023-26**

1.1 This Policy applies to all employees of the University of Chichester and it establishes guidelines for the University’s operations during periods of extreme weather conditions or other emergency circumstances related to weather conditions.

1.2 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.

1.3 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.

1.4 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 floods, hazardous winds, snow and ice.

1.5 Should severe weather conditions threaten the University’s day to day operations, the emergency Serious Incident Management Team (SIMT) will advise as to whether or not it should remain open or what measures might be put in place. In certain circumstances, one campus might remain open, whilst the other campus is temporarily closed, depending on the nature of the adverse weather conditions.

1.6 The SIMT team 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. It will monitor campus and regional conditions, taking-into-account external advice where necessary, and will advise on any actions to be taken.

1.7 Where possible, any decision to 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 therefore advised to review the Intranet on a regular basis whilst there are adverse weather conditions. It will also be communicated to staff by email (and text message where mobile phone numbers are held) as soon as possible.

1.08 Where hazardous weather conditions are expected, the SIMT will advise staff on steps to be taken, ahead of emergency action, where possible including the completion of health and safety risk assessments as required.