

## **Snow, severe Weather and Emergency Closure Policy**

### **Policy**

St. Paul's Community Development Trust will endeavour to keep its buildings open and maintain services. However, should closure be necessary, clients will be given as much notice as possible.

In the event of a closure, consideration will be given to the safety and welfare of all those who may be affected.

In the case of severe weather, staff are expected to report for duty so long as it is safe to do so, to enable services to run as normally as possible.

### **Procedures**

#### **Reporting for Duty**

It is expected that staff living within a one and a half mile, radius of St. Paul's will be able to report for work even in severely bad weather.

Should staff be unable to report for work due to severe weather, they should telephone as normal. If there is not one available to take the call, then a message must be left with the School Office on 0121 464 4376. Staff who are unsure as to the correct course of action may ring to clarify the situation.

#### **Closure of Premises**

In the event of a radio announcement by the Local Authority (LA) of a general school closure, both the School and Nursery will abide by this decision. However, staff who can reach work must do so in order to make arrangements for any children who arrive. The arrangements are to ensure that children are able to return home safely.

In the case of severe weather or other emergency where no LA announcement has been made, the decision to close the premises will be taken by the Chief Executive, after consultation with the Senior Management Team as appropriate, taking into account the safety of users and staff. Where appropriate, closures shall be announced on Radio WM and published on the Trust website. If buildings are closed, main phones should be diverted to the School Office.

Should it be necessary to suspend services during the course of a day, the relevant Department, in consultation with the Chief Executive, will make suitable arrangements for their users before closing the premises.

In the event of services being suspended for more than 24 hours, the Chief Executive will make a decision on how best to proceed in consultation with the Senior Management Team as appropriate.

In the event of a closure or other emergency situation, staff may be redeployed to other parts of the Trust.

**Related Policies:** Health & Safety: Lone Working: Safeguarding: Vehicle Rules.