

REACH

Severe Weather Procedures

Date of Policy: November 2017

Review of Policy: November 2018

Aim:

To have an agreed and co-ordinated process for managing the REACH Service in the event of bad or severe weather conditions.

To maintain a safe and secure working environment for all REACH staff, students, parents/carers, stakeholders and visitors .

Strategies:

In the event of unexpected delays on the journey into work staff should contact the Head teacher. If the Head Teacher cannot get into work, they will contact the caretaker, who will assess the health and safety risks on site.

If it appears that several staff will be delayed, the Head Teacher/Deputy Head will contact the parents/carers of all students and ask that they remain at home until a full assessment of the staffing situation has been made. Once this has been made parents/carers will be contacted again to inform them of arrangements for the rest of the day.

It is the responsibility of all staff to keep in contact with REACH or the Head Teacher during this period.

Staff due into a mainstream school, or otherwise off-site, but unable to complete the journey should advise a link worker of their situation.

Appropriate staff will liaise with work experience/college placements re. closures and students or inform the Head Teacher that they are unable to.

Should there be a severe deterioration in the weather during the school day the Head Teacher will make a decision about whether to keep the service open with due regard to the health and safety of all REACH users on their journey home.

The Head Teacher will communicate all unplanned closures to the Local Authority, Engie (Building Management Company), City Cleaning and Catering Services.

Site Staff will follow gritting Procedures to ensure safe access and egress during inclement weather

Responsibility:

All Staff