



KESH

KING EDWARD VI
SHELDON HEATH ACADEMY

Emergency Closure Policy

Friendship
Integrity Benevolence
Honesty **Equality**
Respect Community
Tolerance Aspiration
Our values
Humility Personal responsibility
Justice Dignity Ambition
Co-operation **Humanity**
Excellence Embracing diversity
Belief Empathy Kindness
Understanding Charity
Compassion

This policy was adopted by the Finance/HR Site, Health and Safety Committee on 9th
March 2023

Next review due June 2024 or earlier if the need arises

Emergency Closure Policy

1. Process Statement

Severe weather causes major disruption to normal academy business. In severe weather conditions or other potential emergencies (power failure, heating breakdown, water supply cut off etc.) it may be necessary to close the Academy to students and staff. If this decision is made by the Principal the following arrangements will apply.

2. Purpose

The purpose of the process is to foresee problems where possible and to have provision/control measures in place to deal with these problems, reduce accidents and ill health and to mitigate their effects to safeguard health and safety of all staff, students & visitors.

3. Scope

The Process applies to all staff and students, contractors & visitors.

4. Procedure

In the event that the Academy is operating normally during inclement weather (or any other form of emergency) any member of staff unable to get to their normal place of work must inform their line manager as soon as possible and follow the Academy's absence reporting procedure. Holiday may be used as appropriate in lieu of the 'missed day' or leave without pay will be assessed on a case by case basis with the Line Manager.

Closure

In the event of the Academy closing to students, staff are to refer to Annex A of this procedure. If the Academy site closes, the FM team will still report to work if it is safe to do so in order or prepare the site for opening at the soonest available opportunity.

Closure before the Academy day starts

The Academy site will have a nominated snow monitor for instances of inclement weather that will be responsible for checking the local Academy area for snow and report their findings to the Principal. If the decision is made to close the Academy site before students have arrived, notification of the Academy closure will be communicated by the following means:

- Academy Website
- Academy social media platforms
- Email communication to staff
- Text message notification to students
- Answer phone messages will be left on the Academy main switchboard in case reception is not

staffed and people attempt to contact the academy via telephone.

Students who are unaware that the Academy is closed and arrive on site should report to Reception for further advice.

Early closure

If the Academy closes early due to deteriorating weather conditions or other emergency, notification will be made by the Principal via phone, email & Share Point. See Annex A.

If the decision is made to close the Academy site after students have arrived, a text message communication will be sent out to all Parents/carers

Checks will be made with young students (under 18 years of age) and students with special needs to ascertain whether or not they can return safely home or to a suitable alternative. Where this is the case, they will either:

- Be allowed to make their own way if their home is within walking distance or if they travel by service bus
- Parents/carers of young/vulnerable students will be contacted by Student Services to make arrangements for collection.

Other related policies and codes of practices

- KESHA Crises Management and Business Continuity Plan

1. ANNEX A

Snow/Adverse Weather Conditions

Procedures

When the Academy experiences adverse weather conditions (snow, in particular) which makes travelling to the Academy site difficult, please follow the procedures below to ensure communication and actions are clear. If students are unsure if the Academy is open or closed they should check the Academy website, official Facebook page and Twitter.

	ACTION
SNOW OVERNIGHT	
<ul style="list-style-type: none">• Roads blocked• Transport delayed/cancelled• Experiencing problems in getting to sites	<ul style="list-style-type: none">• Principal or nominated deputies / snow monitors will assess the Academy site situation and decide if the Academy site should be open or closed to students. This will be complete at 06:00 to avoid any staff / student commencing any unnecessary travel.• Once the Principal has made the decision they will inform the IT team to ensure updates are posted on the Academy's website, social media and switch board.• Monitoring of the weather conditions will continue throughout the day.• If possible the FM team are to attend site to prepare the site for re-opening.• The Principal will prepare a draft statement for the following day in the event of closure/re-opening.• Curriculum Managers should brief their departmental teams of the requirement to move to remote learning.• The FM manager should make contact with all leisure booking leads to inform them of the decision to close the site

SNOW DURING THE DAY

- | | |
|---|--|
| <ul style="list-style-type: none">● Heavy snow forecast● Heavy snow fall and icy conditions● Conditions deteriorate● Student/staff safety concerns | <ul style="list-style-type: none">● The academy Principal will assess the site situation and advise if the Academy should remain open or closed to students.● Monitoring of the weather conditions will continue throughout the day.● The FM team are to continue to maintain the site so that staff and students can leave site safely. The site should as reasonably practicable be fit for use, ensuring that paths, ramps and walkways are suitably gritted to allow safe access and egress to the Academy.● The Academy Principal will prepare a draft statement for the following day in the event of closure/re-opening.● Staff/students attendance during the day will be closely monitored● The Principal will advise IT team to update the website homepage and relevant social media sites.● Curriculum Managers should brief their departmental teams of the requirement to move to remote learning.● The FM manager should make contact with all leisure booking leads to inform them of the decision to close the site. |
|---|--|

Academy Snow Clearance and Gritting Priority Plan

See Appendix 1

