



Adverse Weather Policy

Policy name	Adverse Weather Policy
Version	Approved
Last updated date	22 May 2017
Lead contact	Head of Maintenance Services
Sponsor from Exec	Dr David Ashton, Chief Operating Officer

Executive summary:

Adverse weather from snow and ice to extreme heat can have a variety of impacts on the operational running of the College, and also on students, staff and visitors as they aim to move around, attend lectures or meetings and go about their day-to-day activities.

Through this policy, Royal Holloway, University of London, outlines the principles by which the College will act in the instance of an adverse weather incident. Royal Holloway's aim is to minimise the impacts of the weather, to enable students, staff and visitors to move around campus safely, and where necessary to close down parts of campus for safety.

Scope:

This policy applies to all adverse weather incidents on Royal Holloway's main campus in Egham, including those out of term time.

Responsibilities:

The Adverse Weather Planning Group is responsible for co-ordinating the College's response to any adverse weather, and directing the operational response should it have an impact on the normal operations of the College.

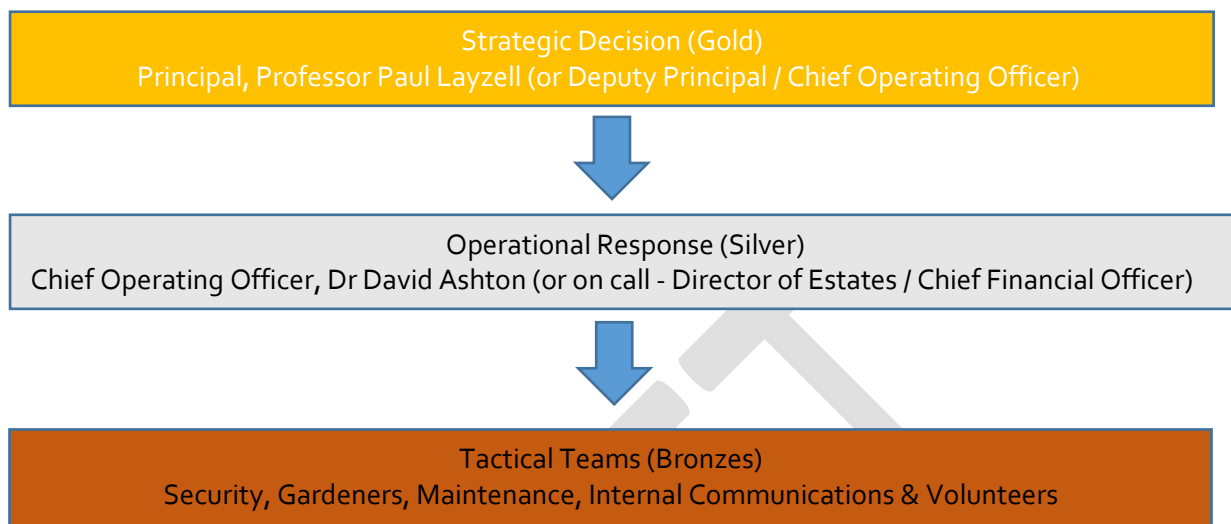
Adverse weather can include, but is not limited to, extremes of heat and cold, high winds, storms, ice, snow and flooding.

The overarching Adverse Weather Planning Group is made up of three tiers of team:

- The strategic decision on the level of operation at the College, in light of the forecast in advance of and during the adverse weather, will be made at a senior level by Gold Command.
- The Operational Response to the decision made by Gold will be directed by the individual allocated the position of Silver Command.

As at May 2017 - to be reviewed in October 2017

- The Tactical Teams (Bronze Command) will coordinate the delivery of the adverse weather procedures. This group, led by Silver, will be expanded to include other key departments as required, including coordinated volunteers from Estates and Technical Operations Managers across departments.



Principles:

The Adverse Weather Planning Group will decide on a status for campus in the case of an adverse weather incident. The statuses are:

- **Campus Open as normal** – it is safe to operate the campus, key services will be provided. Public transport links operating, and staff and students (as appropriate) are expected to travel to work when they can do so safely. Lectures continue as normal.
- **Campus open but with limited services or access** – some car parks not cleared and parking is limited, some paths icy etc. Some services cannot be provided such as cafes, shop. Travel by car and public transport is possible and sufficient key staff can come to work e.g. Estates, Catering, Customer Service, Lecturers. Managers can authorise non-frontline staff to work from home. Lectures continue as normal.
- **The Campus is severely disrupted** – access to the campus has been restricted as road conditions are too dangerous e.g. road down to the SU or car parks are not accessible. Services are likely to be severely disrupted and access to all buildings cannot be guaranteed. Staff will be advised to come to campus only if necessary. Silver commander will determine whether or not lectures and other teaching events should be cancelled.
- **The College is closed** – access up Egham Hill is not possible and public transport links are not available. Key services cannot be provided and it is not safe for staff to travel to work. Essential service will be maintained such as Security, halls receptions where possible but other staff would not be expected to come to work. All lectures cancelled.