

## Suffolk One

### Severe Weather Considerations

#### FAQ's (Frequently asked Questions)

*The police often say that people should not go out unless their journey is essential. Does that mean that school workers should stay at home?*

No. The general advice from our contacts in the police have confirmed that getting to work and school are within the overall definition of essential – in other words, this statement is not in itself a reason why staff should not consider making the journey to work.

*What should students do if they are undertaking an exam that day?*

If exams are being undertaken then the message will be that the building is 'Open for those students undertaking exams but closed for other students'.

If you are due to be undertaking an exam and are unable to attend you must contact the exams officer.

*What responsibilities does the Principal have towards staff in these situations?*

Staff are responsible for getting to work. Each person must ultimately make their assessment of the individual day's weather conditions and the risks that this may pose, within the context of the 'essential journey' definition given above. This guidance does not compel staff to take risks; it encourages everyone to make good plans in advance of bad weather.

The Principal's duty of care towards staff does not include the journey to and from school. This is the same policy that applies to staff across the whole of Suffolk County Council.

It is recognised that in certain circumstances staff will not be able to get to work and the Principal will introduce a system whereby staff will alert Suffolk One of their absence. We will then plan the arrangements needed for the day.

*Making information available for parents.*

Suffolk One will notify the Zone Emergency Officer (Georgina Beard 07876742541 or SCC Endeavour House John Gray 01473 264628) if it plans to close. SCC will make sure it adds this information to the schools closure website ([www.schoolsclosures.suffolk.gov.uk](http://www.schoolsclosures.suffolk.gov.uk)) and that information is communicated through local radio stations for students and parents. SCC will place information on its website. Suffolk One will also place information on its website [www.suffolkone.org](http://www.suffolkone.org) and e-mail all staff and students using text messaging where appropriate.

*What should students do if Suffolk One is closed?*

When the building is closed staff will communicate to students using e-mail therefore, students should regularly check their Suffolk One e-mail account where they will receive instruction and work to be undertaken.

## *Snow Clearance.*

An assessment has been undertaken to develop a clearance and gritting plan. This plan along with 'on the day' observation will be used to prioritise gritting and clearance.

Additionally we will identify, during a premises inspection, other areas of the site that may require treatment in bad weather. A standing instruction to the facilities management team to treat the identified areas will demonstrate reasonable care has been taken.

Grit and salt bins will be moved to appropriate areas of the site during the winter season.

## *Road gritting.*

The Highways Agency arranges for the main trunk routes in Suffolk to be gritted and Suffolk County Council arranges for other principal routes to be gritted. These are known as P1 routes and can be viewed via the link to Elgin (Electronic Local Government Information Network) on the Suffolk County Council website at:

<http://www.suffolk.gov.uk/TransportAndStreets/RoadMaintenance/RoadSaltingAndSnowClearing.htm> - (Please follow the instruction to access Elgin website and to view the routes.)

Generally the gritting routes attempt to cover schools where practicable but there may not be complete coverage.

## *Severe weather impact on transport.*

Transport contractors will make every effort to get students to Suffolk One. Because they start out at the same time of the day as decisions are being taken by the Principal they may not be aware whether students will be able to get into the school. Transport operators are advised to listen to the local radio stations to check if institutions are closed however some students are picked up as early as 7.45am. It therefore has to be assumed that transport will make the journey wherever possible, when it is reasonable and safe to do so. Suffolk One will obtain drivers' contact details to enable them to make contact on the day and establish whether transport will be running.

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