



Lincoln Bishop University

Document Administration

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***Please Note:** This document remains valid until formally revoked or replaced by the University.

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VERSION CONTROL TABLE

<u>Version Number</u>	<u>Date Authorised</u>	<u>Summary of Key Changes</u>
1	Sept 2018	Procedure first introduced
2	June 2026	Formatting changes and contact updates.

1. INTRODUCTION

- 1.1. This procedure is designed to ensure the safety of all students whilst undertaking placement activity and whilst travelling to and from their placement setting, particularly when weather conditions may pose further complications.

2. NOTIFICATION OF IMMINENT WEATHER

- 2.1. The Placement Service Office will be alerted to changes in weather conditions and communicate directly with settings and students regarding next steps.
- 2.2. The Placement Office will ensure they liaise with placement settings and marketing to ensure they are able to offer the most up to date information.
- 2.3. The University will activate the 'Adverse Weather' emergency procedures should the campus be closed. Information and emergency contact details will be disseminated via the student portal and student's individual university email address.
- 2.4. The Placement Office will issue updates to The Dean and Deputy Dean of Faculty and placement settings as required.

3. PREPARATION FOR ADVERSE WEATHER

Safety is paramount. Leading up to a potential bout of adverse weather, students are advised to:

- 3.1. Ensure that they have shared their personal contact details to the setting so that they can be contacted in the event of school closures.
- 3.2. Contact the placement setting or an advised member of their staffing team before leaving home to ascertain if the setting is open.
- 3.3. Ensure that they have signed up to their setting's and The University's blackboard and social media accounts, to obtain updates on setting closures.
- 3.4. Ensure that they listen to local and national radio announcements regarding road closures and any impending adverse weather.
- 3.5. Be aware of where to find an updated list of school closures.
- 3.6. Schools will be advised that students are only expected to travel if it is safe to do so.

4. BUDDY SYSTEM

- 4.1. Students should assign and agree a person, who is aware of their route and estimated time of arrival. This person will need this information in the event of an emergency. If bad weather should occur once in placement, students are advised to liaise with the relevant contacts of staff at the placement setting and investigate alternative options.

5. ADVISING OF ABSENCE DUE TO ADVERSE WEATHER

- 5.1. Students are responsible for their own safety. If they do not feel safe to drive or commute, they should notify the academic lead, the Placement Services Office and their placement setting of their absence.
- 5.2. Students will not be penalised for absences due to weather conditions, however should consistent absences occur they may be required to arrange alternative and additional days in placement.
- 5.3. If Students have been advised that their setting is closed, they should notify the academic lead and the Placement Services Office.
- 5.4. The Placements team can be contacted on the below:
Telephone: 01522 583720
Email: Placements@LincolnBishop.ac.uk
Office Hours: 08.30-17.00 Monday-Thursday.
08.30-16.30 Friday
- 5.5. All students should be in regular contact with their placement Leadership Team and follow guidance from senior staff within the placement setting regarding next steps.

6. PASSENGERS IN CARS

- 6.1. If a student driver is unable to drive to placement they should advise their fellow passengers. Where it is safe and viable to do so, the students should attend placement together by public transport. All students affected should inform the Placement Services Office and setting of any delay in arrival. The Placement Services Office will contact all students to discuss transport arrangements moving forwards.
- 6.2. Should conditions change whilst on placement, drivers and passengers should liaise with each other and consider leaving early to avoid the weather declining further. Drivers should be prepared to leave early, even if their setting remains open, yet their passenger's school is closing.
- 6.3. Students utilising university arranged transport are requested to give their consent for their contact details to be shared in the event of adverse weather preventing/altering travel arrangements.



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- 6.4. If it is discovered that the school/placement setting is closed on arrival, university arranged transport are required to bring the affected students back to their pickup point or in extenuating circumstances, their home address when all other contracted drop-offs for the university are complete.
- 6.5. Should conditions change whilst on placement, university drives will be advised to pick up students earlier than their normal pick up times. Should this not be possible, the Placement Service Office will arrange for contractor drivers to complete these journeys. Students should be advised that there may need to be multiple contractors used so that they can arrive home safely.