



**Dumfries and
Galloway College**

One step ahead

ADVERSE WEATHER PROCEDURE

Responsibility: Director of Estates and Sustainability

Issue Date: 4th February 2026

Equality Impact Assessment: 4th February 2026

Version: 3



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Adverse Weather Procedure

1. Purpose

- 1.1 From time to time there may be occasions where weather conditions are so adverse that some staff may either be prevented from safely travelling for work or will be later in arriving and/or require to leave early. On occasion, adverse weather conditions may require a decision to be made and communicated on College closure. This document sets out the procedure to be followed to ensure a standardised approach is taken in such circumstances and to ensure our staff and students are not subjected to additional risks associated with adverse weather.

2. *Scope*

- 2.1 The procedures regarding non-attendance, late attendance and early departure apply to all staff. Separate procedures apply in relation to student attendance, including reference to the Student Funding Absence Policy.
- 2.2 The procedures in relation to the College closure apply to all staff and students and should be advised to customers e.g. customers of the salons.

3. *References*

- 3.1 Class Formation and Closure Procedure
- 3.2 Student Funding Absence and Engagement Procedure

4. *Definitions*

- 4.1 For the purpose of this document, adverse weather is defined as weather such as snow, ice, fog, floods, which render journeys by road extremely hazardous.
- 4.2 College Management/College Managers means members of the Executive Leadership Team (ELT), Senior Leadership Team (SLT) and College Management Team (CMT).
- 4.3 Line Manager means the supervisor or ELT, SLT or CMT member to whom the employee reports.
- 4.4 Closure means the closure of College buildings in the area affected by the adverse weather conditions. This does not necessarily mean the closure of all College buildings.

5. *Responsibilities*

- 5.1 It is the duty of each employee to attend work and all staff have a responsibility to make every reasonable attempt to reach their normal place of employment.
- 5.2 Where an employee is unable to attend work at their normal start time due to adverse weather conditions, they have a responsibility to notify their line manager as soon as is reasonably practicable of their late attendance. If the line manager is unavailable then contact should be made with Human Resources in line with normal absence management processes.
- 5.3 Where an employee requires to finish work earlier than their normal finish time, to enable travel in adverse weather conditions, they have a responsibility to advise their line manager of the situation. There will then be a discussion between the employee and line manager to agree the safest course of action, taking into account the individuals personal circumstances, safety considerations and business needs.
- 5.4 College Managers will be responsible for ensuring 'business as usual' for students and customers as far as is reasonably practicable where the College remains open during periods of adverse weather.
- 5.5 College Managers will be responsible for the fair, reasonable and consistent application of the terms of this procedure where staff are prevented from attending work, arrive late or request to leave early due to adverse weather conditions.
- 5.6 The College's Executive Leadership Team will be responsible for making decisions on College closure, informed where appropriate by information from the AA, the Police, bus companies, the local radio or the Met Office, and taking into account operational requirements. The Senior Leadership Team and College Management Team will be responsible for ensuring that notice of College closure is conveyed appropriately and timely for staff and students. In this circumstance staff pay will be unaffected.

- 5.7 Where a College closure has been announced, all staff and students have a responsibility to check for announcements on re-opening /resumption of normal College operations.

6. *Procedure*

6.1 Late Attendance

Where an employee has been prevented from attending work at their normal start time due to adverse weather conditions, the employee must contact their line manager at the earliest (safe) opportunity to notify their late attendance. When at work, the employee and their line manager must agree a flexible arrangement to make up the lost time. The period shall not be counted as an occasion of lateness.

6.2 Non-Attendance at Work

Where an employee considers that they will be unable to attend work due to the adverse weather conditions, they must contact their line manager as soon as possible. The employee and their line manager will agree a flexible arrangement which may include working from home or working online or consideration for the use of annual leave or TOIL. Managers should consider requests sympathetically, ensuring the safety needs of the staff member come first. The arrangement should consider alternative workplaces, if safe to do so, as well as remote working opportunities. Any absence shall not count as sick leave, compassionate leave, time off for emergencies or similar time off.

6.3 Leaving Work Early

Where adverse weather conditions arise during the working day, employees should be released only where there is evidence that they will encounter difficulty in reaching their home. Weather information, where the employee lives and their mode of travel should all be taken into account. Managers should consider requests sympathetically but will require to balance the operational needs of the College and the

impact on its students, customers and other staff when considering such requests.

Employees must request to leave early, making the request to their line manager. Where the request to leave early is approved, the manager and the employee must agree how the lost time shall be made up. The absence shall not count as sick leave, compassionate leave, time off for emergencies or similar time off. Annual leave or TOIL may however be used.

Employees must not leave work early without such approval and arrangement for making up the lost time. To do so may constitute an unauthorised absence.

6.4 Closure of College Buildings

The decision to close the College buildings affected by the adverse weather will be made by the Executive Leadership Team and communicated to staff and students by e-mail and/or text and other appropriate means.

Where possible the call to close will be made as early as possible to avoid any unnecessary and unsafe travel. This comes into effect if there are periods of extreme weather overnight and may affect students or staff travelling early the next morning.

Where possible, the opportunity will remain to work remotely during a building closure. This will be available for teaching and support/business functions.

Information on College closure will be publicly available through announcements on West Sound Radio and by a message on the College website, Social Media channels and the College switchboard. Where a College closure is announced, unless otherwise not possible due to business reasons, the College will be closed to all staff, students and customers.

College re-opening announcements will be made through the same communication methods. All staff and students have a responsibility to check the announcements for College closure and re-opening.

6.5 Temporary Class Closure due to weather conditions

The decision to close classes because of weather conditions rests with the College Executive Leadership Team (ELT). The decision to close will be dependent on the advice received from the contracted bus companies, local weather reports and/or the police.

In the event of closure due to weather, the Director of Commercial Development & Marketing must be informed so that appropriate public information can be communicated.

If the Director of Commercial Development and Marketing or their staff are not available then a member of ELT should contact the media.

6.6 Abuse of Procedures

Employees who are found to have abused these procedures will either be required to work the hours missed or will have payment for the hours deducted from their salary. They may also be subject to disciplinary procedures.

7. *Distribution*

All Staff
Repository
LearnNet

8. *Revision Log*

Revision Log		
Date	Section	Description
25.11.21	References 2.1	Student Funding Absence Policy added
25.11.21	Definitions 3.2	College Management Team (CMT) added

25.11.21	References	Closure Process (held by SLT) and Contingency and Disaster Management Procedure removed. Student Funding Absence Policy added.
25.11.21	Responsibilities 5.7	Senior Leadership Team and College Management Team added
25.11.21	Procedure 6.4	2 nd paragraph added
25.11.21	Procedure 6.4	3 rd paragraph amended to include Social Media
29.11.21	Distribution 8.	Quality Manual changed to Repository
31.3.22	Procedure 6.5	New step added
31.3.22	Procedure 6.2	Addition of wording to incorporate online or working from home
31.3.22	Purpose	Updated to reflect requirement to reduce exposure to risk
31.3.22	Owner	Change of owner to Director of Estates and Sustainability
	Format	Equality Impact Assessment added as Appendix 1
	References	Student Funding Absence Policy replaced by Student Funding Absence and Engagement Procedure
4.02.2026	Review	Procedure reviewed with no changes required

THIS FORM TO BE UPDATED WHENEVER THERE IS A CHANGE IN ANY SYSTEM DOCUMENT

Document Name	Document Owner	Revision Number	Date of Issue	Date of Withdraw
Adverse Weather Procedure	Head of Corporate Services	1	25.11.22	
Adverse Weather Procedure	Director of Estates and Sustainability	2	25.11.22	
Adverse Weather Procedure	Director of Estates and Sustainability	3	04.02.26	

Appendix 1 – Equality Impact Assessment

Document:	Adverse Weather Procedure
Executive Summary:	For the majority of protected characteristics and additional considerations, impacts should be neutral as there is no obvious difference in requirement for attendance during adverse weather conditions. However, the commitment to consider all requests sympathetically should ensure a positive impact in terms of gender (caring responsibilities), pregnancy/maternity, disability, carers and socio-economic status as these elements will be taken into account when making a decision.

Duties:

1: Eliminate discrimination, harassment and victimisation

2: Promote equality of opportunity

3: Promote good relations

* Human Rights to privacy and family life, freedom of thought and conscience, education, employment

PSED Impacts

	Commentary
Age	Impacts are neutral for these protected characteristics.
Gender Based Violence	
Gender identity/ reassignment	
Marriage/civil partnership	
Religion or Belief	
Race	
Sexual Orientation	
Disability	Having the right transport, and being safe in adapted vehicles in case of breakdown during adverse weather, may be a factor.
Gender	Being able to attend to caring responsibilities may be a factor for women and for those with very young children.
Pregnancy/maternity	

	Flexibility on early leaving/arriving late/taking leave or TOIL will be a positive impact for these groups.
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Additional Considerations

Care experienced	Impacts are neutral for these additional considerations.
Veterans	
Carers	Being able to attend to caring responsibilities requires flexibility. on early leaving/arriving late/taking leave or TOIL will be a positive impact for these groups.
Mental Health	People with anxiety disorders should be partly comforted by the flexibility within the procedure when adverse weather is in play.
Socio-economic status	People who rely on public transport, which is likely to include people on low incomes, may be unable to attend on time, or at all, if there are adverse weather conditions. The flexibility within this procedure should be a positive impact for this group.
Human Rights*	The flexibility within the procedure should ensure continued staff right to <i>Employment</i> .

Lead Officer:	Director of Estates and Sustainability		
Facilitator:	Director of Estates and Sustainability		
Date initiated:			
Consultation:	This procedure is reliant on content within the Class Formation and Closure Procedure, Closure Process, and Contingency and Disaster Management Procedure.		
Research:			
Signature	B. Currie	Date	04.02.2026