

## **Adverse Weather (Ice and Snow) Policy**

In the rare event of snow or ice, a mix of salt and sand is provided around College in particular to reduce the risk of a fall on the many steps we have around College.

The bulk of this can be found at the back of Lightfoot and at Trinity Hall. When we envisage periods of ice or snow then College Staff will also provide salt and sand for the steps in Ramsey House. Residents of Ramsey and Trinity, in particular, are asked to take responsibility for spreading the salt/sand mixture when needed. Though all College members should act responsibly and feel free to spread the salt and sand when they see a potential problem arising.

In the event of heavy snow, the porters will clear the snow at Trinity within 24 hours (provided they are able to get to the College).

During the winter, students are urged to be careful throughout Durham, as the cobbled streets and pavements can be very slippery. Kingsgate Bridge is notoriously slippery in frost or icy conditions.

Members of staff are expected to make every attempt to get to work as normal.

If members of staff are unable to get to work because of adverse weather they should contact their Line Manager as soon as possible to inform them of their absence.

If members of staff wish to leave work early because of concerns about getting home safely or collecting children from school, they should discuss this in the first instance with their line manager; it is expected that such requests will be treated sympathetically on the understanding that members of staff are expected to make up the time at a later date.

Depending on the nature of their role some members of staff may be able to work from home; working from home should be approved by the Line Manager in the usual way.

Unless the weather is unusually severe (for example no public transport available) it is expected that the College will remain open for business as normal and should be staffed during normal business hours.