 INTERNATIONAL	SOP-IPS-021	Rev: 1.0	Valid until: 15/5/2022
	<h2 style="text-align: center;">Snow and Exceptionally Severe Weather Conditions Procedure</h2>		
Author or latest reviewer name	Don MacDonald	Date: 15/5/19	
Authoriser name	Ramsay Cowan	Date: 15/5/19	

Scope

This procedure is to deal with situations where there is a heavy fall of snow, or a weather event such as hurricane strength winds occurs, making travel to the IPS International training centres at Rochester or Dover dangerous or the weather creates a situation where return home will be dangerous or unlikely.

Objectives

The objective is to reduce the risk to people when travel is potentially dangerous due to severe weather conditions.

Responsibilities

All staff, trainees and apprentices are responsible for following this procedure.

Procedure

It is recognised that weather conditions will have a varying level of impact in different localities throughout the south east, where travel may be possible in some areas and impossible in others.

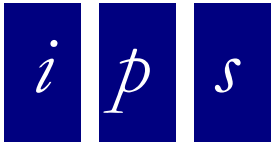
At all times staff, trainees and apprentices should assess their travel to work risks from where they live and form their own judgement whether to travel or not.

IPS International's policy is that:

- The training centres will NOT normally close, the presumption should be that the training centres will remain open,
- All IPS staff should attempt to get to work if it is possible and safe to do so,
- All apprentices/learners should attempt to get to work if it is possible and safe to do so,
- It is accepted that staff and apprentices/learners may arrive late,
- IPS staff and apprentices/learners who are unable to get to work must communicate that they will not be available to their line manager or telephone the office answer-phone.

If the weather event happens overnight IPS management will make the best judgement regarding whether the training centre is to be closed. A decision to close a training centre will be made only if it is not possible for any key-holder to safely get to work. If any key-holder is able to get to work the training centre will be considered as open to all staff, apprentices/learners and other trainees who can get there.

- The IPS staff who are actually at work will decide how best to deploy training activities.
- At least one member of staff should respond to incoming telephone calls.
- Staff at who are at work should keep in mind that during adverse weather the situation can change quickly and they should pay attention to the forecast by checking the Met Office

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website (www.metoffice.gov.uk) or [BBC Weather website](#) as frequently as necessary and by making use of local radio reports. If the weather will worsen and there is a strong likelihood that staff and apprentices/learners would not get home safely the training centre should close early.

A decision on whether the Rochester or Dover training centre is to close may not be possible before staff and apprentices have set out on their journey and may mean that non-key holders have to wait outside the training centre for a while. People in this situation should continually assess the risks of remaining outside during adverse weather and possibly low temperatures. If they do leave before a key-holder arrives they should call the IPS International answer-phone and leave a message. If the decision is that either the Dover or Rochester training centre is to close a news item notice will be placed on the IPS website (www.ips-international.com) front page and additionally on the IPS Facebook pages as soon as possible to give further and additional advice to staff, apprentices and learners.

Where a commercial course is cancelled due to the weather an additional news item notice will be placed on the website and the Facebook pages.

If the weather event happens during work hours and there is a strong likelihood that staff and apprentices would not get home the IPS Senior Manager on site will make a decision on whether the centre should close early. The training centre will normally only close if a weather event causes damage to the training centre or if return travel home is likely to become dangerous.

Apprentices training at Rochester should be aware that their own company may require them to account for a nonattendance day as a holiday even if they attempted to get to work but could not. Different employers have different rules and IPS is obliged to notify their employer of all nonattendance days.

[End of Procedure](#)