



CONQUEST
CENTRE

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Conquest Centre

Severe Weather Policy

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Animals • Wellbeing • Nature • Connection

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SEVERE WEATHER POLICY

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SEVERE WEATHER POLICY

1. Policy Statement

During periods of adverse weather, Conquest Centre aims to continue to deliver services, where possible, this policy outlines procedures for the closure of our site as well as informing staff and pupils should the situation require. Circumstances may not dictate a complete closure. For example, high winds may restrict the use of the Forest school area which may result in a partial closure, whereas severe weather may close the entire site.

Please be aware that a closure is a very unlikely event and that unless staff and pupils receive official notification of a closure, they are expected to attend as normal. A complete closure will only occur when there is severe disruption to the site where, for reasons of health and safety, it would not be possible to continue normal operations.

2. Data Protection

Conquest Centre supports the objectives of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other legislation relating to Data Processing, including the Human Rights Act 1998, Regulation of Investigatory Powers Act 2000 and the Freedom of Information Act 2000. Conquest Centre has a statutory obligation to process personal data in accordance with the provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. Every member of Conquest Centre has an obligation to ensure that the information they process (use) is collected, maintained and disclosed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and the Conquest Centre Data Protection Policy.

3. Disclosure of Information

Any use or disclosure of information held within Conquest Centre, without there being a legitimate purpose or legal basis, will be classed as unauthorised and is a criminal offence under Section 55 of the Act Right of Access (Subject Access Requests)

4. Adverse Weather Definition

Adverse weather will have unusual consequences which affect working conditions, prevent staff getting to work or cause significant problems for staff getting to and from work. This can include snow, ice, fog, floods or high winds which render travel extremely hazardous. 'Extremely hazardous' is defined as conditions in which the Police and/or appropriate motoring organisations advise the public not to make unnecessary journeys or not to travel at all unless necessary.

5. Adverse Weather Procedure

Apart from planned closures, limiting the opening hours or early closing of Conquest Centre will be as a result of unforeseen circumstances (e.g. a loss of power supplies) or conditions arising (e.g. extreme cold, heavy snow falls or flooding) with hazards carrying a high risk to the safety of everyone using Conquest Centre.

As these events are equally likely to occur when Conquest Centre is closed overnight, it is essential that all contact details held by the Centre Manager are always current.

The Centre Manager will communicate site closure via teams messenger to staff and via a Facebook and website message for clients and visitors. Where possible clients will be contacted with a phone call to inform them of cancellations.

When severe weather warnings are issued overnight, the decision to not open Conquest Centre or operate it with a skeleton staff will be taken by the Centre Manager. If staff are unable to get into Conquest Centre due to severe weather conditions, they are to inform the Centre Manager immediately.

Any salting or snow clearing will be led by the Centre Manager and staff/volunteers must ensure that they are trained to use the snow shovels and keep to the Conquest Centre's Policy on Manual Handling. Never use hot water to clear snow as it will dilute the ice melt concentration and may refreeze to form black ice that cannot be seen

Dynamic risk assessments will be carried out as necessary but if there are concerns as to how the weather is adversely affecting safety in Conquest Centre, staff/volunteers should raise the issue immediately with the Centre Manager.

It is the responsibility of the instructors and coaches to stop lessons if either the weather is too hot, too cold, sustained heavy rain generating a risk of flooding/poor footing or if thunderstorms are forecast. Instructors and coaches have the ultimate decision as to whether to continue during extreme/adverse weather conditions.

If worsening conditions (e.g. heavy rain or snow falls) require Conquest Centre to close during normal opening hours, staff and volunteers are to carry out any tasks required of them before leaving. Those who live a distance from Conquest Centre will be allowed to leave earlier to make their journey home in the daylight whenever possible and when deemed safe to do so.

6. Indicators for Unsuitable Conditions for Working with Children / Adults in Woodlands

Beaufort Scale	Description and wind speeds (knots)	Land signs	Comments – these are guidelines only, each situation will be unique and decisions must be made accordingly, to ensure the safety of all.
0 -3	Calm to gentle breeze (less than 1 – up to 10 knots/ 0 – 19 kph)	At B.S. 3 – Light flags extended. Leaves in constant gentle motion.	Ideal conditions
4	Moderate breeze (11 – 16 knots/ 20– 28 kph)	Most flags extend full, Small branches move. Dust and loose paper may be raised.	Generally fine for FS sessions to continue
5	Fresh breeze (17 – 21 knots/ 29 –38 kph)	Small trees in leaf sway. Tops of all trees in noticeable motion. Crested wavelets form on inland waters	OK to continue provided site has been thoroughly checked for lodged branches and dead trees/branches but be prepared to move off site quickly if wind increases.
6	Strong breeze (22 – 27 knots/ 38 –49 kph)	Large branches in motion. Whistling heard in wires. Umbrellas used with difficulty	Cancel session or find alternative site to deliver session out of the woodlands. Move quickly off site if out in woodland already.
7	Near gale (28 – 33 knots/ 50 – 61 kph)	Whole trees in motion. Inconvenience felt when walking against wind.	Cancel Session

7. Policy Review

The Centre Manager is responsible for monitoring and reviewing this policy. This policy will be reviewed annually. In addition, changes to legislation, national guidance, codes of practice or government advice may trigger interim reviews.