

Severe Weather Policy

Purpose of this Statement	To detail how the diocesan LLM Training Programme responds to severe weather affecting travel to or from training events
Dated	15 September 2025
Contact	Director of Formation
Next Review Date	September 2026

Introduction

Staff running the Licensed Lay Ministry Training Programme are committed to providing a safe learning environment. The diocese recognizes that severe weather can affect students and tutors on their journeys to or from teaching venues. This policy explains the procedures put in place in the event of predicted severe weather or severe weather that starts while students and tutors are present at one of our teaching venues.

Scope

This policy and procedures applies to all staff, tutors, volunteers and students within the programme.

Principles

The policy's main aims are to:

- Keep staff, students, visitors and volunteers safe
- Provide assurance that procedures are in place to manage changes to established routines in the event of Severe weather
- Provide clarity on actions that will be taken in the event of predicted or actual severe weather.
- Provide clarity on who to contact in the event of severe weather
- This policy does not preclude students making their own decisions with regard to their local weather / environmental conditions.

Definition of Severe Weather

We will use **amber weather warnings** from the national Met Office to determine when to initiate the procedures in this policy:

Met Office Amber Alert Definition: *"There is an increased likelihood of impacts from severe weather, which could potentially disrupt your plans. This means there is the possibility of travel delays, road and rail closures, power cuts and the potential risk to life and property."*

In the event of severe weather conditions the following procedures will be followed:

- 1) **We shall aim to remain operative on designated training days using the published timetable.** Throughout the year, students are used to traveling from many different geographical locations across the diocese, which means that severe weather is the most likely event that could cause travel difficulties affecting all/most students.
- 2) **ACADEMIC STUDY DAYS: If severe weather has been forecast in advance and the in-person training day is cancelled by St Hild:**
 - a. **The Study Day Leader** will send a Moodle announcement *at least 3 hours* before the timetabled start of the day. The announcement may be sent the evening before the training day.
 - b. **The Study Day leader** will inform the Hub Host *at least 3 hours* before the timetabled start of the day. The email / phone call may be sent the evening before the training day.
 - c. The training day will be transferred online.
 - d. **Online zoom links will be on the St Hild Moodle page for your module.**

3) FORMATION DAYS (Organised by Leeds Diocese):

During winter months, when severe weather is most likely, provisional zoom links will be created and published on the timetable for the day.

If severe weather has been forecast in advance and the in-person training day is cancelled by the diocese:

- a. **The Director of Formation** will notify Hub Hosts and Formation Day Leaders.
 - i. If either Hub Hosts or Formation Day Leaders notice upcoming severe weather in the forecast, they will alert the Director of Formation by email and await a response.
 - b. **Hub Hosts** will send an email to their students *at least 3 hours* before the timetabled start of the day. The email may be sent the evening before the training day.
 - c. The training day will be transferred online.
 - d. **You will be asked to use the zoom links provided on the timetable for the day**
- 4) **Should the weather conditions worsen during a training day** the Lead Tutor for the day, in consultation with the Hub Host, will make a decision as to the closing time of the LLM Training Programme and this will be communicated to groups at an appropriate moment in the timetable. This does not prevent students leaving early if they are concerned about their own personal travel arrangements.

- 5) **If you are unable to travel to your Hub because of local weather conditions where you live**, please let your **Hub Host** know as soon as possible. Use the contact details below. It may be possible for such students to attend virtually or for the session to be recorded for them to access later.

- 6) **If weather conditions worsen out of office hours and you are in any doubt about accessing your teaching Hub**, please call/text your Hub Host:

BINGLEY HUB HOST:	Anthea Foy - 07753 318248
MIRFIELD HUB HOST:	Andy Mattacks - 07912 503234