

Adverse weather policy

Purpose: To advise all Trustees, employees and volunteers of the Wonford Community and Learning Centre (WCLC) of their legal and contractual roles and responsibilities with regard to Amber and Red weather warnings issued by the Met Office.

Owner		Company Secretary	
Approved		29 August 2025	
Policy Number		CORP/06	
Review Date		August 2028	
Change History			
Version	Date	Summary of Change	
1.0	29/08/2025		

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1 Introduction

Early weather-health alerting systems have been shown to be one of the most cost-effective actions which can protect health and reduce harm in the light of adverse weather events. For many years, England has delivered such a service in respect of adverse cold and heat. One of the most significant developments initiated in 2023 was the start of a new Weather-Health Alert system set up by UKHSA in collaboration with the Met Office.

In accordance with the Health and Safety Policy, Wonford Community & Learning Centre Ltd is committed to ensure the health, safety and welfare of its volunteers, staff and users of its premises.

Ultimate responsibility for health and safety lies with the Trustees who will ensure that adequate resources are made available to achieve the aims set out in this Policy statement.

2 Implementation

This policy is intended for severe weather indications such as:

- heat (high temperatures and heatwaves)
- cold (low temperatures and snow)
- flooding (surface water flooding)

3 Closure of the main centre and the Phoenix Suite

In the event of Amber or Red weather warnings issued by the Met Office the Trustees will meet to discuss and consider safety issues regarding access to the community centre and the Phoenix Suite. Where appropriate the decision to close will be made and circulated accordingly to the relevant hirers.

Where the decision is made to close, the Centre Manager will communicate with any hirers and the appropriate refunds will be issued accordingly.

The decision will be reviewed according to the weather conditions, and updates will be communicated via our website and social media channels.

4 Policy Review

This policy will be reviewed every three years.

Policy Name	Adverse Weather Policy	Owner	Company Secretary
Version	1.0	Signature	<i>J. Mitchelmore</i>
Effective Date	29/08/2025	Page	Page 1 of 2