



# Standard Operating Procedure (SOP) for Adverse Weather Conditions

Site: Saxilby Public Recreation Ground and St Andrews Community Centre

SOP Number: SOP/AWC/001

Approval Date: 05/03/2025

Review Date: 31/03/2027

## 1. Purpose

This SOP outlines the actions and safety procedures for managing adverse weather conditions (e.g., snow, heavy rain, extreme heat, ice, windstorms, etc.) that affect the safety of employees and visitors to the community centre.

## 2. Scope

This SOP applies to staff, visitors, contractors, and volunteers at St Andrews Community Centre and the associated car park and access pathways. It includes actions to minimise risk, ensure safety, and maintain accessibility during adverse weather events that might disrupt normal operations. It shows actions for both organisations, who working together can ensure the safety of users.

## 3. Responsibilities

### **Managers, supervisors, and managing trustees:**

Monitor weather conditions via reliable sources (e.g., MET office, local news stations, BBC weather) and provide guidance on adjustments to operations.

Ensure clear communication with staff, users, and contractors regarding any weather-related changes.

Record any accidents in an accident book and make a RIDDOR report if accident triggers this.

Decision Triggers:

Severe weather alerts (e.g., snowstorms, hurricanes, extreme temperatures).

Local/government advice or school closures.

### **Staff and Volunteers:**

Follow safety procedures related to adverse weather events.

Report any safety hazards or issues (e.g., icy walkways, flooding, etc.) or weather-related issues to managers immediately.

Adhere to the instructions provided by management regarding safety measures during adverse weather.

### **Caretaking Team:**

Ensure the community centre is safe and accessible for visitors and employees.

During the daily walk round inside and outside check the integrity of the building and external areas, including drainage systems (to prevent flooding).

Ensure proper maintenance of the pathways to the building (snow removal, salting).

Inform in-person visitors of any operational changes (e.g., delayed opening, cancellations) due to weather conditions.

Monitor the safety of people in the building and surrounding areas, assisting with evacuations or sheltering in place if necessary.

## 4.2 Communication Plan

### Internal Notifications

Managers/Supervisors:

Use email and/or WhatsApp messages to inform employees of any changes to operations, including early closures, delays, or remote work policies.

Ensure all employees are aware of the designated point of contact in case of emergencies (manager).

### External Notifications

Comms Team:

Use communication channels to inform the public of weather-related disruptions or changes.

Notify users about any potential changes to service provision e.g. library/room hirers.

## 4.3 Operations Management

### Car Park Management:

Saxilby Public Recreation Ground Charity Managing Trustees:

- Monitor weather conditions via reliable sources (e.g., MET office, local news stations, BBC weather) and provide guidance on adjustments to operations.
- Ensure lighting in the car park operational, especially during winter months when daylight hours are shorter.
- Provide signage to advise car park is not gritted and to use at own risk

e.g. IMPORTANT NOTICE: CAR PARK CONDITIONS

Please be aware that this car park is not gritted or cleared of snow and ice during adverse weather conditions. Use at your own risk. Visitors are advised to exercise caution when walking or driving in this area, especially in winter months. For your safety, please ensure you are prepared for potential slippery conditions.

Managing trustees to inspect the car park, or close the car park, on the basis of adverse weather conditions and assessment of risk to users.

### Community Centre Safety:

- If adverse weather impacts the ability to open the community centre, provide as much notice as possible to the public about closures or delayed openings.
- Community Centre caretaking staff to monitor and clear the community centre access paths of snow, ice, or debris.
- Apply salt/sand/grit to pathways leading into the building to prevent slips and falls, following instructions on the bags and manual handling risk assessment instructions.
- Use mats and non-slip flooring inside the building to reduce slipping risks
- If entrance slippery, put out wet floor signage and mop floors

Operations Continuity:

If the weather permits, allow for rescheduled hirers if possible.

Staff to work remotely where possible.

## 4.4 Employee & Visitor Health & Safety

Travel:

Advise staff and visitors to avoid traveling to the centre if weather conditions make commuting unsafe (e.g., snow, flooding).

Identify safe shelter areas within the community centre if weather conditions worsen.

Review and practice emergency evacuation plans for severe weather events.

## 4.5 Emergency Preparedness

Emergency Kits:

Maintain the emergency supply kit with essentials like first aid supplies, flashlights, batteries, water, and blankets.

### Flooding & Drainage:

Saxilby Public Recreation Ground Charity Managing Trustees:

Inspect drainage systems monthly to prevent flooding, especially in areas that are prone to water accumulation.

Prepare for potential flooding by elevating important equipment and documents, and use sandbags or barriers if necessary.

Saxilby with Ingleby Parish Council

Inspect drainage systems monthly to prevent flooding, especially in areas that are prone to water accumulation.

Prepare for potential flooding by elevating important equipment and documents, and use sandbags or barriers if necessary.

## 5. Documentation and Reporting

Incident Reporting:

Report any injuries or safety incidents that occur due to weather conditions. Ensure these are documented and follow up with investigations and corrective actions.

## 6. Review

After each weather event, hold a review meeting with relevant staff/trustees to evaluate how effectively the SOP was followed and whether any improvements can be made.

## 7. St Andrews Community Centre Access - Areas to be gritted

Map of areas to be gritted by Saxilby with Ingleby Parish Council for St Andrews Community Centre Access.



## 8. Signatures

Signed on behalf of Saxilby Public Recreation Ground Charity

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Signed on behalf of Saxilby with Ingleby Parish Council

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

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