

ADVERSE WEATHER POLICY

Version History			
Version	Date	Detail	Author
1.0	01.04.11	Final Approved Document	Nigel Hughes
2.0	06.09.18		Allison Beckett
3.0	10.05.19	HR comments incorporated H&S comments incorporated ETE comments incorporated Property Services comments incorporated	Tracey Wall
4.00	30.05.19	Additional HR comments	Tracey Wall
5.00	13.09.19	Additional comments (Head of HR)	Tracey Wall
6.00	27.11.19	No changes following final consultation with the trade unions	Julie Bacon

Links and Dependencies

Health & Safety at Work etc. 1974

Management of Health & Safety at Work Regulations 1999 (as amended)

Health & Safety Executive Website

Health & Safety Extreme Temperature Corporate Policy and Guidance

Special Leave Policy

Contents

Section		Page No.
1	Introduction	4
2	Scope	4
3	Key principles	4
4	Definitions of Adverse Weather	4
5	Failure to Report to Work / Later Arrival	5
6	Weather Deterioration During Working Hours	6
7	Time recording	6
8	Employees With No Fixed base (Peripatetic Worker)	7
9	Employees with Carer's Responsibilities	7
10	Communications	7
11	Payments	7

Adverse Weather Policy

1. Introduction

The Council recognises that adverse weather conditions may occasionally make travel to and from work difficult. However the priority of all employees when this happens should be to maintain services wherever possible, whilst taking into account their own personal safety. Mutually agreed arrangements and the flexibility and co-operation of managers and employees will help to achieve this.

This policy provides guidance to managers and employees on the considerations to be taken into account and the options available when adverse weather occurs.

2. Scope

This policy applies to all County Council employees and is recommended to those schools where the Governing Body performs the function of the employer.

3. Key Principles

The purpose of this policy is to ensure a fair and consistent approach is adopted when normal daily travelling arrangements or work locations of employees are disrupted by adverse weather conditions.

It will be applied when employees are unable to attend work or have to work a shorter day than normal, due to adverse weather conditions.

It does not apply to personal emergencies, which should be addressed requesting annual leave or other forms of leave as outlined in the Employee Leave Scheme and Flexible Working Policy. Discussions with the employee's manager will determine the most appropriate response to a personal emergency.

4. Definition of Adverse Weather

Adverse weather is where the weather conditions are unusual and are such that working conditions are affected and employees are prevented from, or have significant problems getting to and / or home from work. Adverse weather conditions usually arise from heavy snowfalls and drifting but may also include exceptionally high winds, flooding or excessively hot weather. Bad weather may affect different localities within a geographical area with different degrees of severity.

There is no law for maximum working temperatures, however there is guidance issued by the Health & Safety Executive which looks at thermal comfort for both extremes of Adverse Weather. Further information can be found in the Council's Health & Safety Extreme Temperature Corporate Policy and Guidance, available on the Derbyshire County Council Website.

5. Failure to Report to Work / Late Arrival

During periods of adverse weather, the Council still needs to provide services and acknowledges the efforts made by its employees to attend work. While accepting that employees should not take unreasonable risks in attempting to reach their place of work in difficult conditions, the Council reminds employees they are expected to make reasonable efforts to attend work during adverse weather conditions. It is the responsibility of all employees to make their own arrangements to get to work in the event of adverse weather conditions. The Council recognises and acknowledges that, in the vast majority of cases; employees make every effort to attend their place of work.

Manager Responsibility

A manager should be nominated for each establishment to take overall responsibility for implementing this policy in the event of adverse weather.

You should put contingency plans into operation where adverse weather conditions are predicted or where they occur unexpectedly overnight. The contingency plans should cater for the situation where you or your employees may not be able to get into work and you should inform staff who to contact. The contingency plans should also maintain the standard and level of your service wherever possible. Options may include:

- Arranging minimum cover arrangements to be provided by employees who do not have a particularly long or difficult journey home to ensure continuity of service;
- Provision to divert services elsewhere as necessary;
- Arrangements for employees to take work home where possible, taking into account issues relating to access, security and confidentiality of data;
- Arrangements for employees to report to work at an alternative workplace;
- Ensuring employees are aware of contact arrangements.

You should assess the situation, the location of individual employees, including any health and safety implications, and the impact of staffing levels on service provision.

Employee Responsibility

All employees are responsible for making their own arrangements to get to work on time. Where adverse weather conditions cause you delays or difficulties in travelling to work, you should take all reasonable steps to attend your normal place of work as soon as you possibly can, taking into account your personal safety.

If you are unable to get to work, you should telephone your manager at the earliest possible opportunity to explain the situation and agree what to do. If you are unable to contact your immediate manager you should contact another senior manager at your place of work. You should continue to monitor the

weather conditions during the day to see if you can attend work later, for example in the afternoon.

Some employees who are unable to attend work at their normal work base / site will be expected to make every reasonable effort to attend work at an alternative work base / site. In these circumstances arrangements to work elsewhere should be discussed and agreed with your manager. You should report to the appropriate person on arrival at the alternative work base / site and inform your manager of your arrival. Time of arrival and leaving the alternative work base / site should be recorded.

Where you have agreed to work at home, normal recording arrangements will apply for hours worked.

6. Weather Deterioration During Working Hours

Manager Guidance

You should monitor adverse weather conditions and the availability of transport during the day and ensure that all employees are kept informed of this and notify them immediately of any up to date decisions made. Information on road conditions will be made available on the Derbyshire County Council Website.

Employees facing particular difficulties in getting home may need to leave work early, taking into account their personal safety.

You must follow your service's contingency plan, (see Section 5) ensuring that the actions detailed in those plans are met to ensure the standard and level of your service are maintained as detailed above (Section 5 – Failure to Report to Work / Later Arrival).

Where employees remain at work, health and safety requirements must continue to be met. Further guidance on health and safety issues relating to extremes of temperature can be found in the Extreme Temperature Policy and Guidance document on Derbyshire County Council Website.

In exceptional circumstances, it may be considered necessary to close an establishment. If this becomes necessary, you should seek authorisation from the Executive Director or Head of Service and inform all affected staff. You should also ensure that suitable notices are displayed at the entrance of premises to inform the public of the closure and how they may obtain emergency assistance if needed. Answering machine messages with appropriate details should be used where available.

Employee Responsibility

You should keep yourself informed of the developing situation and make any decision about leaving work early with your manager, taking into account the need to maintain services and your own personal safety.

Should your role permit working from home and with approval from your manager, you should take work home for that day and for following days if the

weather conditions are expected to persist. You must take security and confidentiality of data into account when doing this.

7. Time Recording

Employees on Flexitime

Where you leave early or arrive late because of adverse weather, hours worked should be recorded as normal under the flexi-time scheme i.e. actual arrival and departure times. The same recording arrangements will apply where your manager advises that you can leave early because of deteriorating weather conditions and local circumstances. An exception to this is where the closure of a building is authorised during the working day because of severe adverse weather conditions. In this case a standard day should be recorded.

Where you attempt to attend work but are unable to do so because of adverse weather conditions and there are no alternative arrangements available, e.g. working from home or from an alternative work base, your normal working hours will need to be covered by using one of the absence types available to you e.g. flexi leave, annual leave or unpaid leave, or TOIL.

Employees on Fixed Working Hours

Working time owed because of late arrival or early departure (where your manager advises that you can leave early because of deteriorating weather conditions and local circumstances) or non-arrival should be made up through discussion and agreement with your manager, either by working additional hours or by using one of the absence types available to you, e.g. annual leave, unpaid leave, banked hours, TOIL.

Again an exception to this is where the closure of a building is authorised because of severe adverse weather conditions. In this case there will be no working time owed.

8. Employees with No Fixed Work Base (Peripatetic Workers)

Where a manager is made aware that an employee cannot attend their scheduled place of work then the employee should be requested to report to a relevant Council work base / site nearer their home which is accessible. Discussions should take place regarding which sites may be accessible and what work can be carried out.

9. Employees With Carer's Responsibilities

Where normal dependent care arrangements break down at short notice e.g. school closures or unavailability of day care for older or disabled dependents, employees should in the first instance exhaust all options for alternative care arrangements.

However, it is accepted that in these circumstances care may not be immediately available and where this is the case a maximum of one day's paid special leave may be requested under the Employee Leave Scheme and

Flexible Working Policy. It is expected that employees will make alternative care arrangements during periods of prolonged adverse weather conditions.

10. Communications

The Council updates information throughout the day during periods of adverse weather by the use of Twitter, Facebook and by updating its web pages. Information can be found on weather and road conditions, gritting, snow clearing and school closures.

Employees should bear in mind that head teachers may make the decision to close the school to pupils but for it to remain open to employees.

11. Payments

Employees should be paid normally in the event of absence from work because of adverse weather conditions when:

- Time has been recorded appropriately and any absence has been covered by the provisions set out in the previous sections (except unpaid leave).
- Absence is due to the workplace being closed to employees due to the weather conditions and no alternative working arrangements are available.