



Adverse Weather Policy

1. Introduction

- 1.1 Cranleigh Parish Council recognises that adverse weather conditions can sometimes make travel to and from work difficult. Staff members are encouraged to make every effort to attend work, whilst taking into account their personal safety in hazardous conditions.
- 1.2 This policy applies to all staff members, and outlines procedures which should be followed in the event of adverse weather conditions.

2. Weather deterioration during the day

- 2.1 Staff members should monitor adverse weather conditions and (where applicable) availability of public transport during the day, particularly where conditions appear to be deteriorating. Council computer systems may be used to monitor the situation, along with listening to local radio news and weather bulletins, and the Met Office website.
- 2.2 Staff members who are likely to face a particularly difficult journey home should be allowed to leave early wherever possible. Decisions regarding staff members leaving early are at the discretion of the line manager.
- 2.3 Consideration should be given to staff members with children who may need to leave early due to the unexpected closure of the child's school or nursery. One day's emergency leave can be taken for the unexpected closure of a child's school or nursery.
- 2.4 Contingency plans should be in place to maintain levels of service wherever possible, including:
 - cover arrangements provided by staff members who do not have particularly long or difficult journeys home to ensure continuity of service
 - provision to divert services elsewhere as necessary
 - arrangements for employees to take work home with them, taking into account issues relating to access, security and confidentiality of data
 - providing members of the public with essential contact and emergency numbers in the event of complete closure of the premises
- 2.5 Where staff members remain at work, health and safety requirements must continue to be met, including rules regarding working in extreme conditions in the event of the failure of heating systems.

3. Unable to attend work due to adverse weather

3.1 Where adverse weather occurs overnight, staff members should take all reasonable steps to attend their normal place of work as soon as practical, taking into account their personal safety.

3.2 If a staff member expects to be delayed due to adverse weather, or is unable to travel safely to work at all, he/she must advise their line manager as soon as practical.

3.3 Where adverse weather is predicted in advance, contingency plans should be in place to maintain levels of service wherever possible, including:

- cover arrangements provided by staff members who do not have particularly long or difficult journeys home to ensure continuity of service
- provision to divert services elsewhere as necessary
- arrangements for employees to take work home with them, taking into account issues relating to access, security and confidentiality of data
- providing members of the public with essential contact and emergency numbers in the event of complete closure of the premises

3.4 If a staff member is unable to attend their normal place of work, they should continue to monitor weather conditions during the day. If conditions improve, the staff member should take all reasonable steps to attend, taking into account their personal safety.

3.5 Staff members are expected to make up time missed due to adverse weather (except where emergency leave is taken) by use of TOIL and/or annual leave. Line managers are encouraged to use their discretion where staff members are slightly delayed arriving at work due to adverse weather.

April 2019

Policy Review Date: April 2022