



## GROUP ADVERSE WEATHER POLICY

POLICY IMPLEMENTATION CHECKLIST	
Policy Guardian:	Director of People
Author:	Director of People
Version number:	2
Approved and Adopted by Caledonia and Cordale Governing Bodies:	2014
Adopted by Bellsmyre Management Committee:	December 2016
Date of Last Review	December 2019
Date of Next Review	December 2022
Diversity compliant:	Yes
Equality Impact Assessment required:	No
Data Protection compliant:	Yes
Health & Safety compliant:	Yes
Procedure implemented:	Yes
QL system changes made:	Not Required
KPIs / reporting arrangements implemented:	Not Required
Training Completed:	Not Required.
Posted on intranet:	Yes
Posted on website:	Yes
Publicity material issued:	Not Required
Business Services – Implementation Review:	

This document can also be provided in large print, braille, audio or other non-written format, and in a variety of languages

## **1. Introduction**

- 1.1 This policy relates to the Caledonia Group Adverse Weather Policy. The Caledonia Group comprises of Caledonia Housing Association as the Group parent Association; and Bellsmyre Housing Association and Cordale Housing Association as its subsidiaries.

In addition, the use of the word 'Association' in this policy documents is used to describe Caledonia, Bellsmyre and Cordale Housing Associations.

- 1.2 The Caledonia Group recognises the need to maintain service provision during periods of adverse weather conditions whilst properly discharging its duty of care to employees.

This policy is based on the clear principle that in accordance with an employee's contract of employment that they, the employee, are required to attend for duty in order to receive payment.

The following is intended to provide guidance within which these circumstances can be dealt with effectively by managers.

## **2. Eligibility**

This policy applies to all staff, and is designed to promote fairness and consistency in the treatment of staff throughout Caledonia Group when considering attendance at work during adverse weather conditions

## **3. Responsibilities of the Employee**

- 3.1 It is the responsibility of the employee to make every effort to attend for duty at their normal place of work. This includes adapting their means of travel if necessary, or using a combination of travel options, even if this results in arriving late for work. It should be noted that where additional expense is incurred as a result of using different travel methods these expenses will not be reimbursed by the Association.

- 3.2 In the event of unforeseen circumstances the employee will take all reasonable steps to report his/her inability to attend for duty as soon as is practicably possible to their manager.

**NOTE:** Existing timescales for reporting sickness absence should be used for this purpose.

- 3.3 If it is not possible for an employee to attend for duty at their normal place of work as a result of any adverse weather, they may be permitted to work from another Caledonia Group base/office. However, it is the responsibility of the employee to confirm with their line manager at the earliest opportunity whether they can attend for duty at another group base/office.

- 3.4 Due to service delivery reasons, not all posts within the Association are suitable for home working. However, in certain cases, home working may be an option to enable employees to carry out their duties during adverse weather conditions if they are unable to attend for duty at their normal place of work or at another base.

If adverse weather has been forecast, any employee who has significant concerns regarding their ability to attend for duty either at their home base or an alternative base should discuss the possibility of home working during the period of adverse weather with their line manager at the earliest opportunity.

- 3.5 Employees shall not unreasonably refuse to comply with temporary redeployment to an alternative base or undertake other duties.
- 3.6 In the event of an employee not attending for duty, consideration will be given to treating any lost time through the use of the options listed in section 4.4 below.
- 3.7 An employee shall inform their line manager should they feel that their personal security or that of others is at risk as a result of working from an alternative location during the period of adverse weather.
- 3.8 The Association takes its duty of care for all its employees very seriously in relation to all aspects of health & safety. However, during periods of adverse weather, employees are responsible for exercising their own judgement in relation to their safety and wellbeing when travelling to and from the workplace.

#### **4. Responsibilities of the Manager**

- 4.1 In the event of unforeseen circumstances, group managers shall ensure that appropriate communications and reporting mechanisms are in place to enable all Caledonia Group staff to discharge their responsibilities.
- 4.2 Group managers will need to consider a range of factors impacting upon an employee's ability to attend for duty which may include the following (note: not in a priority order):
- distance travelled to work;
  - prevailing weather conditions and their estimated duration;
  - an employee's regular mode of transport;
  - the safety of the employee;
  - the requirements of the service activity undertaken by the employee;
  - the capacity for redeployment to a more accessible or appropriate base along with the provision of alternative duties;
  - the need to use alternative communication mediums, and transportation systems;
  - the use of existing on-call arrangements in order to establish contingency arrangements where adverse weather conditions are foreseeable
  - the health of the staff member, for example, where it is known that they have a mobility or other health/medical condition, special care should be taken by the manager in reaching a decision relating to attendance and pay; and
  - any other factors pertaining at the time.

- 4.3 Where appropriate, Group managers should consider the use of home working or working from another Caledonia Group base as possible additional options for enabling staff to carry out their duties during adverse weather.
- 4.4 Where such circumstances arise and the employee is unable to attend for duty, a number of options may be considered and discussed with the employee such as:
- use of flexi – leave;
  - use of annual leave;
  - unpaid leave;
  - providing the employee with the opportunity to make up the lost time within one month;
  - recording the employee as being absent from duty in cases where no notification of their inability to attend has been received. (**NB** This will require a reporting arrangement through to the Payroll section); and
  - a combination of the above options may be applied on each day of adverse weather conditions.
- 4.5 If the staff member has made efforts to attend work on time and arrives late they will not be expected to make the time up if the lateness in total is no more than half the staff member's normal working day, having taken into account the severity of the conditions and the personal circumstances of individual staff members. If the total time lost amounts to more than half the time of the staff member's normal working day the options listed in section 4.4 above should apply in regards to the recovery of the lost time as a result of the adverse weather.
- 4.6 If adverse weather conditions arise or are predicted to arise during an employee's span of duty, the Association will balance both the needs of the department/team with those of the employee in terms of ensuring their safety and wellbeing when travelling to and from the workplace.

In order to reduce any travelling-related risks that an employee maybe exposed to during any period of adverse weather conditions, the employee with approval of their line-manager will have the opportunity to make use of the following options:

- work from an alternative Group base that is closer to the employee's home;
  - if service delivery can still be achieved, the employee may be able to work from home; and
  - the employee may be permitted to leave their place of work earlier than their contracted finishing time, and use the options listed in section 4.4 for the recovery of the lost time arising from the adverse weather conditions.
- 4.7 In the event of extreme adverse weather conditions that have potentially significant health and safety risks for employees' safety and wellbeing, the Group Chief Executive will undertake the following actions:

- review in conjunction with departmental/area directors the impact of the extreme weather conditions on service delivery, and assess any associated weather-related safety risks to employees; and
- if the outcome of the review process suggests a significant weather-related health and safety risk exists, the Group Chief Executive may authorise the closure of the Group offices/bases affected by the extreme adverse weather conditions.

In the cases where the Group Chief Executive has authorised the closure of any Group offices/bases, employees will be advised by their line-manager of the interim service delivery arrangements that are to be in place during the period of adverse weather.

Employees who are unable to redeploy to another Group office/base, or due to the nature of their post are unable to work from home, will not be required to make up the lost time as a result of the enforced closure by the Group Chief Executive.

- 4.8 Emergency time off for dependants may be granted in cases where an employee has been required to leave their place of duty as a direct result of their child/children having been sent home from school due to the adverse weather conditions. This is unpaid and can be used if no other option is available (see 4.4 for possible options).
- 4.9 Continued delivery of any business-critical services during a period of adverse conditions will be managed through the Group's business continuity management arrangements in conjunction with the relevant manager(s) and staff.
- 4.10 A manager may need to consider the use of appropriate communication channels (website, social media) to inform customers, contractors or the general public of any significant changes in service provision as a result of adverse weather conditions.

## **5. Disputes Arising from the application of this guidance**

Where matters of individual dispute cannot be resolved at the lowest appropriate level, the matter may be referred through the Association's Grievance procedure.

## **6. Updating of Policy**

- 6.1 This policy will be reviewed by the People Department on a regular basis, or in light of operating experiences, or changes in any relevant legislation.
- 6.2 The policy is for guidance only and is not intended to be contractual.