

Name of Policy **ADVERSE WEATHER POLICY**

Purposes The purpose of this policy is to outline the responsibilities of all members of staff, and line managers when considering attendance at work during adverse weather conditions, and to outline the appropriate procedures

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Equality Assessment By Whom Director of HR **Date** 12/2018

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	Date	
Approved by	Senior Manager	
	SMT	20/12/2018
	Corporation	

Related policies or procedures or parent policy if applicable	Annual Leave policy Lone Working Policy
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Groups/bodies consulted in the development of the policy	AOC
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To be published on College website	Yes
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ADVERSE WEATHER POLICY

1 Policy Statement

- 1.1 Macclesfield College recognises that staff may face difficulties attending their place of work and returning home during periods of adverse weather conditions such as heavy snow falls, flooding or other adverse weather conditions which may result in journeys to work being extremely hazardous, or cause transport routes to be affected. However, whilst the College is committed to safeguarding the health and safety of all of its staff, it must ensure that the disruption caused to its business remains minimal.
- 1.2 If a decision is taken to close College as a result of bad weather, this will be deemed a closure day and employees who should have attended on that day will receive their normal pay. Members of staff who are already on leave (annual, maternity, sickness etc.) will not be entitled to a day off in lieu if their section is closed.
- 1.3 The purpose of this policy is to outline the responsibilities of all members of staff, and line managers when considering attendance at work during adverse weather conditions, and to outline the appropriate procedures to follow.

2 Scope of policy

- 2.1 This policy applies to all staff and is designed to promote fairness and consistency in the treatment of staff throughout the College when considering attendance at work during adverse weather conditions.
- 2.2 In determining whether this guidance will be implemented, the following risk considerations will be considered by the ELT:
- Safety of staff and students
 - Availability of public transport
 - Safety of buildings and surrounds
 - Nursery/school closures
 - Availability of internal services
 - Ongoing weather forecast issued by the Met Office
 - Police travel advice
 - Intelligence/information receive from local/social media
- 2.3 These risks will be actively monitored throughout the duration of the event.

3 Communication of the Policy

- 3.1 When severe weather conditions occur at the start of, or during a working day, all staff should monitor:
- The home page on the College website for the latest advice and guidance in respect of the weather conditions and the associated impact on the College's ability to deliver its service provision, and
 - Follow the news bulletins provided by the local radio stations 'Silk FM' and 'Canalside Radio 102.8 FM.'

- 3.2 On the basis of advice received by the ELT, SMT/CMT will notify the position and any associated actions to all staff in their areas of responsibility, ensuring that they are kept duly informed of any changes in the status.
- 3.3 The arrangements and advice issued will be reviewed on a daily basis, updates about the planned re-opening of the College will be placed on the home page of the web-site. The College will also use the above local media to update staff on developments and the respective SMT/CMT manager will keep their staff informed.
- 3.4 If the Adverse Weather Policy does not apply, all staff will be expected to attend College.
- 3.5 In the event of a closure during the course of a working day, College Managers will make appropriate arrangements for closure. To support this process an 'All Staff' e-mail will be sent specifying the time at which staff will be expected to leave the premises in order to ensure a managed closedown. Managers of staff who not always have access to e-mail, or the internet will notify them of the decision.

4 Policy Options

- 4.1 Staff should make every effort to attend work during adverse weather conditions without putting their personal safety at risk. However if it is unavoidable for staff to be absent from the workplace, with the agreement of their senior manager and subject to operational needs and other relevant factors outlined in paragraph 6.4, the senior manager in discussion with the member of staff may agree one of the following options on each occasion:
- for the employee to take annual leave
 - make the lost time up (usually within one month)
 - take unpaid leave
 - work from home (providing it is feasible and practicable and they can undertake appropriate and meaningful work for their working hours on that day)
 - if adverse weather prevents attendance for more than one day then it is expected that annual leave will be taken
 - apply to take flexible time (see the Annual Leave Policy, paragraph 21).

5 Responsibilities of Staff

- 5.1 While the College will ensure, so far as it is reasonably practicable, the health, safety and welfare at work of all its staff, staff are reminded of their duty to take 'reasonable care' for their own health and safety and that of other persons who may be affected by their acts, or omissions. This includes taking extra care when travelling to and from work in adverse weather conditions and not putting themselves at unnecessary or inordinate risk.
- 5.2 It is the responsibility of the member of staff to make every effort to attend their normal place of work, in accordance with their contract of employment. 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 cannot be reimbursed by the College.
- 5.3 Staff who may be delayed from commencing at their normal start time due the adverse conditions will have the opportunity to make up this time. However, it is open to the

respective Senior Management Team Manager to apply discretion if the circumstances allow, or the lateness is negligible, having regard to the severity of the weather conditions, or disruptions to public transport or the individuals personal circumstances (e.g. distance from their home to work and the mode of transport used).

5.4 In the event of adverse weather conditions staff should take all reasonable steps to report his or her inability to attend work to their manager as soon as is practicably possible. This should be in line with the section's normal arrangements for reporting sickness absence or other unanticipated absence and this will apply for each day that the member of staff is unable to attend work. Please note that failure to comply with reporting arrangements may amount to unauthorised absence and could therefore be unpaid.

5.5 In the event that a member of staff cannot attend work due to adverse weather, by agreement with their manager, any lost time will be treated in accordance with the options laid out in paragraph 4.1 above. One or a combination of these options may be applied on each day of adverse weather conditions.

6 Responsibilities of Managers

6.1 All Line managers together with HR should ensure that all staff are made aware of the College's Adverse Weather Policy and that all staff are treated fairly and proportionate taking into account individual circumstances.

6.2 All members of the SMT/CMT should ensure that reporting arrangements are clearly communicated to their staff. This should be consistent with information already provided to staff for reporting sickness absence or other unanticipated absences in their areas.

6.3 There are a range of factors which should be considered (see section 6.4 below) when deciding how time away from the workplace should be categorised and it is the responsibility of each line manager to use a consistent and fair approach. While accepting that staff should not take unreasonable risks in attempting to get to work in difficult or hazardous conditions, there should not be a disincentive to staff who do make a particular effort.

6.4 The following factors should be taken into consideration by the line managers when agreeing the appropriate action to take:

- the member of staff's safety
- the operational requirements of the College
- distance the member of staff has to travel to College
- weather conditions and their expected duration
- information and guidance about the sensibility of travelling from the area where the member of staff lives
- whether members of staff have made attempts to make alternative travel arrangements eg train, bus, walking
- working from home will be dependent upon the role of the member of staff and any arrangements should be monitored to ensure that it is productive
- the caring or childcare responsibilities of the member of staff. Schools/nurseries may be closed or close without warning during the day owing to adverse weather or carers may not be available and staff may unexpectedly be required to provide/arrange care for their dependents.
- the health of the member of staff e.g. if they have a mobility or health/medical condition that may present an additional difficulty to them in attending work in

adverse weather conditions, special care should be taken into consideration in reaching a decision relating to attendance and pay.

6.5 Line managers should decide on a case by case basis whether it is appropriate for staff to leave work early. In taking the decision, they should consider the factors outlined in section 6.4 above. If the total time lost is no more than half the staff member's normal working day then there will not be a deduction in pay. If the total time lost amounts to more than half of the staff member's normal working day the provisions outlined in section 4.1 above should apply. If a decision is taken by ELT to close the College early, there will be no loss of pay.

7 Recording of absence

If a Member of staff elects to take annual leave to cover their absence due to bad weather, this should be recorded on CIPHR and verified by the line manager as normal.