



TOLLCROSS  
housing association

## Adverse Weather Policy

Prepared By	Anne Wilson, Corporate Services Director
Policy Created	//
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Reviewed By	Management Committee

<b>CORPORATE FIT</b>	
Internal Management Plan	✓
Risk Register	✓
Business Plan	✓
Regulatory Standards	✓
Equalities Strategy	✓
Legislation	✓

On request, the Association will provide translations of all our documents, policies and procedures in various languages and other formats such as computer disc, tape, large print, Braille etc. and these can be obtained by contacting the Association's offices.

## 1. Introduction

- 1.1 The purpose of this policy is to outline the responsibilities of all employees when considering attendance at work during periods of adverse or extreme weather conditions, and to outline the appropriate procedures.
- 1.2 The policy aims to ensure that equal and fair treatment is applied as far as possible to all employees who are unable to attend work in extreme weather conditions. While the Association does not expect employees to take unreasonable risks in attempting to get to work in difficult conditions, the Association must ensure that any disruption to the services that we provide is kept to a minimum.
- 1.3 This policy has been developed in line with the Scottish Government's Fair Work Charter for Severe Weather (2018) and 'Adverse Weather Conditions' guidance within the Association's Health & Safety Manual (3.21).

## 2. Scope

- 2.1 The policy applies to all employees of Tollcross Housing Association. Where any point of clarification is required, staff should refer to their Line Manager and/or Director of the Association.
- 2.2 The policy covers 'extreme weather conditions' such as snow, ice, floods, high wind etc. which result in extremely hazardous journeys for employees by road or rail (either by private or public transport).
- 2.3 The policy recognises that individual circumstances can vary greatly and it is therefore unlikely that this policy will cover all eventualities. In this case, the appropriate Director will exercise discretion where necessary.

The Met Office weather warnings are available from [www.metoffice.gov.uk](http://www.metoffice.gov.uk).

The warnings are colour coded and described as follows:

<b>Yellow</b>	When it is likely the weather will have a low level effect on day to day life including some disruption to travel in a few places.
<b>Amber</b>	There is an increased likelihood of effect from severe weather, which could potentially disrupt travel plans and day to day life. There is the possibility of travel delays, road and rail closures, power cuts and the potential risk to life and property.
<b>Red</b>	Dangerous weather is expected and people should take action to keep themselves and others safe from the effect of the severe weather. It is very likely there will be risk to life and property, with substantial disruption to travel and energy supplies. People should avoid travelling unless absolutely necessary, and follow the advice of the emergency services and local authorities.

### 3. Equalities

- 3.1.1 An Equality Impact Assessment (EIA) has been carried out when preparing this policy. In line with good practice the completed EIA will be published alongside the Adverse Weather Policy.
- 3.1.2 Where there is a need for follow-up action, the tasks and timeframe for achieving them shall be noted in the Equality and Human Rights Action Plan to ensure they are addressed.
- 3.1.3 We do not see this policy as having any direct impact upon the protected characteristics contained within the Equality Act 2010.

### 4. Responsibilities of Employees

- 4.1 Employees should not put themselves at unnecessary risk when attempting to attend work.
- 4.2 If there are adverse weather conditions, you are expected to make every reasonable effort to get to work, whilst remaining safe, including changing your usual means of transport if necessary, even if this means you will arrive later than normal.
- 4.3 If you are unable to attend work because of the weather conditions, you must notify your manager at the earliest opportunity and within one hour of your normal start time. This will apply for every day that you are unable to attend work. If you are unable to get into work, your manager may agree one of the following options with you:

- Work from home (if practicable)
  - Take annual leave / flexi / TOIL
  - Make up the lost time
  - Take unpaid leave
  - A combination of the options above.
- 4.4 Failure to notify your manager that you are unable to get to work would be treated as an unauthorised absence.
- 4.5 In extremely hazardous situations, where the Met Office, police or national motoring organisations are advising against all travel, or where the office has been closed, you will not be expected to attempt to get to work. You should still notify your line manager of your non-attendance so that we know that you are safe and not attempting to travel to work. If you are able to work from home, and have appropriate equipment to do so, you will be expected to work from home.
- 4.6 If a decision has been made to close the workplace a credit of time will be given for the period of the office closure.
- 4.7 If you have made efforts to attend work on time during periods of adverse weather and arrive late, you will not be expected to make the time up if the lateness is no more than half the normal working day.  
If the total lost time is more than half the normal working day, the options listed above should apply to make up the lost time.
- 4.8 The Association takes its duty of care for all its employees very seriously in relation to all aspects of health and safety. However, during periods of adverse weather, you are responsible for exercising your own judgement in relation to your wellbeing when travelling to and from the workplace.

## 5. Responsibilities of Managers

- 5.1 Line managers must ensure that all employees are made aware of this policy, and that all employees are treated fairly and proportionate to their needs, taking individual circumstances into account.
- 5.2 Managers must ensure that reporting arrangements are clearly communicated to all employees.

## 6. Responsibilities of Directors

- 6.1 Directors should ensure that they are aware of the content and advice of any relevant Met Office weather warning issued (in addition to media, this is available from [www.metoffice.gov.uk](http://www.metoffice.gov.uk)). Where amber or red weather alerts are issued by the Met Office, these will be posted on the employee intranet.

Directors should decide on a case by case basis whether it is appropriate for employees to leave work early. In making these decisions, Directors will consider the following factors (which are not in a priority order) and seek authority from the Chief Executive:

- The employee's safety
- The essential nature, or otherwise, of the employee's role
- Distance travelled to work
- Prevailing weather conditions and their forecasted duration
- Information and guidance from the police, AA, local news, about safe travelling
- Modes of transport available
- The degree of effort exercised by employees and whether they have made attempts to make alternative travel arrangements
- Ability to work from home, where circumstances permit
- Caring or childcare responsibilities of the employee
- The health and mobility of the employee

## 7. Responsibilities of the Chief Executive

7.1 In the event of extreme adverse weather conditions that have potentially significant health and safety risks for employees' safety and wellbeing, the Chief Executive will undertake the following actions:

- Review the impact of extreme weather conditions on service delivery in conjunction with Directors and assess any associated weather-related safety risks to employees, and
- If the outcome of the review process suggests significant weather-related risks exist, the Chief Executive may authorise the closure of offices affected by the extreme adverse weather conditions.

## 8. Closure of the workplace - Procedure

8.1 If a Met Office red warning has been issued during a working day or the evening before, the following procedure will be followed:

8.1.1 **The Chief Executive** (or in their absence, a member of the Leadership Team) will:

- liaise with Directors (in person or by phone/text) to ensure that the decision to close the office is collectively agreed and collective arrangements are communicated to all staff.
- confirm the decision to the Association's Chair (in person or by phone/text)

8.1.2 **Directors** will:

- ensure that the Association's website [www.tollcross-ha.org.uk](http://www.tollcross-ha.org.uk) is updated with closure information (Corporate Services Director)

8.1.3 **Technical Director** will:

- arrange for the out of hours emergency repairs service providers to be notified.

8.1.4 **Corporate Services Director** will:

- arrange for a notice to be placed on the Association's website, directing tenants to the out of hours service/emergency numbers. This effectiveness shall be monitored and use of other social media may be explored to ensure maximum opportunity to keep staff informed.
- Arrange for the telephone provider to put the telephone service onto out of hours.

8.1.5 **All Staff** will:

- be aware that if they have not been instructed the day before a decision is taken to close the office, they must log into the Association's website, [www.tollcross-ha.org.uk](http://www.tollcross-ha.org.uk) to check if the office is open or closed each day.

## 9. Essential workers

- 9.1 Orchard Court and Methven Street sites, which operate essential care services to elderly and vulnerable customers, have more detailed arrangements in place to maintain these services during adverse weather and this policy should be read in conjunction with Appendix 1.

## 10. Impact of extreme weather on dependants

- 10.1 This policy intends to cover initial, emergency situations. Where schools and nurseries, or other care, facilities, are closed without warning, the provisions of the special leave guidelines in relation to time off for dependants apply.
- 10.2 The policy also recognises that in some cases, bad weather can continue to impact other services. For example, if schools are closed and an employee needs to take time off to look after children, annual leave / flexi / TOIL may be used. Employees should discuss their personal situations with their manager.

## 11. Extreme weather preventing someone coming back from a holiday destination

- 11.1 If extreme weather prevents you returning home from a holiday destination, you should get in touch with your manager as soon as you

can to let them know your return has been delayed and to indicate when you are likely to be able to return. When you return to work, your manager will agree with you how best to manage the additional absence from work with annual leave, flexi or TOIL, as outlined in section 4.3 above.

## **12. Other considerations**

- 12.1 Special care should be taken when applying this policy where it is known that an employee's mobility or medical / health condition may be worsened by adverse weather conditions.
- 12.2 Employees who are already on leave (sickness, holiday, maternity etc.) will not be entitled to time off in lieu if the workplace is closed.

## **13. Review and Updates to this Policy**

- 13.1 This policy shall be reviewed at least every 3 years or earlier, if required by changes in legislation or deemed necessary by Management Committee.

## Appendix 1

### Arrangements for Methven Street & Orchard Court Sites

#### 1. Introduction

1.1 Staff at our Orchard Court and Methven Street sites, which operate essential care services to elderly and vulnerable customers, should read this section in conjunction with the rest of the policy.

#### 2. Methven Street

2.1 There are normally two members of staff on shift duty between 9am and 5pm at this site every day. In the event that staff are unable to attend work, the following arrangements will be put in place.

❖ **Limited Service** - If only one member of staff can attend work the following procedures should be adhered to:

- a) The staff member should not help with or carry out social activities with residents although this should not stop residents organising these themselves.
- b) The staff member should not collect prescriptions.

❖ **No Service** – In the event that all duty staff are unable to attend work (or the CEO has confirmed the office closure) the following procedures should be adhered to:

- a) The Housing Director or Housing Manager will contact Cordia and ask that they provide an out of hours emergency service to residents
- b) The Director or Housing Service Manager will attempt to contact all residents and update them on the change of service.

#### 3. Orchard Court

3.1 There is normally only one member of staff on duty between 8am to 4pm at this site every weekday.

❖ **No Service** - In the event that the staff member is unable to attend work, the following arrangements will be put in place.

- a) The Housing Director or Housing Manager will contact Cordia and ask that they provide an out of hours emergency service to residents
- b) The Housing Director or Housing Manager will attempt to contact all residents and update them on the change of service.