



<b>Name of Policy</b>	<b>Adverse Weather Policy</b>
<b>Responsible Officer</b>	<b>Director</b>
<b>Date approved by Board</b>	<b>26 November 2024</b>
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<b>Section</b>	<b>Corporate Services</b>

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## 1. Introduction

- 1.1 As an employer, Kingsridge Cleddans Housing Association has a responsibility under the Health & Safety at Work Act 1974 to ensure, so far as reasonably practicable, the health and safety of all employees whilst at work. Employers can also be held vicariously liable if an employee injures a third party whilst working. Employers also have a responsibility for the safety of employees whilst travelling to and from work.

Adverse weather conditions can have a negative effect on the ability of staff to travel to and from work as well as impacting on site working. This is linked with concerns over the safety of travelling in such conditions and our duty of care as an employer. This in turn can have a detrimental impact on the services we provide to our tenants and other customers.

## 2. Adverse Weather

- 2.1 For the purposes of this policy 'adverse weather' is taken to be any 'extreme weather conditions' such as snow, ice, wind, flood, excessive heat, and thunder and lightning.
- 2.2 The Met Office issues warnings to warn the public and emergency services of any impending severe and hazardous weather and such warnings will be heeded by the Association in undertaking any risk assessments associated with the weather. These warnings are colour coded depending on the likely severity of the weather. The Met Office describes the codes as follows:

**Yellow:** 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.

**Amber:** 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.

**Red:** 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 it is absolutely necessary and follow the advice of the emergency services and local authorities.

## 3. Travelling During Adverse Weather

- 3.1 The Association will ensure that occupational driving risk assessments consider driving in adverse weather. All occupational driving will be suspended during a red weather warning, and an assessment will be made during an amber weather warning on the safety of drivers. This will be documented in the risk assessments carried out.

3.2 All occupational driving will be suspended during a red weather warning. Staff will be advised not to travel to work.

3.3 Only emergency occupational driving will be carried out, following a risk assessment, during an amber warning.

Employees will be encouraged not to put themselves at unnecessary risk when attempting to attend work during adverse weather conditions with each individual employees' personal circumstances, location, and access to transport being taken into consideration.

3.4 Where an employee experiences substantial difficulty in attending work due to adverse weather conditions, they should notify their line manager without delay to discuss alternative working arrangements. The line manager will then take any such action as is deemed appropriate in line with this policy.

#### **4. Adverse Weather Resulting in Office Closure**

In the event of a red warning being issued, as soon as this is known the office will close and all staff will be sent home with immediate effect. If this information is known the night before, all staff should be contacted and instructed not to travel to the office. Managers will put emergency closure measures in place in line with the Business Continuity Plan.

The office will remain closed until the red warning has been lifted.

4.1 In the event of serious adverse weather conditions, the Director will have delegated authority to close the office to minimise the risk to staff and customers. When arriving at this decision the Director will take account of the information from the Met Office, Police Scotland, and the actual weather conditions. In the event of this happening those who had attended work that day and cannot work remotely will be credited with their full contractual hours for the day i.e. their standard working hours unless they have already completed more than this whereby they will be credited with the full number of hours worked.

4.2 In the event of a decision being taken to close the office in advance then staff that cannot work remotely will be credited with their full contractual hours for the day i.e. their standard working hours.

4.3 Any actions to close the office will be taken in accordance with our Business Continuity Plan which provides for alternative means in which to continue services, e.g. remote working and call forwarding.

## **5. Adverse Weather Not Resulting in Office Closure**

- 5.1 In the event of weather conditions which are not deemed serious enough to close the offices, staff who have concerns about travelling in these conditions and wish to leave the workplace early should discuss this with their line manager and should agree with their manager any necessary arrangements to cover planned meetings or work commitments for that day and the type of leave they will use to cover the absence e.g. TOIL, Flexi, Annual Leave or Unpaid Leave.

## **6. Staff Who Do Not Attend Work on Days Affected by Adverse Weather**

- 6.1 If staff are unable to attend work due to adverse weather they should contact their line manager, or another manager if they are unavailable, to advise them of this within 1 hour of their usual start time or when it is safe to do so, if this is not possible. In such circumstances, the staff member will agree with their manager on the type of leave that they are using to cover the period of absence e.g. TOIL, Flexi, Annual Leave or Unpaid Leave.

## **7. General Guidelines**

- 7.1 Staff who encounter an emergency/serious situation due to adverse weather should discuss this with their line manager and special leave may be considered. Communication with Staff and the Public during Adverse Weather
- 7.2 When a decision has been taken to close the office then this will be communicated to staff, the Chair of the Association and the public via our website as soon as is reasonably practicable.

## **8. Equality and Diversity**

- 8.1 As a service provider and employer we recognise the requirements of the Equality Act 2010, oppose any form of discrimination and will treat customers, internal and external, with dignity and respect. We recognise diversity and will ensure that all of our actions ensure accessibility and reduce barriers to employment and the services we provide.