



POLICY DOCUMENT

Policy title: **ADVERSE WEATHER POLICY**

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Lead person: **Mo Duffy**

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BLenheim PRIMARY SCHOOL – ADVERSE WEATHER POLICY

Introduction

The School recognises that adverse weather conditions can prevent employees from reaching their normal place of employment.

All employees are expected to make every reasonable effort to attend for work, but without compromising their health and safety.

The purpose of this document is to provide guidance and outline the responsibilities for employees for attendance at work in the event of adverse weather conditions and/or major disruptions to public transport.

Scope

The guidelines are applicable to all employees within the School as well as agency workers or students on placements.

Aims

In applying the guidelines the school recognises the need to safely maintain the site during adverse weather conditions, whilst properly discharging its duty of care to employees. Employees should not put themselves at unnecessary risk and in this regard employees should use their own judgement and give due consideration to severe weather warnings.

The Head's decision will seek to take account of any advice issued or sought from the police; weather centre; public transport and motoring organisations in relation to prevailing weather conditions and the advisability of travel.

Principles

It is appreciated that there may be operational and service delivery considerations in working during periods of adverse weather. The Head will ensure that employees are treated in an equitable and consistent manner and that the safety of employees is not compromised in any way.

The Head will also need to consider individual requests from people with a disability and/or caring responsibilities that may present additional barriers to attendance at work in bad weather conditions.

Responsibilities

If there are no specific local instructions, then employees should report that they are unable to attend for work as early as possible, and no later than 1 hour before the time they would be expected to start work.

The Head will consider the following options and agree with the employee:

- To work from home
- To take the day/s as annual leave
- To take the day/s as lieu time
- To work the appropriate extra hours unpaid
- To take unpaid leave
- A combination of the above

- To take flexitime (where a scheme is operating)

Arriving late

Where the Head is satisfied that an employee has genuinely been prevented from attending work by his/her normal starting time, as a result of adverse weather, any lateness will not be penalised in terms of sanctions under any of the School's policies. Any loss of time should be managed by giving consideration to use of the appropriate options detailed above.

Leaving early

The Head will be responsible for deciding whether any request to leave early as a result of adverse weather is warranted, bearing in mind all available information including the infrastructure, home address and mode of transport of the employee concerned.

In circumstances where the Head is satisfied that early release is justified, the loss of time will be managed by giving consideration to use of the appropriate options detailed above.