

GUIDANCE FOR ADVERSE WEATHER CONDITIONS

Table of Contents

Section No.	Section Name	Page No.
1.0	Introduction	2
2.0	Scope	2
3.0	Employee Responsibilities	2
4.0	Guidance Principles	2
5.0	Disruption To Personal Or Public Transport	3
6.0	Non-Attendance At Work	4

1. INTRODUCTION

- 1.1 This guidance outlines the procedures that will apply when dealing with staff who face difficulties in getting to and from work due to disruption in transport services. Such disruption may be due to adverse weather (snow, flooding etc), public transport strike or private transport breakdown.
- 1.2 This guidance is designed to promote fairness and consistency in the treatment of staff throughout the CCG.
- 1.3 The intention of this guidance is not to penalise staff who have no option but to be absent from work under such circumstances,

2. SCOPE

- 2.1 The provisions and obligations of this guidance apply to all CCG employees.
- 2.2 In implementing this guidance, managers must ensure that all staff are treated fairly and within the provisions and spirit of the CCG's Equal Opportunities Policy. Special attention should be paid to ensuring the guidance is understood by all new staff.

3. EMPLOYEE RESPONSIBILITIES

- 3.1 It is the responsibility of all staff to ensure that they make adequate arrangements to attend work by their normal start time, regardless of travelling difficulties.
- 3.2 However, it is recognised that this may be difficult to achieve on some occasions, for example due to severe weather conditions, particularly severe snow fall and flooding, or disruption to public or private transport services.
- 3.3 Staff should not put themselves at extreme risk in order to get to work.

4. GUIDANCE PRINCIPLES

- 4.1 It is acknowledged that although the onus is on the individual member of staff to attend work, in exceptional circumstances it may not be possible for them to do so.
- 4.2 It is expected that all staff will make a genuine effort to attend for work, in which case it would not be reasonable for the line manager to withhold

payment arbitrarily – the matter should be discussed between the parties when normal work has been resumed.

- 4.3 Under no circumstances will payment automatically be stopped if an employee is unable to attend – one of the options in section 6 of this guidance must be utilised to cover this absence. Further advice should be sought from Human Resources in the event that an agreement cannot be reached on the most appropriate option.
- 4.4 Taking into consideration factors such as distance of home from work, transport available, starting and finishing time; staff that are late into work due to extreme weather or travelling difficulties may at the line manager's discretion be paid from their normal starting time where it can be shown that they have made every reasonable effort to arrive on time. Alternatively, the employee may be required to utilise accumulated TOIL hours or work back the deficit at a later date.
- 4.5 Entirely at the Manager's discretion, and subject to the needs of the service and the completion of essential work, staff who are likely to experience significant travel difficulties may be sent home early from work and paid to their normal finish time where the adverse weather persists or deteriorates during the working shift. Alternatively, the employee may be required to utilise accumulated TOIL hours or work back the deficit at a later date
- 4.6 Line managers should apply the normal procedure for dealing with staff who are absent from work due to sickness, i.e. staff will be expected to comply with the normal sickness absence notification / certification requirements as set out in the CCG's Attendance Management and Wellbeing Policy.

5. DISRUPTION TO PERSONAL OR PUBLIC TRANSPORT

In the absence of their usual form of transport, staff will be expected to use alternative forms of transport if they are available, to share cars if this is possible or to walk to work.

5.1 Driving to Work

Before attempting to drive to work in extreme weather conditions, the following safety precautions should be taken into consideration:

- Before starting your journey listen to local travel news and assess whether it is safe to travel. Continue to listen to travel bulletins during your journey;
- Assess the road conditions. If necessary take a different route which you know is salted or kept clear;
- Allow extra travelling time;

- Take extra care when driving;
- Use your local knowledge to anticipate where there might be hold ups or ice on the roads;
- Ensure your fuel tank is at least half full;
- Make sure the car/vehicle is in good condition for the journey (tyres, oil, coolant, windscreen washer etc);
- Reduce your travelling speed;
- Take warm clothes with you;
- Take something to drink (hot if possible) and something to eat;
- Keep your mobile telephone charged in case you need it;
- Take Wellingtons (or other sensible shoes);
- Take something to move snow away from your tyres.

5.2 Alternative Transport

In some situations, alternative forms of transport may be available, and where this is the case, staff should take advantage of these where appropriate. Such alternatives may include lifts from other members of staff, walking to a public transport route or use of taxis. Additional costs incurred by use of alternative transport will not be reimbursed by the CCG.

5.3 Walking to Work

Staff will be expected to attend work wherever it is possible for them to walk safely to their place of work. Whether or not it is possible for them to do so will be a matter for local judgement by the line manager and the member of staff, as each member of staff will have issues specific to them. The following should be considered:-

- the journey involved (up to 3 miles is considered to be reasonable);
- the prevailing weather conditions;
- the time of day;
- the particular circumstances for each member of staff,
- the degree of effort which the individual exercised to attend work.

Where it is considered reasonable for the employee to walk to work having taken these factors into account, they will be expected to do so.

6. NON-ATTENDANCE AT WORK

- 6.1 If, after genuine effort to reach the place of work, a member of staff is not able to attend, then a telephone call should be made to the line manager as soon as possible.

6.2 The non-attendance should be dealt with by discussion between the line manager and the member of staff and should include consideration of the following:

- working from home (if appropriate and feasible);
- annual leave;
- TOIL (Time Off In Lieu) taking time back that has already accrued or relevant hours to be worked at a future date as agreed between manager and employee;
- authorised unpaid leave;
- working from an alternative place of work;