

SEVERE WEATHER POLICY

INTRODUCTION

This policy outlines the procedure that should be adhered to by all employees in the event of heavy snowfall or other extreme weather that makes attendance at work difficult for employees.

This policy should be read in full, including the notes section, by all employees.

SCOPE

This policy applies to all Tayside Contracts employees.

PRINCIPLES

You are expected to report for duty at your normal place of work and at your normal start time unless otherwise instructed. Tayside Contracts considers your health and safety to be of utmost importance and you should not take any unnecessary risks when attending work in severe weather conditions.

If you are unable to travel to work by your usual method you should consider all practical alternatives, including walking, public transport, taxi or car-share, regardless of whether this extends your journey time. Distances of up to one mile are considered reasonable for an employee to walk to attain public transport or to walk to work should public transport be unavailable or should you consider the conditions too unsafe to use your own transport.

You should not interpret any radio/television/social media announcements that only essential journeys should be made as approval to remain at home. The Managing Director, or his designated representative, reviews and takes cognisance of official weather forecasts, information from Police Scotland, Emergency Planning Officers and other sources before issuing instructions to employees to leave work early/remain at home.

Reference is made throughout this policy to employees being required to contact their line manager. It is therefore essential that anyone with direct reports remains contactable. If you cannot make contact with your line manager you should contact the next person in the management hierarchy (i.e. their line manager).

PROCEDURE

- If you are unable to report to your normal place of work you should contact your line manager and then report to your nearest administrative centre, depot or school. If it is not possible to make prior contact with your line manager you should contact them once you have arrived at the alternative location.
- If you believe it is impracticable for you to travel to work you must contact your line manager as soon as possible on each working day to discuss and agree an appropriate course of action.

- If you are unable to travel into your normal place of work or nearest depot/location, you may, with the agreement of your line manager work from home for all or part of a day if your job lends itself to this and you have access to work.
- If you are going to be late for work due to severe weather you should contact your line manager as soon as possible and no later than one hour after your normal start time.
- If you fail to make contact with your line manager to notify them that you are unable to attend work without a reasonable explanation, your absence will be considered to be unauthorised leave. If your line manager is not available you should talk to their manager or someone from the HR Services Section.
- If your start time is normally later in the day and conditions deteriorate over the course of the day you must contact your line manager should you believe that it is impractical to travel to work.
- If conditions improve during the day employees who have stayed at home are expected to be contactable, to keep the situation under review and, if it is safe and practicable, travel to work later in the day.
- If conditions deteriorate over the course of the day and you become concerned about your ability to travel home you may request permission from your line manager to leave early. If your manager accedes to your request, which will be on the basis of service requirements, it is likely that the time between leaving and your normal finish time will be unpaid.
- Employees may be sent home early when there are reasonable grounds to believe that your journey home might otherwise be impossible or dangerous to complete. The Managing Director or a designated representative will decide which, if any, employees should be allowed to leave early and at what time. When making this decision consideration will be given to where employees live and their mode of transport. If employees are sent home (rather than a request to leave early being acceded to), the time between being sent home and the employee's normal finish time will be paid.
- Employees who deliver an essential service (e.g. winter maintenance, community meals) may be requested to remain at work. If this means that your journey home becomes impossible to complete your line manager may arrange transportation or accommodation for you if this is required.
- If your inability to attend work is due to a need to provide emergency care for a dependant, e.g. in the event of school/nursery closures or family illness, the provisions of the Time Off for Dependants Policy will apply.
- If, during a spell of continued severe weather, you are concerned about your ability to travel to and from work you should discuss this with your line manager and make arrangements to take leave (annual, unpaid or flexi) or work from home if this is practicable.

SCHOOL-BASED FACILITIES EMPLOYEES – ADDITIONAL GUIDANCE

Reference is made below to employees being required to contact their line manager. It is therefore essential that anyone who has direct reports remains contactable. Should you be unable to make contact with your line manager (e.g. your Cook in Charge/Cluster Supervisor/Facilities Assistant etc.) you should contact the next person in the management hierarchy (e.g. your Area Catering Supervisor/Assistant Facilities Officer/Facilities Officer etc.).

- In circumstances where a decision has been taken to close your normal place of work to public AND staff access, contact your line manager for further advice and guidance. The closure of buildings for public access does not automatically mean it is closed to Tayside Contracts employees.
- If you find yourself shut out of your normal place of work on arrival you must contact your line manager as soon as possible.
- Dependent on the requirements of the client, management reserves the right to request cleaners to go to work early, later, or to a different location during severe weather conditions.
- As above, if you are unable to report to your normal place of work you should go to the nearest suitable alternative location and contact your line manager as soon as possible.

NOTES FOR ALL EMPLOYEES

1. Failure to adhere to the above procedure (particularly making contact with your line manager) may result in:
 - loss of pay for the day(s) concerned; and
 - disciplinary action
2. Speaking to a colleague and/or asking someone to pass on a message to your line manager does not constitute making contact with your line manager. If your line manager is not available in the first instance you should continue attempting to make contact. If more than one hour has passed since your normal start time you should ask to speak to your line manager's manager or someone from the HR Services Section.
3. Any employee instructed by management to remain at home due to severe weather, to come in to work later or to leave early will receive normal pay for that day.
4. Any employee who decides to remain at home due to severe weather, to come in later or to leave early will either have to make the time back, take unpaid leave or take the day or time as a holiday. Individuals who participate in the time and attendance scheme may request flexi leave as an alternative to unpaid leave.
5. If in any doubt as to the appropriate course of action you should contact your line manager for guidance as soon as possible.
6. Line managers must be satisfied that the employee was unable to report to work due to severe weather.

7. Line managers must record and pass to the Payroll Team, accurate information about employees who were late, did not attend work or left early due to severe weather as soon as is reasonably practicable in order to ensure that the necessary adjustments can be made to the employee's pay.
8. Construction employees involved in Winter Maintenance and all Tay Cuisines employees are expected to make every effort to attend work. If your journey to work is impossible to complete your line manager may arrange transportation for you.
9. Employees who have been provided with laptops/tablets are expected to take these home during periods of severe weather in order that they can work from home should they be prevented from travelling to/from work. Employees for whom this is an expectation will be informed of this by their line manager when severe weather is predicted.

RELATED POLICIES

The Severe Weather policy links to the following policies which can be accessed on the Intranet, or requested from your line manager or from the HR Admin Team:

- The Severe Weather - Management of Slip Risks Procedure

The above list is not exhaustive.

CONSULTATION

Tayside Contracts' recognised Trade Unions have been fully consulted on this employment policy.

POLICY REVIEW

The Severe Weather Policy will be reviewed at three yearly intervals, or as required by legislative changes.

DATA PROTECTION LEGISLATION

Tayside Contracts respects the privacy of our employees, any personal data processed during the application of this policy will be in line with Data Protection Legislation. Further information on how we may process personal data for the purpose of applying this policy can be found in our Privacy Notice.

Should you have any queries or require further clarification regarding any aspects of this policy or related policies please contact, HR Services on 01382 812721 or employment.policies@tayside-contracts.co.uk

If you would like this document translated into another language or in another format such as audio or large print then please contact Angie Thompson, Equalities and Communications Manager on 01382 834165 or angie.thompson@tayside-contracts.co.uk