



Adverse Weather Policy

Contents

1. Introduction	2
2. Adverse Weather	2
3. Travelling During Adverse Weather	2
4. Adverse Weather Resulting in Office Closure.....	3
5. Adverse Weather Not Resulting in Office Closure	3
6. Staff Who Do Not Attend Work on Days Affected by Adverse Weather	3
7. General Guidelines	3
8. Communication with Staff and the Public During Adverse Weather	4
9. Business Continuity: Concierge Hub	4
10. General Data Protection Regulations (GDPR).....	4
12. Equality Impact Assessment.....	5
13. Policy Review	5

1. Introduction

As employers, the ng group has a responsibility under the Health & Safety at Work Act etc. Act 1974 to ensure, so far as reasonably practicable, the health and safety of all employees while at work. However, employers can also be held vicariously liable if an employee injures a third party whilst working.

Adverse weather conditions can have a negative effect on the ability of staff to travel to and from work. 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' which include; snow, ice, wind, flood, excessive heat, thunder and lightning etc.

2.2 The Met Office issues warnings to warn the public and emergency services of the impending severe and hazardous weather and such warnings will be heeded by the ng group 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 absolutely necessary and follow the advice of the emergency services and local authorities.

3. Travelling During Adverse Weather

The organisation will ensure that occupational driving risk assessments consider driving in adverse weather.

All occupational driving will be suspended during a red weather warning, except for emergencies, 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.

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, access to transport etc. being taken into consideration.

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 the policy.

4. Adverse Weather Resulting in Office Closure

In the event of unforeseen and unavoidable serious adverse weather conditions, the Chief Executive will have delegated authority to close the offices early to minimise the risk to staff and customers. When arriving at this decision the Chief Executive 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 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.

In the event of a decision being taken to close the office in advance then staff will be credited with their full contractual hours for the day i.e. their standard working hours.

5. Adverse Weather Not Resulting in Office Closure

In the event of unforeseen and unavoidable adverse 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

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 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 unforeseen and unavoidable adverse weather should discuss this with their line manager and special leave will normally be granted for a period not exceeding one day.

7.2 In the event of staff encountering difficulty travelling to their normal office location but being able to reach a different office location they should do so and work from that location.

7.3 If staff do not have sufficient flexitime left to cover their absence, only in the circumstances detailed above, the principle of negative flexitime could be extended to a maximum of minus 14 hours on the proviso that this is rebalanced to zero within one calendar month.

8. Communication with Staff and the Public During Adverse Weather

8.1 When a decision has been taken to close the office then this will be communicated to staff as soon as is reasonably practicable. Managers will contact staff within their own teams using WhatsApp, Messenger, Twitter etc. Contact groups should be set up in advance and details checked regularly for accuracy.

9. Business Continuity: Concierge Hub

9.1 Where possible the Concierge Station will become a hub which will remain open during the period of adverse weather. Local concierge staff have been identified and have agreed to cover the concierge station in the event of adverse weather. Work will be directed by the Concierge Manager as per risk assessments. Concierge staff working during adverse weather when the office is closed will be credited with TOIL or payment accordingly.

The 24-hour telephone number for the concierge station is 0141 630 4321.

10. General Data Protection Regulations (GDPR)

We recognise the importance of data protection legislation in protecting the rights of individuals in relation to personal information that we may handle and use about them, whether on computer or in paper format. We will ensure that our practices in the handling and use of personal information during the processes and procedures outlined in this policy comply fully with data protection legislation. More information is available from our Data Protection Officer.

11. Other Related Policies

- Home Working Policy
- Disaster, Recovery & Emergency Plan
- Staff Terms and Conditions of Employment
- Health & Safety
- Customer Care

12. Equality Impact Assessment

This Policy is equally applicable to all and has no detrimental impact on protected characteristic groups as specified within the Equality Act 2010.

13. Policy Review

This Policy will be reviewed every three years or earlier in line with regulatory or legislative guidance/changes or good practice guidelines.