

NORTH VIEW Housing Association

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North View is a registered Scottish charity – charity registration number SC032963

POLICY & PROCEDURE

ADVERSE WEATHER

Passed:-	26/2/25	Review Date:-	January 2030
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All North View policies and publications can be made available on CD/data-to-voice, in Braille, large print and community languages.

For further details please contact us on 0141 634 0555 or email us at enquiries@nvha.org.uk

1.0 Introduction

- 1.1 This Adverse Weather Policy & Procedure applies wherever adverse weather affects staff from being able to attend their place of work, and/or where adverse weather poses a significant risk to the health, safety and welfare of staff.
- 1.2 North View recognises that adverse weather may make it difficult for staff to travel to and from work, and in this event it is important that staff are informed, clearly and concisely, what is expected of them.

2.0 Policy & Procedure Statement

- 2.1 North View recognises that employees may face difficulties attending their place of work and returning home during periods of adverse weather, and whilst North View is responsible under the Health & Safety at Work etc Act 1974 to protect the health, safety and welfare of its employees as far as reasonably practical, it must ensure that disruption to the services it provides are minimised.

3.0 Staff Responsibilities

- 3.1 In the event of adverse weather, staff should make every possible effort to attend work as normal but should not put themselves at unnecessary risk in doing so. If a staff member is unable to get to their place of work they must inform their line manager or another Senior Staff member (namely the Director, Housing Manager, and Maintenance Manager) as soon as possible.
- 3.2 Staff who do not attend their place of work and have failed to inform their line manager; this will be regarded as an unauthorised absence.
- 3.3 Staff have a responsibility to take account of their own and their colleague's health, safety and welfare in travelling to and from work in adverse weather, and in circumstances where travelling in a vehicle is part of their job role.

4.0 Management Responsibilities

NORTH VIEW HOUSING ASSOCIATION

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- 4.1 Managers will ensure that their team are aware of the Adverse Weather Policy and Procedure, and that the staff they manage are treated fairly and proportionately, taking into account each person's personal circumstances.
- 4.2 Managers will make all reasonable effort to maintain awareness of their team's whereabouts during periods of adverse weather and monitor weather conditions to the best of their ability. They will decide on a case-by-case basis whether it is necessary for staff to leave work early and in making these decisions they will consider the factors in 4.3 and 4.4.
- 4.3 The following factors will be taken into consideration by Managers when agreeing the appropriate action to take in the event of a staff member being unable to attend their place of work, and ascertaining whether to send staff home early due to adverse weather: -
- the operational requirements of North View;
 - travelling distance to and from work;
 - prevailing weather conditions and their duration;
 - information and guidance from, Police Scotland, Met Office, etc;
 - modes of transport available to staff members;
 - the degree of effort staff members have made in their attempt to make it to work;
 - whether it is possible for work from home, which will be dependent on the staff member's job role and balanced with the operational needs of North View;
 - staff member's caregiving responsibilities;
 - the health of the staff members; for example, where it is known that there is a mobility or other medical condition that may make attending work in adverse weather a greater risk to the staff member's health and safety.
- 4.4 The Met Office issues warnings to warn the public and emergency services of impending severe and hazardous weather, and such warnings will be heeded by North View 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.

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- 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.

5.0 Pay

5.1 There is no legal right for staff to be paid if they are unable to travel to work due to adverse weather unless the travelling is regarded as working time, or in certain situations where North View are providing transport. However, where possible North View will allow staff to:-

- take annual leave or accumulated time off in lieu (where it is available) and if agreed by their line manager or;
- work from home (where suitable facilities exist, and the staff member has sufficient workload to be carried out) or;
- temporarily work flexibly (if this can be accommodated by North View)

Where no one of these options are available or appropriate, unpaid leave will be granted.

5.2 In certain situations, for example whereby schools and nurseries close without warning due to adverse weather, and/or staff are un-expectantly required to provide or arrange care for their dependants; staff are unable to travel to work due to the adverse weather conditions (i.e. snowed in etc.); where Police Scotland has advised against travelling; or where the Director (after consultation with the Chairperson) decides to close the Office early, or not open the Office due to adverse weather conditions; then these examples would fall under Special Leave as per the Statement of Terms and Conditions of Employment.

6.0 Other considerations

6.1 Staff that are already on any sort of leave or time off in lieu will not be entitled to the time back if their department, or the entire North View office, are closed due to adverse weather conditions.

6.2 If the staff member has made efforts to attend work on time and arrives late they will not be expected to make the time up, provided the lateness in total is no more than half their normal working day, with regard given to the severity of the weather conditions and the staff member's personal circumstances. If the total lost time is

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more than half their normal working day, the options outlined in 5.1 will apply to make up the lost time.

- 6.3 Whilst accepting that employees should not take unnecessary risks in their attempt to get to their place of work, North View will seek not to disincentive staff who make a particular effort to make it to work in adverse weather. If North View has reason to believe that a staff member's conduct has contributed to not being able to attend work, it will conduct an appropriate investigation in line with disciplinary procedures.

End of Policy

reviews and amendments:-

Established - 26/2/20
Reviewed - 26/2/25

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