

Adverse Weather & Disruption to Public Transport/Roads Policy



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Approved by:

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Adverse Weather & Disruption to Public Transport/Roads Policy

1. Purpose and Scope

- 1.1 Loch Lomond & the Trossachs National Park Authority (we) recognises that you may face difficulties attending your place of work and returning home during periods of severe weather and/or when there are disruptions to public transport. While we are committed to protecting the health and safety of all our employees, we must ensure that disruption caused to our services remains minimal.
- 1.2 This policy outlines your responsibilities for attendance at work during severe weather conditions or when there are disruptions to public transport/roads. The arrangements set out in this policy apply to all of us and cover travel problems as well as explain how you can care for any dependents due to school closures in severe weather conditions

2. Principles

- 2.1 Health and safety is of paramount importance, and it is important that you are aware that you will not be expected to travel to work under dangerous circumstances or when advised not to travel by the police.
- 2.2 When adverse weather transport or roads disruption occur, you should follow the procedure set out below.
- 2.3 When advance notice is given to changes in weather, road or transport disruption and due to your home location you are unable to travel to work, you should, as far as is reasonably practicable, discuss in advance, with your line manager, how alternative working arrangements could be facilitated.

3. Reasonable efforts to attend work

- 3.1 You should use best endeavours to attend work in all circumstances. However, it is not our intention that you put yourselves at unnecessary risk when trying to attend work.
- 3.2 When severe weather conditions occur you are encouraged to contact the relevant authorities such as the police, weather centre etc to get advice on the prevailing weather conditions and the advisability of travel. You should use your own judgment and, if unable to attend work, contact your line manager as soon as possible.

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- 3.3 Within your team you should make sure that communication arrangements are in place within the team before any severe weather, public transport or road disruption occurs. You should make sure that you have direct dial and mobile contact numbers to hand.
- 3.4 If it is found following investigation that you did not make reasonable efforts to attend work or if you failed to contact your manager without good reason you may be subject to disciplinary proceedings for misconduct. We will consider all of the circumstances including the distance, local conditions in the area, status of roads and or public transport and the efforts made by your colleagues in similar circumstances.

4. Alternative Working Arrangements

- 4.1 If you have made all reasonable efforts to get to your normal place of work, or if appropriate an alternative office, but failed to do so because of severe weather conditions, disruptions to public transport or roads it is the responsibility of your line manager to make a decision as to whether you should:
- work from home (the Remote Access to National Park Systems document describes how to access our network remotely)
 - be granted special leave up to a maximum of 3 days
- 4.2 If neither of these is suitable then your Line Manager will talk to you about the alternatives such as using Annual Leave, Flexi or Time of In Lieu (TOIL) to cover the absence.
- 4.3 Home Working
- 4.3.1 It remains the line manager's responsibility to ensure that individual requests are balanced against the service delivery of the organisation. This can be based on considering the key points below. Where it is not possible for you to carry out your principal role from home there may be other work within the team that you can carry out.
- You can work part or full day at home.
 - You can work more effectively on a particular piece of work where concentration is important and to avoid interruptions that can be part of the office environment.

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4.3.2 If you are working from home you should be contactable by phone and must be available during the nominated times. You should let your manager know in advance of any times you will be unavailable.

4.3.3 When working from home you should record your time for the hours worked. In such circumstances, you should update your voicemail remotely (see **Appendix A**) and your Outlook calendar to add location and contact details.

5. Annual Leave, TOIL and Flexi

5.1 We will consider any reasonable request for paid time such as TOIL/flexi leave and annual leave due to adverse weather sympathetically. When making this decision, your line manager should take into account a number of circumstances. These will include:

- The distance travelled and method of transport usually used to get to work;
- Weather warnings and road reports;
- School closure reports and carer responsibility for dependents;
- Accessibility of alternative methods of transport;

5.2 Your line manager may not agree to allowing paid time off which could include the following (unless a reasonable justification can be provided):

- Where you could walk safely to work;
- Where road and travel reports indicate clearly that roads are open and safe for travel, and are likely to remain so throughout the day.
- Where you could use public transport as it is operating effectively and is a viable option.
- Where you can work from home

These examples are for guidance only and your manager is expected to make a fair judgement as to whether your request for time off is reasonable in the circumstances.

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6. Special Paid Leave

- 6.1 It is normally expected that absences due to severe weather will be short term in nature and you may be granted special leave of up to three consecutive working days in each circumstance which will be reviewed on a case by case basis. These absences will be recorded and monitored in the same way as other special leave.
- 6.2 If, after considering the above factors, a line manager believes that special leave is not appropriate, you would be entitled to take annual leave, flexi leave or unpaid leave to cover the absence. Under these circumstances you would be entitled to appeal against this decision through the grievance procedure.

7. Building Closures & Early Release/Late arrival

- 7.1 If you are delayed due to severe weather or other such extreme circumstances you will not normally be expected to make up the time lost and will receive a credit within the standard work day. In deteriorating weather conditions your line manager should consider early release as a health and safety issue, and they should respond sympathetically to any request from you to leave work early due to adverse weather conditions. Where your line manager is satisfied that you may have genuine travel difficulties they may authorise a flexitime credit within the standard work day i.e. 08:30 -16:30, if you are not on flexitime you will be considered to have completed your contracted hours for that day.
- 7.2 In severe conditions, where there is no one at your destination to ensure that you arrive home safely we will use the "on call" system to ensure that you have reached home if there is a risk that you may have serious difficulties travelling.
- 7.3 In the case of worsening, or particularly hazardous, conditions the Executive team may decide to close offices completely and send all staff home as a severe weather measure. In this instance you will be considered to have completed your contracted hours for the day and you will receive a flexitime credit within the standard work day i.e. 08:30 -16:30 and if you are not on flexitime will be considered to have completed your contracted hours for that day.

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8. Health and Safety

- 8.1 While we will ensure, so far as is reasonably practicable, the health, safety and welfare at work of everyone in the organisation, you are reminded of your duty to take reasonable care for your own health and safety and that of other persons who may be affected by your acts or omissions. This includes taking extra care when travelling to and from work in severe weather conditions.
- 8.2 We recognise that severe weather particularly affects you if your job involves driving or working outdoors. We will undertake regular risk assessments to ensure that the task can/should be undertaken in the weather, that if you are working in these conditions you are properly instructed, provided with suitable clothing and equipment and given sufficient rest breaks where appropriate.

9. Equality and Diversity Impact Assessment

An equality and diversity impact assessment was carried out and no discriminatory effects were identified for any particular group within the workforce. This will be monitored on an ongoing basis.

10. Best Value

The policy meets the best value criteria, specifically in terms of governance and accountability, as a public authority our working practices are subject to public scrutiny and our decision making cannot be called into question.

11. Review

This Policy will be reviewed where a requirement to do so is identified as a result of any defect or deficiency being noted, or where there is a change to relevant legislation or related Park Authority policies or within three years, whichever is the earliest.

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Appendix A

Accessing your voice mail whilst out of the office

To access your voice mails and also update your own voice mail message whilst out of the office, please refer to instructions below.

- To access your voicemail externally dial **01389 722117**.
- You will then be prompted for your extension number in order to access your mailbox. Your extension number is the last four digits of your direct dial number.
- You will then be prompted to enter your pin number, this should be the same number as your extension number.
- You will be presented with a menu that allows you to listen to voicemail, access contacts, email, change personal options etc. To change your voicemail select personal options.
- To access your personal greeting press 2
- To re-record your personal greeting press 2
- Follow the further system prompts to update your message

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Appendix B

Document Control Sheet

Prepared By	HR Manager
Date Effective From	October 2017
Review Frequency	As required
Contact	H&S Helpdesk

Revision History:

Version:	Date:	Summary of Changes:	Name:
1_0	December 2013	Original version	Health and Safety
2_0	October 2017	Minor update to format and language	Health and Safety

Approvals:

Name/Title	Date	Version

Distribution: This document has been distributed to

Name:	Title:	Date of Issue:	Version:
All staff			