

Adverse Weather Conditions Policy

Document Ref.	Adverse Weather Conditions March 2022
Review – hybrid working update	March 2022
Next Review Date	March 2025
Review frequency	Three years
Author	Deputy Director People & Culture

Contents

1. Introduction	1
2. When this policy will apply	2
3. Scope and purpose of this policy	2
4. Core responsibilities:	3
5. What happens if I can travel but I’m going to be late on a day that I would normally be campus-based (or working at another work location)?	3
6. What happens if I can’t get to work on a day that I would normally be campus-based (or working at another location)?	4
7. Workplace closure	4
8. Leaving work early	4
9. Health and safety	5

1. Introduction

We recognise that employees may face difficulties travelling to and from the workplace during severe weather conditions or when there are disruptions to public transport.

We do expect you to make a reasonable effort to attend work in all circumstances, but we do not expect you to put yourself at unnecessary risk. However, at the same time we must also ensure that any disruption to the organisation remains minimal.

The purpose of this policy is to set out the arrangements that we have in place if you are unable to attend the workplace because of severe weather conditions or disruptions to public transport.

We will make every effort to use hybrid working arrangements as flexibly as possible so that working from home can provide a solution to travel difficulties, wherever sensible and practical to do so.

2. When this policy will apply

This policy will apply when there are severe weather conditions or major disruptions to public transport that make it difficult for you to travel to and from the workplace; and where a university announcement has indicated that the arrangements contained in this policy are in operation.

This policy will not apply where a high volume of traffic causing delays or disruption to public transport are a normal or regular occurrence, or which can reasonably be anticipated.

A decision to invoke this policy will be taken by the Chief Resourcing and Chief Operating Officers, in consultation with the Executive Team. The decision, along with relevant information, will be communicated to the University community as soon as practically possible.

3. Scope and purpose of this policy

This policy will apply to all staff within the University. This includes workers on variable and hourly paid contracts as well as employees on indefinite and fixed term contracts of employment.

The [Hybrid Working Policy](#) will provide the definitions, framework and governance for any work undertaken from home under the Adverse Weather Conditions Policy.

The following core principles will apply:

- we will ensure that staff are treated in a fair, equitable and consistent manner;
- we will make every effort to use hybrid working arrangements as flexibly as possible so that hybrid workers can work from home on days where they would normally work on campus; and campus-based workers can temporarily work from home wherever sensible and practical to do so, and without compromising essential services.
- we recognise that other factors may impact your ability to attend work during periods of adverse weather, for example closure of schools. In this respect this policy should also be considered in line with the details contained in Time Off Work: Employee Rights and Management Guidelines: <https://my.uea.ac.uk/documents/20142/411630/Time+off+work+guidelines.pdf>
- you should make every reasonable effort to get into work but should not attempt to travel if it is not safe to do so;
- you are not automatically entitled to pay if you cannot carry out work for the University. However, you will not be placed on unpaid leave unless full

consideration has been given to alternative arrangements, including working from home.

4. Core responsibilities:

a. Managers:

- must ensure staff have a clear understanding of this policy in advance of its application, and must fully understand the implications of adverse weather events on their service;
- are responsible for determining the minimum service levels required in adverse weather conditions (bearing in mind H&S implications) before closing the service becomes an option as defined in departmental business continuity plans;
- should always take account of individual employees' circumstances and should be as flexible as possible in accommodating individual needs;
- where necessary, should agree and communicate a rota for campus-based essential services;
- are encouraged to make local, informal arrangements to recognise/thank essential services staff and others who make every effort to keep University services running during adverse weather.

b. Staff:

- are responsible for making reasonable and genuine efforts to get into work;
- are responsible for deciding, based on the best information available to them, if travel to work is unsafe or the time and/or effort which would have to be used in travelling is disproportionate to the time that would be spent at work;
- advising their manager as soon as possible if they are likely to be delayed or unable to travel to campus (or another work location) on a day that they would normally be campus-based (or working at another location).

5. What happens if I can travel but I'm going to be late on a day that I would normally be campus-based (or working at another work location)?

If you realise that, due to severe weather conditions or disruptions to public transport, you are likely to be late for work, you must contact your manager as soon as possible to explain the situation and give an estimate of when you expect to arrive at work.

You will have the opportunity to make up any lost time later. However, it is open to your manager to waive the requirement for you to make up lost time where the lateness is negligible.

6. What happens if I can't get to work on a day that I would normally be campus-based (or working at another location)?

Where it is not possible or practical to travel to work due to severe weather conditions or public transport disruptions, you will be required to work from home wherever possible until the situation has improved. We anticipate that managers will be able to find suitable temporary solutions for most staff by being as flexible as possible over the work to be done at home.

For those staff who are campus-based and where it is not possible to undertake any work from home you will be entitled, in consultation with your manager, to one of the following options:

- take the time as annual leave;
- make up any lost time later; or
- take the day as unpaid leave.

7. Workplace closure

We may decide to temporarily, or partially, close the workplace in extreme cases of bad weather or disruptions to public transport. If this is necessary, we will inform you as soon as possible. You will be required to work from home wherever possible and we anticipate that managers will be able to find suitable temporary solutions by being as flexible as possible over the work to be done at home. Where this is not possible you will be paid as normal during the period of closure.

8. Leaving work early

Your manager will decide on a case-by-case basis if, due to severe weather conditions or disruptions to public transport, it is appropriate for you to leave work early, considering your individual circumstances (for example, where you live and your mode of transport) and the needs of the service.

If you leave work early, you will be able to work from home where this is possible or make up any lost time later.

9. Health and safety

We recognise that severe weather particularly affects those who drive or work outdoors as part of their role. We will undertake regular risk assessments to ensure staff working in these conditions are properly instructed, provided as necessary with the appropriate clothing and equipment, and given adequate rest breaks.

We have a duty to ensure the health, safety, and welfare at work of all our employees. You also have a duty to take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. This includes taking extra care when travelling to and from the work in severe weather conditions.

HR Operational Services
March 2022