



Lowestoft Town Council Adverse Weather Policy

1.0 Introduction

1.1 The Town Council recognises that in adverse weather conditions staff may face difficulties attending work and returning home.

1.2 Adverse weather conditions include any condition such as snow, ice, fog, floods which render journeys by public transport and private transport hazardous. As a guide, but not limited to, these conditions would be such in which the Police and motoring organisations advise people not to make unnecessary journeys or travel at all.

2.0 Purpose

2.1 The purpose of this policy is to outline the responsibilities of all members of staff when considering attendance at work during adverse weather conditions, and to outline the appropriate procedures.

2.2 This policy applies to all members of staff and is designed to promote fairness and consistency in the treatment of staff throughout the Town Council when considering attendance at work during adverse weather conditions.

3.0 Policy Statement

3.1 The Town Council will ensure, as far as reasonably practicable, the health, safety and welfare of its staff. Staff are reminded of their duty to take reasonable care for their own health, safety and welfare and that of others who may be affected by their actions. This includes taking extra care when travelling to and from work in adverse weather conditions.

3.2 Staff should use their best endeavours to attend work in all normal circumstances, however, it is not the intention of the Town Council that staff put themselves at unnecessary risk when trying to attend work. However if it is unavoidable for staff to be absent from work, with the agreement of their Line Manager and subject to operational needs and other relevant factors, the Line Manager, in discussion with the member of staff may agree one of the following options:

- Work from home, if practicable
- Take annual leave
- Take TOIL
- Take unpaid leave
- Make up the lost time at a later date
- A combination of the options above

3.3 Individual members of staff must use their own judgement to assess the risk of travelling to and from work during adverse weather conditions. The Town Council recognises that individual members



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of staff may have personal circumstances which will affect their ability to attend work during periods of adverse weather.

4.0 Procedure

4.1 Responsibilities of Staff

4.2 Staff should not put themselves at unnecessary risk whilst attempting to attend work during severe weather conditions.

4.3 It is the responsibility of the staff member to make every effort to attend work in accordance with their contract of employment. This includes adapting their means of travel if necessary, or using a combination of travel options, even if this results in arriving late for work.

4.4 In the event of adverse weather conditions, staff will take all reasonable steps to report his or her inability to attend work to their Line Manager as soon as is reasonably practicable.

4.5 Adverse weather conditions are usually anticipated and communicated by weather forecasts. In such circumstances and if practicable, the Town Council expects staff to prepare in advance for the prospect of working from home by taking home necessary equipment such as laptops, electronic or paper documents and files. Please refer to the Data Protection Policy which applies in these circumstances.

5.0 Responsibilities of Managers

5.1 Line Managers must ensure that all members of staff have been made aware of this policy.

5.2 Line Managers must ensure that all members of staff have been made aware of the reporting procedure in the event of adverse weather conditions.

5.3 There are a range of factors which should be taken into consideration by the Line Manager when agreeing the appropriate action to take, these include:

- The employee's safety
- The operational requirements of the Town Council
- Distance travelled to work
- The weather conditions and expected duration
- Guidance from the police and/or relevant motoring organisations
- Modes of transport available to the member of staff
- The effort to attend work exercised by staff
- The attempts to make alternative travel arrangements by staff
- The ability to work from home



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- The caring or childcare responsibilities of staff
- The health of staff
- Other factors relevant at the time

5.4 Under certain circumstances, schools, nurseries and other institutions may close without warning due to adverse weather and staff are unexpectedly required to provide or arrange care for dependents and this should be taken due account of by Line Managers.

5.5 If the member of staff has made every effort to attend work on time and arrives late, they will not be expected to make up the time if the lateness is no more than half the staff member's normal working day.

5.6 Special consideration must be given when applying this policy where it is known that a member of staff has mobility problems or a health condition which may be exacerbated by adverse weather conditions.

5.7 Members of staff who are on annual leave, maternity or paternity leave, or sickness absence will not be entitled to any time off in lieu in the event of the closure of their usual place of work.

6.0 Alternative Duties

6.1 Employees may be required to carry out work in alternative premises of the Town Council. In the case of health and safety, or operational reasons, a Senior Manager may make a request for an employee to work in alternative premises to allow Town Council premises to remain open to the public during adverse weather conditions.

7.0 Requesting Annual or Unpaid Leave

7.1 Members of staff who wish to take annual leave, unpaid leave or TOIL during periods of adverse weather should seek the permission of their Line Manager at the earliest opportunity and prior to the normal starting time of the first applicable day. Contact must be made on each day of adverse weather if leave is being requested.

8.0 Leaving Work Early

8.1 Where applicable, employees who are likely to face particular difficulties in getting home during periods of adverse weather conditions will be permitted to leave work early at the discretion of their Line Manager.

8.2 Line Managers should decide on a case by case basis whether it is appropriate for a member of staff to leave early. When making this decision they should take into account the member of staff's circumstances (e.g. distance from work, mode of transport, health and/or mobility issues, and dependents), the member of staff's views and the requirements of the Town Council.

8.3 No member of staff should leave without the permission of their Line Manager.



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9.0 Closure of Premises

9.1 The decision to close any of the Town Council premises due to adverse weather conditions will be made by the Town Clerk. Members of the Town Council shall be notified of the decision and measures taken to inform the public.

9.2 In the event of the closure of a premises, members of staff must follow instructions by their Line Manager and must not enter any premises which are closed, except with the express permission of the Town Clerk. In the circumstances whereby the Town Council premises, facility or department is closed due to adverse weather conditions, staff will be paid their normal contracted hours for the affected day/s.

10.0 Maintenance and Other Key Services

10.1 Some staff providing maintenance and other key staff members are likely to be required to attend work to provide services in the event of adverse weather.

10.2 The Line Manager will be responsible for ensuring that adequate numbers of team members are able to attend work safely.

10.3 Other members of staff that may be required to attend work regardless of the severity of weather conditions are: the Town Clerk and the Deputy Town Clerk.

11.0 Misuse of the Policy

11.1 Any misuse of this policy will be treated as a disciplinary matter which may, in certain circumstances, constitute gross misconduct.

12.0 Review

12.1 This policy will be reviewed on a three yearly basis or earlier in the event of significant change.