

## Severe Weather and Transport Disruption Policy

The Foundry at Victoria Hall, Sheffield, S1 2JB.

First Issued	January 2025
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### 1 Introduction

- 1.1 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.
- 1.2 If your normal mode of transport cannot be used to get to work, you should explore alternative means of safe transport.
- 1.3 Although we expect you to make a reasonable effort to attend work in all circumstances, it is not our intention for you to put yourself at unnecessary risk. However, at the same time we must also ensure that any disruption to us remains minimal.
- 1.4 The purpose of this policy is to set out the arrangements that we have in place if you are late for work or unable to attend the workplace because of severe weather conditions or disruptions to public transport.
- 1.5 The policy does not form part of your contract of employment, and we reserve the right to amend or withdraw it at any time.

### 2 Scope

- 2.1 This policy applies to employees. It does not apply to contractors, consultants or any self-employed individuals working for the organisation.

### 3 When this policy will apply

- 3.1 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.
- 3.2 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.

### 4 Lateness

- 4.1 If you realise that, due to severe weather conditions or disruptions to public transport, you are likely to be late for work, you must telephone your Line Manager as soon as possible to explain the situation and give an estimate of when you expect to arrive at work.
- 4.2 You will have the opportunity to make up any lost time at a later date. However, it is open to your Line Manager to waive the requirement for you to make up lost time where the lateness is negligible.
- 4.3 If the lateness amounts to half your normal working day or more, the arrangements set out below in relation to absence will apply.

### 5 Absence

- 5.1 Where your Line Manager is satisfied that you have made every reasonable effort to attend work but have been unable to do so due to severe weather conditions or public transport disruptions, you may be required to work remotely until the situation has improved.
- 5.2 Where it is not possible or practical to accommodate a remote working arrangement, you will be entitled, in consultation with your Line Manager, to one of the following options:

- 5.2.1 take the time as annual leave;
- 5.2.2 make up any lost time at a later date; or
- 5.2.3 take the day as unpaid leave.

## **6 School or nursery closures**

- 6.1 Where schools or nurseries close due to bad weather and you are unexpectedly required to provide or arrange care for a dependant the Time off for Dependants Policy will apply.

## **7 Workplace closure**

- 7.1 We may decide to temporarily 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.
- 7.2 You will be required to work remotely where it is possible to accommodate an appropriate remote working arrangement.
- 7.3 You will be paid your normal wages during the period of closure, unless your contract of employment contains a specific clause that allows for a period of unpaid lay-off.

## **8 Leaving work early**

- 8.1 Your line 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 and our needs. In such cases you will be paid your normal wages.
- 8.2 If you leave work early, you may be required to work remotely where this is possible.

## **9 Health and safety**

- 9.1 We have a duty to ensure the health, safety and welfare at work of all our employees.
- 9.2 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.

## **10 Review**

- 10.1 This policy may be reviewed at any time at the request of any member of staff, but it will be automatically reviewed two years after initial approval and thereafter on a biennial basis unless organisational changes, legislations, guidance, or non-compliance prompt an earlier review.

## **11 Definitions**

- 11.1 The Foundry ("we", "us", "our")
- 11.2 The Employee ("you", "your")

## **Document control box**

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