



CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

SEVERE WEATHER POLICY

About this policy

The authority recognises that employees may face difficulties attending their place of work and returning home during periods of severe weather. While the authority is committed to protecting the health and safety of all of its employees, it must ensure that disruption caused to its services remains minimal.

The purpose of this policy is to outline the responsibilities of employees for attendance at work during severe weather and to define appropriate procedures.

The policy applies to all Council employees with the exception of those employed directly by schools. However, the same principles should apply to the way that staff in schools is dealt with in relation to severe weather to ensure equitable treatment by all of the Authority's staff.

The Policy is supported by resources on the Council's website.

Revision history

Version	Date	Summary of changes
1.0	December 2013	
1.1	December 2016	Three yearly review
1.2	December 2019	Three Yearly review
1.3	February 2022	Three Yearly review

Date of next review	
This policy will be reviewed in:	February 2022
The review will be undertaken by:	Kirsty Haston

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PURPOSE

The authority recognises that employees may face difficulties attending their place of work and returning home during periods of severe weather. While the authority is committed to protecting the health and safety of all of its employees, it must ensure that disruption caused to its services remains minimal. The purpose of this policy is to outline the responsibilities of employees for attendance at work during severe weather and to define appropriate procedures.

SCOPE

The policy applies to all Council employees with the exception of those employed directly by schools. However, the same principles should apply to the way that staff in schools are dealt with in relation to severe weather to ensure equitable treatment by all of the Authority's staff.

PRINCIPLES

Employees should use their best endeavours to attend work in all circumstances, where their role requires them to be at the workplace. However, it is not the authority's intention that employees put themselves at unnecessary risk when trying to attend work. Members of staff should use their own judgment and, if unable to attend work, contact their line manager as soon as possible.

Business Continuity – managers should take all reasonable steps at the earliest opportunity to ensure the continuity of **essential services** (see Note 1 below) during forecasted periods of severe weather including maintaining details of employees' contact telephone numbers, arranging the provision of suitable transport to work and making any necessary **prior** arrangements (see Note 2 below) for homeworking, where applicable.

Note 1: essential services are those which have been identified as requiring an "essential services" business continuity plan.

Note 2: the prospect of severe weather occurring is not sufficient in itself to justify new requests for IT facilities to be provided at home for staff.

PROCEDURE

A – Where severe weather is predicted

1. Employees should discuss with their line manager the potential implications of the predicted severe weather on their ability to attend work. A specific reference to be included that takes account of the needs of employees with disabilities and potential reasonable adjustment.

2. Where it is possible that the employee will be unable to attend at his/her normal place of work, no special leave will be granted, but the following options will be considered :-

- a) Employee to report to an alternative Council work location, where it is reasonably practicable for that employee to do so, taking into account
 - the work which could be undertaken at that location by the employee concerned.
 - Additional requirements needed, e.g DBS or CSIW registration
 - and the prevailing weather conditions –

this arrangement should be agreed in principle in advance as part of the Council's business continuity planning process. Where this is agreed as practicable, the employee should, on arrival at the alternative work location, be provided with any reasonable work, duties and responsibilities commensurate with his/her skills, knowledge and physical ability. No employee should leave the alternative work location without the permission of the line manager at that location.

b) If hybrid or other agile working arrangements are available and appropriate for staff, and with the agreement of their line manager, employees may work from home. Where hybrid or other agile working arrangements are not in place but it is still possible to work from home this may be allowed with the specific agreement of the relevant Head of Service.

c) Where neither a) nor b) above is practicable, any working time lost as a result of the weather conditions to be made good by the employee by working additional time via the flexible working scheme, where this applies. Where an employee is not in the flexible scheme, lost working time can be made good at another time, subject to the agreement of the line manager; or

d) Lost working time to be made good through the use of annual leave.

3. Where none of the foregoing options is possible/available, as a measure of last resort, the employee will be required to take unpaid leave and a deduction from salary will be made for the time lost.

4. No special leave will be granted where travel to/from work takes longer than normal due to adverse weather conditions.

B – Where severe weather occurs during the working day

1. No employee should leave work **without** the prior approval of a line manager. Service needs and the employee's anticipated travel conditions will be taken into account by the manager. If hybrid or other agile working arrangements are available and appropriate for staff, and with the agreement of their line manager,

employees may work from home. Where hybrid or other agile working arrangements are not in place but it is still possible to work from home this may be allowed with the specific agreement of the relevant Head of Service. If this is not possible, any time lost by the employee will be addressed via the options listed in **Section A** above.

2. Where a (non-schools based) employee seeks to leave work due to childcare commitments arising from a school closure caused by severe weather, managers will support that request wherever possible, taking account of service needs and the childcare commitments of the employee. Any time lost by the employee will be addressed via Section A above and the [Special and Carer Leave Policy](#) Section available to download on Monitor.

3. No special leave will be granted where an employee decides to leave work early because of weather and/or travel conditions.

4. However, where the Council decides to suspend the operation of a service and/or to close a building or other location due to severe weather conditions, special leave will be granted to those employees who are sent home early. Likewise, special leave will be granted to an employee who arrives at his/her workplace to find that it has been closed by the Council.

5. The decision to suspend the operation of a service and/or close the main Council Buildings will be taken by the most senior person on site on the day, in consultation with the Highways Service, and taking into consideration the following:

- “conditions of roads”
- weather forecast for remainder of day
- any health and safety legislation/conditions that may apply.

However weather conditions can vary greatly across the island and individual Service Heads will need to consider this and liaise with the most senior person within the main buildings in relation to closing locations outside the Llangefni area.

HEALTH & SAFETY

While the Authority will ensure, so far as is reasonably practicable, the health, safety and welfare at work of all its employees, employees are reminded of their duty to take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions. This includes taking extra care when travelling to and from work in severe weather conditions.

The Authority recognises that severe weather particularly affects employees whose job involves mainly driving or working outdoors. The Authority will undertake regular risk assessments to ensure that employees working in these conditions are properly instructed, provided with the appropriate clothing and equipment and given sufficient rest breaks.

ABUSE OF THE POLICY

Where an employee is suspected to have abused this Severe Weather Policy, the Council's Disciplinary Procedure will apply.

This policy supersedes any other policy, procedure, practice or reference in other documents to HR arrangements for dealing with severe weather arrangements for staff.

December 2016 (DJ)

Reviewed 2019 (DJ)

Reviewed 2022 (KH)