

Adverse Weather and Other Disruptive Conditions Policy

Introduction

Interr recognise the requirement to safely maintain services during adverse weather and other disruptive conditions which include public transport strikes, petrol shortages and disrupted travel plans due to unforeseen circumstances (not including routine delays) , whilst properly discharging the duty of care to employees.

This policy is based on the following principles:

- all staff are expected to make a genuine effort to report for work at the recognised start time, which may entail having to make special arrangements to ensure they are able to attend each day.
- any failure to attend work, or where staff know they will be late, staff are required to contact their line manager or nominated alternative only as a matter of urgency.
- employees are not automatically entitled to pay if they are unable to attend for work.
- there is no automatic entitlement to work from home.

Only in very exceptional circumstances will Interr issue a direct instruction to staff in respect of closing buildings and/or reducing service provision due to extreme weather, or other emergency, conditions. In the event of these circumstances full instruction will be provided as to how any lost time should be accounted for.

In all other circumstances, employees will be expected to present themselves for duty appropriately. Services may need to co-ordinate mutual displacement of staff to support their business continuity arrangements, for example, less time-critical work may be suspended to support higher time-critical work, and joint arrangements for sharing staff. This may mean, with line management guidance, working differently and / or from an alternative work base.

For individual advice on what to do in severe or disruptive weather, please refer to the accompanying guidelines for staff. Advice is also available by logging on to the following website at:

www.metoffice.gov.uk/weather/uk/advice/index.html

www.direct.gov.uk/en/TravelandTransport/Highwaycode/DG_069859

Responsibilities

Interr

Interr are responsible for the health, safety and welfare of employees during working hours and will ensure that any risk to staffs' health and safety as a result of adverse weather or other disruptive conditions will be identified, evaluated and reduced to an acceptable level. Actions taken, and the reasons why, will be documented by line managers.

Line Managers

In the event of unforeseen circumstances line managers will ensure that adequate and appropriate communications and reporting mechanisms are in place to enable staff to discharge their responsibilities.

Line managers will, in liaison with colleagues and the agreement of their Director, consider redeploying staff to enable essential visits to take place at client's sites which are geographically located near members of staffs' homes.

You may request to take paid holidays or work additional hours at an alternative time to make up for the time you have been absent. The Company reserves the right to refuse such requests depending on the needs of the business.

If the Company cannot operate due to these exceptional circumstances, it reserves the right to require you to take holidays during this time or impose a period of lay-off, when appropriate. The Company also reserves the right not to provide you with advance notice of this requirement.

Employees

It is the responsibility of employees to make every effort to attend work as usual. In the event of unforeseen circumstances employees will take all reasonable steps to report their inability to attend as soon as is practicably possible to their line manager or nominated alternative. Timescales already in existence for reporting sickness absence should be used for this purpose.

Employees will not unreasonably refuse to comply with temporary redeployment to an alternative base or to undertake other duties.

In the event of an employee not attending work, consideration will be given to treating lost time as:

- annual leave
- lieu time, with line management agreement, and where extra hours have already been worked up
- flexi time, with line management agreement, and where the member of staff is in 'credit'
- unpaid leave, which will require reporting to Victoria Pay Services
- marking the employee absent, where no notification of the inability to attend is received, which will require reporting to Victoria Pay Services

Part time staff may decide, with line management agreement, to work on alternative days ie on what would normally be "days off".

In the event of delayed travel arrangements employees will agree with their line manager if they wish to postpone or re-arrange any period of planned annual leave.

An employee must inform their line manager if they reasonably believe their personal security or safety, or that of others, is at risk.

Disputes arising from the application of this Policy and Procedure

Where matters of individual dispute cannot be resolved at the lowest appropriate level, the matter may be referred through use of the Grievance Procedure.

Post-Incident Welfare of Staff

Recognising that staff may be fatigued as a result of maintaining healthcare visits and other service delivery and working extra hours to cover staff shortfalls under difficult circumstances, Interr should put measures in place to minimise any potential risk to the safety of patients and staff.

Policy Review and Assessment

This policy may be amended by Interr at any time in order to take into account changes in legislation and best practice. This policy was last reviewed and agreed by the Board and seeks to be reviewed and updated annually. Any queries arising regarding this policy should be addressed to Mick Tabori.



Mick Tabori - CEO
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