

Human Resources
Goireasan Daonna

Adverse Weather Guidance

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Clàr-innse

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Introduction

The following guidance has been prepared to ensure consistency of application across the Council.

Guidance

Roles & Responsibilities

Manager Responsibilities

Managers should:

- familiarise themselves with this guidance and exercise sensible and consistent discretion in the event of adverse weather conditions
- ensure the health, safety & wellbeing of their employees is prioritised
- carry out a winter focussed risk assessment
- ensure employees are aware of winter emergency protocols
- ensure employees are aware of reporting/contacting mechanisms
- check that lone working contact protocols are in operation

Employee Responsibilities

Employees should:

- ensure they are aware of health, safety and wellbeing protocols
- keep updated on weather forecasts and travel advice
- work from home where possible and appropriate
- follow contact and absence reporting procedures



General Principles

It is not possible to provide prescriptive advice or guidance to line managers and employees, but the following principles should be applied:

- the health and safety of employees, customers and clients is the primary consideration
- employees are expected to make all reasonable efforts to attend work or undertake work duties from home where their role allows.

Employees must adhere to normal absence reporting methods when adverse weather affects their ability to attend the workplace. Contact must be maintained between the manager and employee to ensure the safety of all our employees.

Unable to Attend Work

Where your manager is satisfied that it is not possible for you to attend work due to exceptional weather conditions either at your normal base or at any other specified Council premises:

- employees are expected to work from home where they are able to do so
- employees will not be penalised for not fulfilling their contractual hours for any absence due to adverse weather.

Arrival at Work Delayed

An employee should not be penalised for any delay where the manager is satisfied that arrival at work has been delayed due to adverse weather conditions.

Early Departure from Work

An employee will not be penalised where official advice is provided or your manager is satisfied that it would be safer for you to leave work early.

Home working

Employees who are able to work from home effectively should do so during adverse weather conditions. Approval should be obtained from your manager if you do not normally work from home.

Closure of Normal Work Base

If your normal work base is closed you may be expected to attend another specified Council premise if requested to do so by your manager and if it is possible for you to undertake work at that alternative premise.

It is possible that groups of employees may have to be treated differently in a work location, e.g. if a school is closed to pupils, teachers may still be required to attend for work at that school while other employees may be required to work at an alternative premise or may not be required to attend work. However, wherever possible, there will be consistency of treatment between different groups of staff.

Quick Links

The Hyperlinks listed here will redirect you to the related guidance, letters, information, and relevant organisations mentioned in this policy.

HR Microsite	Click Here
Winter Safety	Click Here
Risk Assessment Guidance	Click Here
Risk Assessment Policy	Click Here
Special Leave Policy	Click Here



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