



BAD WEATHER POLICY

INTRODUCTION

During bad weather or when there is severe transport disruption, staff may have difficulties getting to work or returning home and volunteers may find it difficult to provide voluntary transport or to undertake other commitments. The Blackdown Support Group is committed to protecting staff and volunteers health and safety and does not expect them to put themselves at risk.

STAFF

Employees should make every effort to get into work but they should use their judgement, take heed of any travel warnings and not travel if the advice is to only make essential trips. If you judge that weather conditions or transport problems make it impossible for you to get to work, you should inform the Co-ordinator as soon as possible. You may decide to come in late or you may decide to work from home (even though it may not be possible to do all your work from home). In either case you will not suffer a loss of pay or annual leave and will be able to claim your normal working hours.

If the Co-ordinator is not available, try to speak to the Chairman or another trustee, or leave a voicemail message for the Co-ordinator, including a contact telephone number.

If you need to leave work early because of bad weather or severe disruption to transport services, you will be allowed to claim your normal working hours.

If your workplace remains closed due to bad weather, the co-ordinator will try to contact you before your normal starting time, where this is possible.

VOLUNTEERS

The Blackdown Support Group is committed to protecting volunteers' health and safety and does not expect you to put yourself at risk. You should use your judgement, take heed of any travel warnings and not travel if the advice is to only make essential trips. If you judge that weather conditions make it impossible for you to provide voluntary transport or to carry out any other voluntary tasks, you should contact the co-ordinator or the client as soon as possible.

Review Date: December 2016

Approved by Committee on: 14 February 2017

Signed by Chairman: Sarah Folland

Next Review Date: