

# ADVERSE WEATHER POLICY

## Business Scope

Provision of Civil, Electrical and Mechanical Services to the Commercial, Industrial and Public Sectors, within the UK. These services are coordinated through a head office complex and delivered in the field via skilled and trained operators. The laying of Asphalt Mixes by hand and machine in accordance with National Highways Sector Scheme 16.

## Introduction

Northavon recognises that employees may face difficulties getting to their place of work and then returning home during periods of severe weather. The Company will balance the need to minimise disruption to the business and the need to ensure the health and safety of all employees.

## Purpose of the policy

The purpose of this policy is to outline the procedures for attendance at work during severe weather conditions and to define appropriate procedures when severe weather conditions occur. This may be at the start of, or during a working day affecting access to and from work. This policy applies to all employees.

## Reasonable efforts to attend work

Employees should use their best endeavours to attend work in all circumstances. However, it is not Northavon's intention that employees put themselves at unnecessary risk when trying to attend work. Employees should use their own judgement in this matter and, if unable to attend work, contact their manager by telephone (not text), by 10.00am on each affected day.

Further information on weather conditions can be found at [www.metoffice.gov.uk](http://www.metoffice.gov.uk) or [www.bbc.co.uk](http://www.bbc.co.uk) or [xcweather.co.uk](http://xcweather.co.uk)

## Northavon will follow the procedure set out below:

### Lateness

Employees who are delayed will have the opportunity to make up the time at a later date and should discuss this with their manager. However, it is at the discretion of the line manager to waive this requirement if the lateness is negligible or the circumstances are extreme. If lateness amounts to half the time of the employee's normal working day, the provisions in relation to absence set out below will apply.

### Absence

If an employee has made all reasonable efforts to get to work but failed to do so because of severe weather conditions, it is the responsibility of an employee's manager to make a decision as to whether the employee should:

- be able to work effectively from home
- take the time as annual leave
- take unpaid leave and a deduction will be made from his/her pay (with the employee's consent)

When making this decision, managers should take into account the severity of the situation, the employee's circumstances (e.g. distance from his/her home to work, mode of transport, the employee's views and the needs of the company).

### Finishing work early

Managers should decide on a case-by-case basis whether it is appropriate for employees in their department to leave work early. When making this decision, they should again, take into account the severity of the situation, the employee's circumstances (e.g. distance from his/her home to work, mode of transport), the employee's views and the needs of the company. Managers may require employees who leave work early to take work home with them or make the time up as appropriate.

## Business critical employees

Employees who are required for operational reasons, to be available at a specific time or to work out of hours, the company may organise:-

- transport for them to be collected and taken home
- local accommodation to ensure attendance

**Employees who work outside or are required to drive**

Northavon recognises that severe weather particularly affects employees whose main duties are driving or working outdoors. Managers should ensure that the general health and safety duties are complied with.

**Health and safety**

Northavon 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 others; this includes taking extra care when traveling to and from work in severe weather conditions.

***This policy is reviewed and revised at regular intervals, not less than annually, to ensure that it is relevant, up to date and fit for purpose.***

Signed:



**Mike Clancy**

**Group Managing Director**

**9 January 2023**