

## WITHAM AND HUMBER DRAINAGE BOARDS

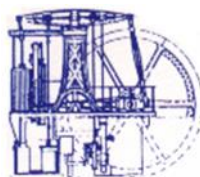
*Four independent statutory Land Drainage and Flood Risk Management Authorities working in partnership.*



Witham First District IDB



Upper Witham IDB



Witham Third District



North East Lindsey

[www.witham3idb.gov.uk](http://www.witham3idb.gov.uk)

### **SEVERE WEATHER POLICY (Inclement Weather and Disruption to Service)**

<b>Background</b>	This policy applies to all staff employed by Witham and Humber Drainage Boards and should be implemented by managers when dealing with staff who face difficulties in getting to and from work due to inclement weather, major disruption of road services, fuel crisis or other relevant major incident. This policy also covers instances where it is felt necessary for staff to be sent home on grounds of health and safety.
<b>Statement</b>	The aim of this policy is to ensure that all staff are treated fairly, equitably and reasonably so that no member of staff need suffer a reduction in earnings through circumstances over which they have no control.
<b>Responsibilities</b>	It is the contractual obligation of all employees to ensure that they attend for duty at their place of work at the appointed time.
<b>Training</b>	All Managers are expected to read the policy and be knowledgeable of their responsibilities in order to apply the policy correctly
<b>Dissemination</b>	Website, training, staff meetings
<b>Resource implication</b>	Consultation Loss of productivity and risk to service areas during periods of inclement weather and transport disruption
<b>Approval Date</b>	July 2020
	Version 2 16.12.19
<b>Review Date</b>	3 years

#### **1. Introduction**

- 1.1 The Boards recognise that severe weather conditions may present a variety of challenges that make travel unwise or unsafe, or that cause disruption to road networks and public transport infrastructure, like buses and trains. At times the police may advise the public against all but essential travel.
- 1.2 This policy sets out how the Board will approach situations where employees are unable to get to their workplace due to severe weather, or where it may be unsafe to do so.
- 1.3 Severe weather cannot be specifically defined, but the policy will be adopted where there are significant disruptions caused to transport infrastructure and extreme weather events of local or national consequence.
- 1.4 Employees may still be able to reach their usual places of work, even if there are severe weather conditions.

#### **2.0 Employee responsibilities**

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- 2.1 Employees will endeavour to attend their workplace in line with their contract hours of employment.
- 2.2 The Board understand that it may not be safe for employees to attempt a journey to the workplace during extreme weather events and they should not put themselves, or others, at risk by attempting to do so. Employees are expected to notify their line manager at the time, circumstances dictate when they are unable to attend the workplace due to bad weather.
- 2.3 The employer understand that schools are unlikely to open or stay open during severe weather events. Where employees have children that cannot go to school, they should notify their line manager on the morning of the day in question, or when the decision is taken to close a school and they will be permitted to take unpaid dependant leave to care for their child.

### **3.0 Local and national information of weather guidance**

- 3.1 Staff are advised to regularly listen to local TV and radio broadcasts in relation to weather forecasts and travel advice.

### **4.0 Closing the workplace**

- 4.1 The Chief Executive may close the main Witham House office, some or all depots as a result of the extreme or severe weather conditions. This will depend on local circumstances and conditions.
- 4.2 Announcements to close services and inform staff will be disseminated through office and depot services. This could be in the form of telephone conversations, emails, team meetings between office and depot services. These announcements could be given at any time of the day.
- 4.3 Line managers will be responsible for disseminating the office, depot and site closures to the employees due to be in attendance on the days where the office, depot or sites are to be closed.

### **5.0 Workplaces continuing to operate**

- 5.1 The Boards may continue to operate some or all offices, depot or sites during extreme or severe weather events, depending on staff, operatives and their line managers and local conditions.
- 5.2 Where notice of closure is not received, employees should ensure they attend work as usual. Those employees that experience difficulties in travelling to the workplace should contact their line manager as soon as possible to notify them of the situation, particularly if they intend not to travel to work. Employees that do attend the workplace may be asked to work different work patterns or be asked to work a different job role, to meet the business requirements of the IDBs.
- 5.3 Employees that are on annual leave at the time of the severe weather conditions may be contacted by their line manager if circumstances suggest that they could attend work. Factors that may lead to a line manager taking this course of action include the employee's proximity to the workplace, for instance. Employees on annual leave

contacted on this basis may refuse such requests without consequence. Employees who do accept and can attend work on short notice will be credited with and able to rearrange their untaken annual leave to a later date.

- 5.4 The Boards will undertake the steps outlined to ensure that the circumstances of the weather event have been risk assessed on the basis that employees do not take any unnecessary risks when carrying out their working duties/activities.

## **6.0 Working from home**

- 6.1 Employees that contact their line manager to confirm they are unable to attend their usual workplace may, following discussion, be granted permission by their line manager to work from home.

## **7.0 Making up lost time**

- 7.1 Discretion will be applied to agree to the employees affected by severe weather events, an arrangement in relation to the lost time.
- 7.2 This depends on the decisions taken by the Chief Executive in relation to the closure of the workplace, whether some workplaces were able to work and others were not, and whether only a few employees or the majority were affected by the severe weather conditions.
- 7.3 If the workplace was closed, employees who are unable to attend work during severe weather will not be expected to work any additional time to make up the lost time, and will be paid during the time period. If the workplace had to be closed as a result of a small number only of employees being able to attend, the Chief Executive may extend this option to cover that scenario.
- 7.4 If the workplace continued to operate, the Chief Executive may decide that any employees who was unable to attend the workplace, due to severe weather, will be expected to make up all or a proportion of the lost time, depending on circumstances. The practical arrangements for making up the time will be agreed with the employee by the employee's line manager.
- 7.5 The objective will be that the implementation of this policy strikes an appropriate balance between the business continuing needs of the Boards, local weather impacts and proportionality and fairness to employees.