



PRIFYSGOL
BANGOR
UNIVERSITY

ADVERSE WEATHER POLICY

Rev	Date	Purpose of Issue/Description of Change		Review Date
1.				
2				
3.				
Policy officer		Senior Responsible Officer	Approved By and Date	Equality Impact Assessed and date
Director of Human Resources		Deputy Director of Human Resources (Operations)		12.02.19

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1 Introduction

1.1 The University recognises that staff may face difficulties attending their place of work and returning home during periods of adverse weather such as heavy snow falls, flooding, or other adverse weather conditions which may result in journeys to work being hazardous. Whilst the University is committed to protecting the health and safety of all its staff, it must ensure that disruption caused to its services remains minimal.

1.2 The purpose of this policy is to outline the responsibilities of all members of staff, Deans, and Directors, when considering attendance at work during adverse weather conditions, and to outline the appropriate procedures.

1.3 This policy should be read in conjunction with the Emergency Management Policy and Major Incident Plan and supplements the Procedures for Dealing with Adverse Weather.

2 Scope

2.1 This policy applies to all staff and is designed to promote fairness and consistency in the treatment of staff throughout the University when considering attendance at work during adverse weather conditions.

3 Responsibilities of Staff

3.1 Staff should not put themselves at unnecessary or undue risk when attempting to attend work.

3.2 In the event of adverse weather conditions staff will take all reasonable steps to report their inability to attend work to their manager as soon as is practicably possible. This should be in line with the particular Schools / Department's normal arrangements for reporting sickness absence or other unanticipated absence. Staff must inform their manager each day that the member of staff is unable to attend work. Please note that failure to comply with reporting arrangements may amount to unauthorised absence and could therefore be unpaid.

3.3 It is the responsibility of the staff member to make every effort to attend for duty at their normal place of work, in accordance with their contract of employment. This includes adapting their means of travel if necessary, or using a combination of travel options, even if this results in arriving late for work. It should be noted that where additional expense is incurred as a result of using different travel methods these expenses cannot be reimbursed by the University.

3.4 In the event that a member of staff cannot attend work due to adverse weather, by agreement with their manager, any lost time will be treated in accordance with the options laid out in section 5. One or a combination of these options may be applied on each day of adverse weather conditions.

4 Responsibilities of Managers

4.1 Deans, Directors and line managers should ensure that all staff are made aware of the University's Adverse Weather Policy, and that all staff are treated fairly and proportionate to their needs taking into account individual circumstances.

4.2 They should ensure that reporting arrangements are clearly communicated to all staff. This should be consistent with information already provided to staff for reporting sickness absence or other unanticipated absences.

4.3 There are a range of factors which should be considered (see section 5.1 below) when deciding how time away from the workplace should be categorised and it is the responsibility of the line manager to use a consistent and fair approach. While accepting that staff should not take unreasonable risks in attempting to get to work in difficult or hazardous conditions, effort should be made to attend.

5 Policy Options

5.1 If a member of staff has made all reasonable efforts to travel to their place of work but has failed due to adverse weather conditions or disruptions to public transport, upon agreement with the line manager, and subject to operational needs, the manager may agree one of the following options to account for time lost:

1. Working from home (if practicable).
2. Making up the time/hours lost (usually within one month).
3. Taking a day's/half day's annual leave.
4. Taking unpaid leave.
5. Or apply a combination of the above options.

5.2 In certain situations, such as where schools/nurseries close without warning owing to adverse weather and staff are unexpectedly required to provide/arrange care for their dependants, or have other caring responsibilities, the University policy on Time off for Dependents / Emergency will apply.

5.3 If the staff member has made efforts to attend work on time and arrives late they will not be expected to make the time up if the lateness in total is no more than half the staff member's normal working day, having regard to the severity of the conditions and the personal circumstances of individual staff members. If the total time lost amounts to more than half the time of the staff member's normal working day the other provisions outlined in section 5.1 above should apply.

5.4 Similarly, in conjunction with the Dean / Director the line manager should decide on a case by case basis whether it is appropriate for staff to leave work early. In taking the decision, they should consider the relevant factors such as distance to be travelled, mode of transport. If the total time lost is no more than half the staff member's normal working day then there will not be a deduction in pay. If the total time lost amounts to more than half of the staff member's normal working day the provisions outlined in section 5.1 should apply.

6 Other considerations

6.1 Special care should be taken when applying this policy where it is known that an employee has mobility problems or a medical/health condition which may be exacerbated by adverse weather conditions and reasonable adjustments should be made for employees with a disability.

6.2 Departments which offer a service or operate essential services may have more detailed local arrangements in place to maintain these services during adverse weather and this policy should be read in conjunction with those arrangements.

6.3 At times it may be necessary for the University to suspend certain activities. However, although certain activities may be suspended, such as teaching, the site remains open for staff to attend work.

6.4 In exceptional circumstances it may be necessary to close the University or specific areas of the University. In such circumstances staff should be paid as normal. Staff who are already on leave (annual, maternity, sickness etc.) will not be entitled to a day off in lieu in such closures. Where staff are hourly paid or engaged on an as and when required basis for the hours for which they were scheduled to attend had closure not taken effect, they will be paid as normal.

6.5 Decisions to close or suspend activities will be taken by the designated group in accordance with the Emergency Management Policy and communicated accordingly.

7 Policy Ownership and Review

7.1 This Policy and Procedure will be reviewed at regular intervals of not less than three years, in the light of operating experience and / or changes in legislation. This policy has been equality impact assessed prior to its implementation.