



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

4 Responsibilities of Managers

4.1 Deans, Directors and line managers

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