Brighton & Hove City Council

St Paul's CE Primary School

Adverse Weather Policy

Agreed by Governing Body on:	05/02/2025
Policy review date:	February 2028

Based on B&H model policy

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Adverse Weather Policy

Where employees anticipate or experience difficulty in travelling to work due to adverse weather conditions (e.g. heavy snowfall) and are unable to reach their workplace by their normal start time they must telephone their workplace as early as possible on that day to advise their manager of the situation.

If they are unable to attend their normal workplace, their manager may make arrangements for them to go to an alternative workplace for that day or, if possible, to work from home. Employees will be credited with a normal day's pay/flexi-time for the day concerned where:

- they have experienced difficulty in travelling to work and arrive up to 4 hours late
- they have made a serious attempt to travel into work but have had to turn back because of the weather conditions and where it can be confirmed that no public transport was operating
- they have attended work but have been allowed to depart before their normal finishing time to enable them to travel home safely
- they have been able to work productively at home
- they have a recognised disability under the Equality Act 2010 , and are unable to travel to work, or use alternative transport modes as a result of their impairment.

Employees who did not start out on their journey to work are required to take a day's annual leave or to book flexi-leave to cover their period of absence from the workplace. Employees who have been credited with a normal day's pay/flexi-time under this Policy will be required to confirm, in writing, to their line manager that the reasons they have given for their absence are genuine.

Managers need to be aware that employees with certain disabilities and/or physical or health conditions may find it more difficult, or be unable, to attend work when the weather is bad and in these circumstances longer term arrangements should be planned. The Reasonable Adjustments Guide for Managers covers this in more detail and recommends that arrangements (such as working from home where possible) should be planned well before the winter months.

In periods of adverse weather the priority for all managers should be the health, safety and wellbeing of all staff. In addition, extra care and precautions should be taken where colleagues have a disability or condition, that makes mobility more difficult in adverse weather, or when normal travel is disrupted.

Where an individual has a disability, health condition, or vulnerability that affects their ability to attend work during adverse weather, a manager, in consultation with the individual, may agree that it would be unwise for a colleague to attempt a journey in such conditions, where there is a risk of not being able to safely complete that journey.

For absences under these circumstances, managers may decide that a reasonable adjustment can be made, such as working from home, to ensure that the requirement to take annual leave or flexi-time does not have to be used.

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Where the poor weather continues beyond the first day, managers will be expected to make appropriate plans with individuals to ensure that they are able to attend work. The above provisions are only for the first day of a period of adverse weather conditions, except for employees who are the subject of reasonable adjustments applying to adverse weather. Managers of these employees should have made alternative arrangements to maintain service delivery.

Heads of Units will determine when the weather conditions are sufficiently poor to justify the activation of this policy.

Signed:…….(Chair of Governors). Date:……

Signed:…….(Headteacher). Date:……