



ANDERIDA ADOLESCENT CARE

SEVERE WEATHER PROCEDURE

EMPLOYEES RESPONSIBILITIES

- It is the responsibility of each employee to adequately prepare to be able to get to work during the time of severe weather. Severe weather is defined as follows: Snow and/or ice, flood, situations which significantly impedes the normal flow of traffic, affects public transport, fog, and heavy rains unaccompanied by flooding or low temperatures.
- Being pro-active includes seeking advice from public transport to plan ahead, asking friends and colleagues with vehicles that are equipped for severe weather for transport assistance, talking to colleagues about swapping shifts during the severe weather periods.
- When working in our Scotland home employees must be realistic about travel during heavy snow/severe weather and recognize that this can impact on air and road travel and may, therefore, mean their work period is extended until the situation improves, and flights/travel is deemed safe again.
- Those who were due to work in Scotland but cannot access the home due to severe weather will be asked to work locally, swap shifts or offered annual leave (see pay practices).
- Employees must plan ahead and seek appropriate childcare 'back up' plans if it is likely that the weather will impact on school closures and normal childcare arrangements.
- Employees should allow extra time to get to work when they are aware that the weather is impacting on transport/roads.
- Employees must make reasonable steps to ensure the health and safety of the home, following this and related policies.
- Employees must not undertake unnecessary journeys during their work putting themselves colleagues or young people at risk.
- Where children are unable to access school, or the school provision is closed, they should seek alternative education and plan educationally benefitting activities.
- During severe weather warnings employees should think ahead this includes ensuring adequate supplies in the home, a plan for the next day if the weather may prevent them leaving the home or staff getting to the home. In these instances, shift swaps should be negotiated between staff and in consultation with the managers of the home.
- In cases where the heating/hot water is affected and temperatures are very low, the crisis management and business continuity policy should be activated and in consultation with directors and head office, an additional provision such as Calor gas heating or alternative accommodation sourced for the period.
- Requests for overnight Sleeping Arrangements, where employees shift would have ended but they are unable to travel home, can usually be accommodated within the homes. However, this

may have to be in communal areas and homes and young people's risk assessments will have to be considered before an agreement is made.

PAY PRACTICES

- Employees on one shift who work over on a relief shift. Employees at work during the times of severe weather are expected to remain at work until their relief arrives and he/she can be properly relieved. Such employees are to be paid for such work hours.
- Employees scheduled to work and who arrive late are to be paid for the actual hours worked. If the employee works less than half his/her scheduled shift, the day will count as an incidence of absence.
- Employees scheduled to work and who are unable to get to work. Employees scheduled to work and who, because of severe weather, are unable to get to work will have this day counted as an incidence of absence unless they are organised and accept an alternative shift/shift swap.
- Employees who are on call and are called into work will be paid according to their salary, overtime periods.
- Where staff are not needed but request to stay on site, due to not being able to travel home, they will be accommodated where possible but not paid for these hours.

RELATED POLICIES:

- Crisis Management Procedure
- Business Continuity Procedure