Adverse weather policy

1. Introduction/Context

Home from Home recognises that employees may face difficulties attending their place of work and returning home during periods of adverse weather conditions such as extreme heat ,heavy snow falls, flooding, or other adverse weather conditions which may result in journeys to work being extremely hazardous. Also during periods of extreme high or cold temperature the nursery may need to make decisions with regard how best to operate safely. While Home from Home is committed to protecting the health and safety of all its employees, we also wish to ensure that disruption caused to parents and children remains minimal.

The purpose of this policy is to outline the responsibilities of all employees, and line managers when considering attendance at work during adverse weather conditions, and to outline the appropriate procedures.

2. Contents

The following sections are included in this policy document:

1. Introduction/Context
2. Contents
3. Eligibility
4. Hot Weather warnings
5. Policy Statement
6. Responsibilities of Employees
7. Responsibilities of Managers
8. Policy Options
9. Other considerations
10. Review
11. Version control

3. Eligibility

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

4. Hot weather warnings

Yellow Alerts indicate possible health risks to the **most vulnerable**, Home from Home will consider actions to manage heat for those most at risk.

Amber Alerts indicate possible health risks to the **wider population**, so Home from Home will consider actions to manage heat for all pupils and staff as well as for the most vulnerable.

Red Alerts indicate possible **significant health risks to the wider population**, Home from Home will review actions to manage heat for all pupils and staff which may mean closure or partial closure

5. Policy Statement

Employees should make every effort to attend work during adverse weather conditions without putting their personal safety at risk. However, if it is unavoidable for employees to be absent from the workplace, with the agreement of the nursery manager and subject to operational needs and other relevant factors outlined in section 6, the manager in discussion with the employee may agree one of the following options:

- Work from home (if practicable).
- Make the lost time up.
- Take annual leave.
- Take unpaid leave.
- Or apply a combination of the above options.

Paid leave may also be agreed in certain circumstances as outlined in sections 6 and 7. Full details of the Policy Options are outlined in section 7.

6. Responsibilities of Employees

Employees should not put themselves at unnecessary or inordinate risk when attempting to attend work.
It is the responsibility of the employee 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.

In the event of adverse weather conditions employees will take all reasonable steps to report his or her inability to attend work to the **Nursery Manager** as soon as is practicably possible. This should be in line with the normal arrangements for reporting sickness absence or other unanticipated absence and this will apply for each day that the employee is unable to attend work. Please note that failure to comply with reporting arrangements may amount to unauthorised absence and could therefore be unpaid.

In the event that an employee 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 7 below. One or a combination of these options may be applied on each day of adverse weather conditions.

7. Responsibilities of Managers

The nursery manager in discussion with the directors will make a decision as to whether the nursery will continue to fully operate, partially operate or close. The nursery Manager and line manager should ensure that all employees are made aware of the Adverse Weather Policy, and that all employees are treated fairly and proportionate to their needs taking into account individual circumstances.

The Nursery Manager and Line managers should ensure that reporting arrangements are clearly communicated to all employees. This should be consistent with information already provided to employees for reporting sickness absence or other unanticipated absences.

There are a range of factors which should be considered (see below) when deciding how time away from the workplace should be categorised and it is the responsibility of the nursery manager to use a consistent and fair approach. While accepting that employees should not take unreasonable risks in attempting to get to work in difficult or extremely hazardous conditions, there should not be a disincentive to employees who do make a particular effort.

The following factors should be taken into consideration by the Nursery Manager or delegated Line Manager when agreeing the appropriate action to take:

- The employee's safety.
- The operational requirements of the nursery.
- Distance travelled to work.
- Prevailing weather conditions and their expected duration.
- Information and guidance from the AA, police and/or local radio, e.g., about safe travelling.
- Modes of transport available to employees.
- The degree of effort exercised by employees and whether they have made attempts to make alternative travel arrangements.
- Working from home; this may be considered, dependant on the nature of employment and where circumstances permit. Any working from home arrangements should be closely monitored to ensure that it is productive.
- The caring or childcare responsibilities of the employee (see section 7).
- The health of the employee; for example, where it is known that they have a mobility or other health/medical condition special care should be taken in reaching a decision relating to attendance and pay.
- Other factors pertaining at the time (see section 8).

The nursery manager or delegated line manager should decide on a case-by-case basis whether it is appropriate for employees to leave work early. In taking the decision, they should consider the factors outlined in section 6 above. If the total time lost is no more than half the employees normal working day then there will not be a deduction in pay. If the total time lost amounts to more than half of the employees normal working day the provisions outlined below should apply.

In exceptional circumstances it may be necessary for the Nursery Manager to close the nursery. In such circumstances employees should be paid as normal.

8. Policy Options

If an employee 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.

Paid leave may also be agreed in certain circumstances as outlined in Section 6.

Where adverse weather is prolonged employees may wish to request a combination of points 1 to 5 above.

If the employee 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 employees normal working day, having regard to the severity of the conditions and the personal circumstances of individual employees. If the total time lost amounts to more than half the time of the employees normal working day the other provisions outlined in section 7 above should apply.

9. Other considerations

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.

Employees who are already on leave (annual, maternity, sickness etc.) will not be entitled to a day off in lieu if their department is closed.

10. Review

This policy will be reviewed annually and also in line with any changes in statutory guidance.

11. Version Control

Version	Date	Status	Comments	By
1	January 2018	Issued		Julia Pattenden
2	January 2022	Reviewed		Cassie Jones
3	October 2023	Reviewed	Added version control	Sophie Eade
4	May 2025	Reviewed		Sophie Eade
5	May 2026	Reviewed		Sophie Eade
6	June 2026	Updated	Hot weather warnings	Julia Pattenden