



# **Ashbourne Town Council**

## **Adverse Weather Policy**

**Reviewed May 2017**

**The Adverse Weather Policy was reviewed by**

**Ashbourne Town Council on .....**

**Signed .....(Mayor)**



## **ASHBOURNE TOWN COUNCIL**

### **ADVERSE WEATHER POLICY**

#### **Introduction**

The Council recognises that adverse weather conditions may occasionally make travel to and from work difficult. However the priority of all employees when this happens should be to maintain services wherever possible, whilst taking into account their own personal safety. Mutually agreed arrangements and the flexibility and co-operation of managers and employees will help to achieve this.

This policy provides guidance to managers and employees on the considerations to be taken into account and the options available when adverse weather occurs.

A manager should be nominated for each establishment to take overall responsibility for implementing this policy in the event of adverse weather.

#### **Scope**

These guidelines apply to all employees.

#### **Weather Deterioration during the Day – Leaving Work**

##### **Manager Guidance**

You should monitor adverse weather conditions and availability of transport during the day and ensure that all employees are kept informed of decisions made.

You should allow employees who are likely to face particular difficulties in getting home to leave work early, taking into account their personal safety.

You should have contingency plans in place to maintain the standard and level of your service wherever possible including:

- Minimum cover arrangements provided by employees who do not have a particularly long or difficult journey home to ensure continuity of service.
- Provision to divert services elsewhere as necessary.
- Arrangements for employees to take work home, taking into account issues relating to access, security and confidentiality of data.
- Arrangements for employees to report to work at an alternative workplace.

- Ensuring employees are aware of contact arrangements. Where employees remain at work, health and safety requirements must continue to be met. In exceptional circumstances you may consider it necessary to close an establishment. If this becomes necessary, you should seek authorisation as appropriate and inform all affected staff. You should also ensure that suitable notices are displayed at the entrance of premises to inform the public of the closure and how they may obtain emergency assistance if needed. Answering machine messages with appropriate details should be used where available.

## **Employee Guidance**

You should keep yourself informed of the developing situation and make any decision about leaving work early with your manager, taking into account the need to maintain services and your own personal safety.

Where possible you should take work home for that day and for following days if the weather conditions are expected to persist. You should take security and confidentiality of data into account in doing this.

## **Failure to Report for Work/Late Arrival**

### **Manager Guidance**

You should put contingency plans into operation where adverse weather conditions are predicted or where they occur unexpectedly overnight. The contingency plans should cater for the situation where you may not be able to get into work.

You should assess the situation and the location of individual employees and impact of staffing levels on service provision. Where you decide it is necessary to close your service, you should obtain authorisation as appropriate and inform all affected staff.

### **Employee Guidance**

Where adverse weather conditions cause you delays or difficulties in travelling to work, you should take all reasonable steps to attend your normal place of work as soon as you possibly can, taking into account your personal safety.

If you are unable to get into work, you should telephone your manager at the earliest possible opportunity to explain the situation and agree what to do. You should continue to monitor the weather conditions during the day to see if you can attend work later, for example the afternoon.

Where you have agreed to work at an alternative base, you should report there and inform your manager of your arrival.

Where you have agreed to work at home, normal recording arrangements will apply for hours worked. Ensuring employees are aware of contact arrangements.

## **Payment Arrangements/Recording**

### **Manager Guidance**

Employees should be paid normally when:

- They have made every reasonable effort to attend their workplace or nominated alternative work base or where it was agreed that they would work from home. Employees who arrive late or finish early due to extreme weather will also be paid normally.
- Their workplace is closed due to the loss of power/water supplies or damage caused by the weather.
- Normal care arrangements break down at short notice e.g. school closures, unavailability of day care for older or disabled dependents. Where appropriate this should be recorded under the Urgent, Personal and Domestic Leave scheme at the Manager's discretion.

If, after taking into account the employee's health, mobility and location and the weather conditions, you are not satisfied that an employee has taken all reasonable steps to report for work, you should decide, following discussion with the employee, whether a day's or half day's leave should be taken or whether the day should be unpaid.

You should also discuss with the employee any other reasons for non-attendance, for example sickness.

### **Employee Guidance**

Where it is agreed with your manager that your absence from work, late arrival or early departure from work is due to adverse weather, you should record your standard working hours.

The Adverse Weather Policy was Reviewed by Ashbourne Town Council on

Dated.....

Signed.....

## PRESS RELEASE

### GUIDANCE TO RESIDENTS ON THE PERSONAL USE OF GRIT

Derbyshire County Council are responsible for the majority of the grit bins in Ashbourne with the exception of 10 which come under the responsibility of Ashbourne Town Council and are located as follows:-

Road		By/Near
Manor Road	DE6 1EH	Near Grey Metal Box
Greenway	DE6 1EF	Top near Post Box
Manifold Avenue	DE6 1FR	Corner
Walton Crescent	DE6 1FZ	
Premier Avenue	DE6 1LH	Opposite No 25
Premier Avenue	DE6 1LZ	By garage of 41 opposite Quixhill Close
Lodge Farm Chase 2 <sup>nd</sup> Bin	DE6 1GY	
Lodge Farm Chase 1 <sup>st</sup> Bin	DE6 1GY	
Margery Close	DE6 1GZ	
George Street	DE6 1DW	On the Green

Ashbourne Town Council liaises with their contract supplier to agree to have their grit bins refilled as necessary.

However, on occasions it has been noted that some residents take vast quantities from the grit bins after they have been refilled and take it for personal use.

The County Council and Town Council Policy on the use of grit states "grit bins and salt heaps are provided at various points, usually in villages and or other untreated roads, so you can help keep roads and pavements in the area free from ice".

The grit provided is for use to clear pavements and roads only. It is NOT for use on private property.

"If you are caught taking grit or salt for use on private property you may be prosecuted".