

Extreme Weather Policy

Statement and Purpose of Policy

This policy aims to ensure that equal and fair treatment is applied as far as possible to staff who are unable to attend work, or who have to work a shorter day than normal, due to extreme weather conditions. While accepting that staff should not take unreasonable risks in attempting to get to work in difficult conditions, there should not be a disincentive to staff that do make a particular effort. Extreme weather conditions will generally fall into two areas “inclement weather” and weather described as a “heatwave”.

It is acknowledged that individual circumstances will vary greatly and therefore it is unlikely that this policy will cover all eventualities. Management discretion may therefore be necessary if there are exceptional circumstances.

‘Inclement weather’ covers conditions such as snow, ice, fog, floods which render extremely hazardous journeys by road, by both public and private transport. ‘Extremely hazardous’ is defined as those conditions in which the police and/or appropriate motoring organisations advise people not to make unnecessary journeys or indeed travel at all.

A heat wave is where there are exceptionally high temperatures which are likely to prevail for more than a few days. Staff are expected to attend work in these conditions but take necessary health precautions.

If there are extreme weather conditions, you are expected to make every reasonable effort to get to work, adapting your means of travel, if necessary, even if this means you will arrive late. If you are community based, Care Co-ordinators or other office staff will make decisions on your work schedule and any postponement of calls, if necessary. If you are definitely unable to attend work because of the weather conditions, you must notify the on-call care co-ordinator asap for morning calls and within 4 hours of your usual start time for other calls.

Please note that failure to notify an appropriate Manager that you are unable to attend work would count as unauthorised absence and therefore be unpaid. You may be required to work in an alternative area or for office based staff, it may be possible for you to work from home in cases of inclement weather.

In cases where you are unable to attend work, you would normally be expected to take the time as either annual leave or flexi time, at your request, to cover the time lost.

If you do arrive late because of inclement weather you will not normally be expected to make up the time lost. Likewise, if you need to leave work early because of the weather you should consult with the Care Co-ordinator. In the case of worsening, or particularly hazardous conditions you should be able to leave work earlier than usual without having to make up anytime lost. Normally all staff that attend work during such hazardous conditions

but work a shorter day than normal because of the weather, will be granted their standard day.

Office Disruption

In instances of inclement weather conditions that make travelling to the office difficult or impossible, office-based staff may as an alternative and with agreement of the Registered Manager working at home may be agreed in instances of extremely hazardous conditions, or if reside nearby clients be asked to pick up care calls.

Document Control

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