

EDINBURGH NAPIER UNIVERSITY ADVERSE WEATHER GUIDE

Introduction

This guidance is intended to provide advice of a general nature to assist the Senior Leadership Team (SLT) on how to manage adverse weather situations.

The guidance is also intended for all staff so that the process and options in the event of difficulties experienced in attending work due to adverse weather are outlined.

This guidance applies if, and when there is a situation which impacts at least 40% of the University staff's population, the Director of People & Services will notify all staff that this guidance is taking effect.

When this guide should be used

The University has a responsibility to ensure business continuity during periods of adverse weather. It is therefore necessary that plans are put in place to address situations where weather conditions affect the ability of significant numbers of staff to travel to work.

There are occasions when severe or adverse weather creates difficulties for University staff to attend the workplace either on time or at all. Examples of circumstances where this guidance may be used include, but are not limited to:

- Severe snowfall, flooding and other extreme weather conditions, which make travelling hazardous or cause roads to be closed:
- The use of transport, either public or private is severely affected by the weather

This guidance inevitably will not cover all circumstances.

Risk Issues

The following risks will be considered in advance of implementing this guidance:

- Safety of staff and students
- Availability of public transport
- Safety of buildings and surrounds
- Nursery/School closures
- Availability of internal services
- Ongoing weather forecast
- Police travel advice/Police Scotland general advice
- Intelligence/information received from social media

These risks/issues will be actively monitored throughout the duration of the event.

Key Principles

This guidance is based on the principle that staff must have made a **genuine** effort to attend work. However, they should not attempt to travel if it is not safe to do so, in which it might put themselves or others at risk.

Managers may also have to consider individual requests from people with caring responsibilities or a disability which may present additional barrier to attendance at work in bad weather conditions.

Staff should assume that the University will be deemed to be open unless a specific email is publicised via the University website, or via a message (email) from either the Director of People & Services or the Principal & Vice Chancellor. The decision to close the University (all or in part) will only ever be taken by either the Director of People & Services or the Principal & Vice Chancellor.

When adverse weather is anticipated and where the Met Office have issued a severe weather warning of amber and above, the University Secretary, in liaison with the Governance Officer (Risk & Governance) will take the decision to communicate this risk to staff and students .

Travelling to and from work

If travel arrangements are affected by adverse weather, then it is expected that staff will make every effort to attend work by making alternative arrangements. All possible travel options should be considered. For example:

- If public transport is still operational, then it would be expected that staff should use this mode of transport, even if the journey to and from work would take longer than usual or they usually take another mode of transport;
- Altering their times of travel to allow for roads to be cleared and/ or gritted;
- Using alternative routes;
- Car sharing with colleagues;
- Offering to work at another campus closer to their home;
- Offering to work from home, if they know in advance that they are going to have problems (at the earliest opportunity) and there is activity that can be undertaken. It should be noted that their ability to work from home may be dependent on their role and the manager must agree what activity they will undertake. In the event of working from home, staff should be contactable by phone and email and should be aware of and adhere to the [homeworking policy](#)

If a member of staff is unable to attend work or is delayed due to the adverse weather conditions, they should contact their manager as soon as reasonably practical to inform them of the delay. If a genuine effort has been made to remain in contact the following applies:

- (i) If they arrive late, they will not be deducted pay for lost time;

- (ii) If they have contacted their manager as soon as possible to let them know that they will not be able to get to work, they will not have any time deducted.

Time off and Pay

In exceptional circumstances and under the direction of the Director of People & Services, a Campus or the University as a whole may need to be closed. If it is not possible for staff to work elsewhere, paid leave for a maximum of three working days will be given. If the situation lasts more than three days, further instructions and guidance will be provided which could include where it is not possible to work at home or there is no requirement for further work at home, that accrued flexi-leave, annual leave, or unpaid leave, is utilised. .

Early Release from work

If the University is open and the weather conditions deteriorate to a position where travel becomes hazardous, staff should only leave once approval has been sought from their Dean of School or Director or when an announcement has been made by either the Director of People & Services or Principal and Vice Chancellor.

If staff are sent home early and assuming their manager agrees to this course of action, any loss of time will be managed by giving consideration to the policies noted above (flexitime, time-off-in-lieu, paid holiday or unpaid absence).

In the case of worsening weather, or particularly hazardous driving conditions, where an employee is concerned about travelling home, the Dean of School/Director should make a judgement call to allow staff to go home in advance of any announcement made.

Managers Responsibilities

The Director of People & Services will issue an email that this guidance will take effect. Managers should ensure that their staff been made aware as soon as possible, especially if they do not have regularly access to a PC.

Human Resources & Development (HR&D) will monitor the staffing levels across the University so if there is a situation that substantially impacts on the School/Services in one or more locations, managers should notify at humanresources@napier.ac.uk.

Governance Officer (Risk & Governance)

Head of HR Services

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