

Health & Safety

Reporting for work

We expect you to report for work regardless of the circumstances. You should, therefore, make every effort to attend work in all circumstances. However, it is not our intention that you put yourself at unnecessary risk when trying to attend work.

When severe weather conditions occur, or where there are major disruptions to public transport, you should take steps to obtain advice on the position from the appropriate external agencies (e.g. the police, public transport information services etc.), and allow extra time for your journey, making alternative travel arrangements where appropriate. If you are unable to attend work or are going to be delayed by the weather conditions or public transport disruptions, you should contact your manager as soon as possible to discuss the position.

If you are unable to attend work or attend late because of the severe weather conditions or disruptions to public transport, you may be required or permitted to:

- Make up the time at a later date
- Take any absence from work as annual leave
- Take any absence from work as unpaid leave and a deduction will be made from your pay accordingly
- Be paid as if you had attended work
- Work from home or otherwise work remotely where authorised to do so

Adverse Weather Conditions

If severe weather conditions or major disruptions to public transport occur during the working day, your manager will decide on a case-by-case basis whether to allow you to leave work early. We are committed to ensuring, so far as reasonably practical, the health, safety and welfare of all employees and this includes during severe weather conditions and where there are major disruptions to public transport. Therefore, a reasonable approach will be taken to the situation.