

Adverse Weather Conditions and Travel Disruption Policy

Date	Review Date	Chairman	Vice-Chair	Centre Manager
01.08.18	01.08.19	Neil Jones	Anne Everitt	Sally Mills

The following are important telephone numbers that must be kept up to date:

Contacts	Home	Mobile
Chairman of Trustees Neil Jones		
Vice-Chair Anne Everitt		
Centre Manager Sally Mills	01483 813846	

The purpose of this document is to communicate the approach to disruption cause by extreme weather and transport disruption.

1. Policy Statement

This policy aims to protect the health and safety of all staff, volunteers and clients while ensuring that disruption caused to the charity remains minimal.

2. Definition of Adverse Weather and Travel Disruption

Weather – severe conditions that may disrupt or prevent normal travel arrangements such as a heat wave, snow/ice or flooding.

Travel disruption – changed to normal travel situations such as major accidents, road closures or train strikes.

3. Employee Procedure

Employee, client and volunteer health and safety is of utmost importance to The Therapy Garden. Staff should make every feasible effort to report to work unless the Centre Manager has informed otherwise, but are not expected to take actions that are unsafe.

It is the individual's responsibility to make every effort to report for work without putting their personal safety at risk. If you expect to be late or cannot safely reach work due to adverse weather or experience problems on public transport due to adverse weather or strike action, you must telephone the Centre Manager as soon as possible.

Unless the Centre Manager informs you otherwise, you should telephone to notify them on each and every day that you are unable to get to work. Failure to notify that you are unable to attend work without a reasonable explanation will count as unauthorised absence.

If you are unable to attend your normal workplace, your manager may ask you to work from home and normal pay rates will apply.

If you wish to leave work early because the weather is becoming worse and you wish to get home before it becomes too bad to travel, you must discuss this with the Centre Manager, who will decide on a case-by-case basis whether it is appropriate for staff to leave work early.

If it is agreed that you can leave early, you must also agree with the Centre Manager whether you should take the time as annual or unpaid leave or whether you can make the time up within a reasonable and agreed time scale.

If it is decided by the Centre Manager or their deputy that the Charity intends to close but the employee is ready, willing and available for work, and you are unable to work from home, you will be paid for your normal working hours.

If local schools are closed due to weather conditions, employees may request leave at short notice if no alternative childcare arrangements can be made.

4. Responsibility of The Therapy Garden

The Therapy Garden will closely monitor the news, weather information and road information to ensure they are fully up to date with the current and expected weather conditions.

If the decision is taken to close the centre, this will be communicated by telephone to each employee as soon as the decision is made to ensure minimal risks in an attempt to get to work.

Changing weather throughout the day will also be monitored and the decision to close early may be made.

5. Volunteer and Client Procedure

Volunteers and clients who feel they are able to attend the centre and wish to do so, should come as planned without putting themselves at unnecessary risk. If you will not be attending, please inform TTG.

Please look out for communications in the event that the centre is closed.

6. Linked Policies

- Staff Handbook
- Volunteer Policy
- Health and Safety Policy

7. Raising Awareness of this Policy

The Therapy Garden will raise awareness of this policy via:

- The Therapy Garden policy folder located in the Centre Manager's office containing all the charity's policies. Clients and third parties can request a copy of the policy if required. Staff and volunteers are to be informed when policies are updated.
- During staff and volunteer induction
- Through emails to staff and volunteers when policies are updated
- The Therapy Garden policies are also available to view on the charity's website

8. Policy Reviews

Any questions regarding the policy should be directed to the Centre Manager. The policy may be amended at any time.

The policy should be reviewed in the light of any trends or new legal changes and at least once every two years.

This policy was adopted on the 01 August 2018 by:

Chair of Trustees Neil Jones		Date:	
Vice-Chair Anne Everitt		Date:	
Centre Manager Sally Mills		Date:	