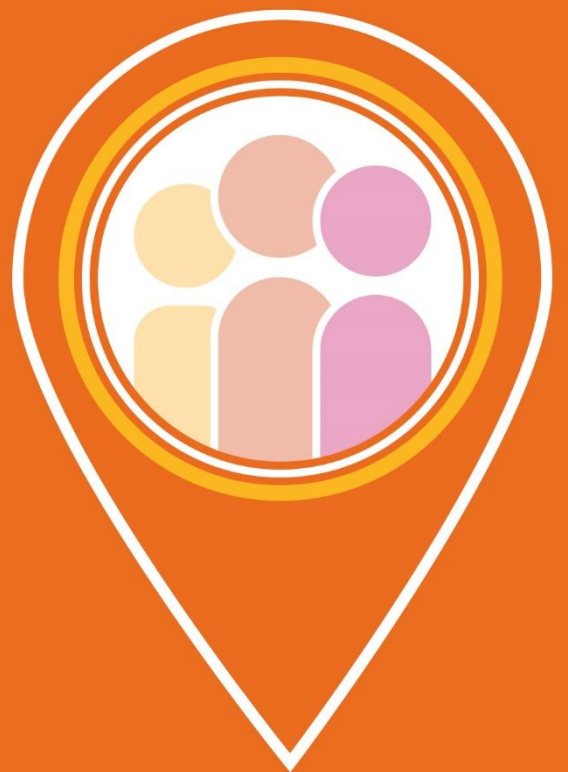


Severe Weather Policy



Review Schedule

Document Name/Title	Severe Weather Policy
Document Type	HR Policy
Document Owner	People Operations
Approving Body	PaCC
Summary of Changes	Small factual changes throughout
Date of Approval	11 March 2025
Date of Implementation	01 April 2025
Version No.	2.0
Review Interval	Every 2 years
Date of Last Review	19 February 2025
Date of Next Review	19 February 2027

1. Introduction

1.1 This policy advises employees on procedures relating to Severe Weather disruptions.

2. Scope

2.1 This policy applies to all CHS employees from day one of employment.

3. Aims

3.1 To minimise disruptions to services provided by CHS due to severe weather.

3.2 To support CHS colleagues' health, safety and wellbeing when there are severe weather conditions.

4. General Principles

4.1 The CHS Business Continuity Plan details the contingency arrangements in place to deal with situations where CHS employee numbers would fall below normal operating levels due to severe weather and/or major disruptions. All line managers should familiarise themselves with the plan and understand their responsibilities in relation to it.

4.2 CHS recognises that severe weather conditions can prevent employees from reaching their normal place of work, including their home address for home working. It can also impact on community infrastructure and we recognise that issues such as school closures or withdrawal of caring services will also have an impact on some employees.

4.3 As CHS operate a hybrid working model, all employees are able to work from home. Therefore, where conditions are difficult or unsafe, employees are advised to work from home. However, CHS recognise that ability to work from home can be disrupted due to, for instance, loss of power, damage to property or inability to travel to home.

4.4 Employees are expected to make all reasonable efforts to work, but CHS does not expect employees to compromise their health and safety by attempting to work, whether at home or in other normal place of work, when it is unsafe to do so.

4.5 CHS recognises that employees living on the Scottish Islands or who travel to the Islands for work are more likely to be impacted by severe weather. It is also more likely that severe weather will disrupt methods of travel for such employees. Therefore, it is important the line managers whose team member(s) live on/travel to Islands are familiar with the policy and have considered what to do in case of severe weather. The impact of severe weather varies between different island communities so individual plans should be in place taking into account these differences.

4.6 CHS general guidance regarding severe weather is as follows:

- CHS People Operations and Communications and Engagement Team will communicate any specific guidance when there is a warning of upcoming severe weather. Line managers should review such communications and advise their team accordingly.
- Employees should plan ahead and be prepared for the potential impact of severe weather. This includes, for example, ensuring that they have access to their work devices at home (including chargers and other peripherals) or other location if agreed with line manager (please refer to CHS remote working guidance in such case).
- Employees have responsibility for their own health and safety when travelling to and from work.
- Where work that cannot be done remotely is planned, employees should attempt to make alternative travel arrangements if normal travel arrangements are disrupted.
- Where work that cannot be done remotely has been planned and it would be unsafe to travel and/or ability to work remotely has been disrupted, employee should contact their line manager in the first instance to see what alternative arrangements can be made such as:
 - Completing alternative work where relevant
 - Taking annual leave or flexi time off if appropriate

4.7 On occasions where travel to and from work is made impossible because of severe weather and ability to work from home is disrupted and/or not possible, line managers have the discretion to allow flexi credit up to 3 days per year. Where details of the disruption is known in advance, employees are expected to make alternative arrangements to either get into work or carry out work from an alternative location or from home. These flexi credits should reflect normal office hours, i.e. 9 a.m. to 4.45 p.m.

4.8 Line managers will wish to take the following circumstances into account when taking decisions about the extent of any flexi credit:

- the availability of public transport;
- location of hot desks in SG offices where relevant (see CHS remote working guidance);
- ability to work from home; and
- police and other expert advice on safety issues.

4.9 Employees should consider in advance any alternative arrangements they may need to make, e.g. in respect of caring responsibilities. However, where an employee is unable to attend work due to disruptions to childcare/schooling or dependant's care arrangements due to severe weather they should refer to 'Family Friendly' policy, Special Leave Policy and other leave policies.

4.10 Line managers should ensure that they are fully updated on the impact of any travel disruption in their area to enable them to make informed decisions regarding any potential travel to work difficulties and approval absence where required.

4.11 Line managers should:

- Plan ahead and be prepared for the potential impact of severe weather;
- Ensure appropriate Business Continuity plans are up to date;
- Think now about the options for their team to work from home or alternative work locations (refer to CHS remote working guidance);
- Consider specific needs of employees living on/travelling to Islands. This includes best way to get in touch in case of disruption, loss of internet connection due to severe weather and additional accommodation required in case of travelling;
- Line managers should also be aware that individual colleagues may be differentially impacted as a result of their personal circumstances, such as those who are living with a disability, have caring responsibilities, are older and are pregnant etc;
- Employees may also be impacted as a result of where they live in relation to where they work and what their usual travel options are;
- Take individual circumstances into account and apply relevant policies where appropriate. Please contact HR@chs.gov.scot for any questions;
- Ensure that this guidance is effectively communicated and implemented in their area.

4.12 Line managers should recognise the effort made by those employees who travel to work during severe weather and flexi credits can be given for any significant additional time taken to travel to work in an agreed work location.

4.13 For example, where a colleague who usually starts at 9 a.m. doesn't arrive into work until 10 a.m. due to severe weather, then the line manager can flexi credit them to 9 a.m.

5. Policy Approval

5.1 This policy is not contractual and is not intended to be incorporated into individual terms and conditions of employment. It may be subject to review, amendment or withdrawal.

5.2 For any changes to the policy, team forum will be consulted.