

**Policy: ADVERSE WEATHER
CONDITIONS**

Authors	Human Resources Manager Premises Manager
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1.0 Purpose

- 1.1 Franklin Sixth Form College aims to ensure that equal and fair treatment is applied as far as possible to employees who are unable to attend work, or who have a shorter working day than normal due to adverse weather conditions.
- 1.2 The College recognises that staff may face difficulties attending their normal place of work and returning home during periods of adverse weather such as heavy snowfalls, flooding or other extreme weather conditions that may result in journeys to work being extremely hazardous. However, while the College is committed to protecting the health and safety of its entire staff, it must ensure that the disruption caused to students is minimal.
- 1.3 The purpose of this policy is to outline the responsibilities of all members of staff, and line managers, when considering attendance at work during adverse weather conditions, and to outline the appropriate procedures during bad weather, principally following heavy snowfall, when it may be difficult for employees to get to the College due to dangerous or difficult road conditions or in extreme cases when it may not be possible to open the College.
- 1.4 If a decision is taken by the College Leadership Team (CLT) to close the College as a result of adverse weather, this will be deemed an official closure day and employees will be notified of this by the Principal and CEO or another member of the CLT by no later than 06:45 (Please see 4.4 of this policy for further details).
- 1.5 Staff who are due to attend work on that day but are unable to fulfil their contractual obligations will receive their normal pay. Members of staff who are not scheduled to work on that day, have booked annual leave, are on maternity/paternity leave, absent due to sickness etc., will not be entitled to a day off in lieu if the College is closed.
- 1.6 Employees who are unable to attend College or perform their normal duties as a result of an official College closure will continue to receive their normal pay or salary, as though they had worked their normal contracted hours.

2.0 Scope

2.0 Overall responsibility for the policy lies with the College Leadership Team. Monitoring of compliance with the policy is the responsibility of the HR Manager and Principal and CEO/Deputy Principal.

2.1 This policy applies to all staff and is designed to promote fairness and consistency in the treatment of staff throughout the College when considering attendance at work during adverse weather conditions.

3.0 Policy Options

3.1 On all occasions when the College is officially open, staff should make every effort to attend work during adverse weather conditions without putting their personal safety at risk. However if it is unavoidable for a member of staff to be absent from the workplace they must contact their line manager and the HR Department at least 30 minutes before their normal start time by telephone on 01472 875014, or by email to hrd@franklin.ac.uk in the case of staff whose normal start time is outside of standard College office opening hours.

3.2 With the agreement of their line manager and/or a member of the College Leadership Team (CLT), and subject to operational needs and other relevant factors outlined in section 5.4, the line manager and/or member of the CLT, in discussion with the member of staff may agree one of the following options on each occasion:

- a) Employee takes annual leave (applies only to support staff with annual leave entitlement)
- b) Employee takes unpaid leave of absence (and completes LOA form)
- c) Employee works from home on normal pay (only if approved by CLT)

d) Employee remain away from work but make up hours at a later date.

3.3 If the line manager requires clarification about which option is most appropriate in the circumstances, they should seek guidance from the HR Department in the first instance.

3.4 In all of the above cases, it is the responsibility of the line manager or member of the College Leadership Team (CLT) to notify the HR department of the agreed arrangements during an employee's absence from work due to adverse weather conditions by emailing hrd@franklin.ac.uk.

4.0 Responsibilities of Employee

4.1 It is the responsibility of the member of staff to make every effort to attend their normal place of work, in accordance with their contract of employment. This includes adapting their means/mode of travel if necessary, or using a combination of travel options, even if this results in arriving later for work. It should be noted that the College would not reimburse any employee who incurred additional expenses as a result of using a different mode of transport.

4.2 Staff should not put themselves at unnecessary or inordinate risk when attempting to attend work. In extreme cases where it is considered dangerous to travel into work by any mode of transport, the employee should contact their line manager to discuss the possible alternative options laid out in section 3.2. One or a combination of these options may be applied on each day of adverse weather conditions, as appropriate.

4.3 In the event of adverse weather conditions, staff should take all reasonable steps to report his or her inability to attend work to their manager as soon as is practicably possible (as per section 3.1 above). This is in line with the usual arrangements for reporting sickness absence or other unanticipated absence and this will apply for each day that the member of staff is unable to attend work. Please note that failure to comply with reporting arrangements may amount to unauthorised absence and could therefore result in a deduction from wages.

- 4.4 When the decision is made by the College Leadership Team to close the College due to adverse weather conditions, all staff will receive an email update by no later than 06:45 hours, and those with access to work emails from home are expected to check their account regularly. Staff who do not have access to work emails from home have an obligation to check for updates on the College website ahead of their normal start time at work. Communication updates will also be provided via other mediums such as on social media and local radio (please refer to Appendix 1 - Operational Procedures for Adverse Weather, for further information).
- 4.5 If the College is officially closed due to adverse weather conditions, there will be no requirement for staff to attend work. The only exception to this would be for the Premises Team who are required as part of their contract of employment to attend work during adverse weather conditions to ensure that the College site is made safe for staff and students, to ensure it can be reopened as soon as possible.
- 4.6 Those staff who work outside core College opening hours (with the exception of the Premises Team) should not attend work during adverse weather conditions, unless specifically requested to do so by their line manager or a member of the leadership team. In line with the Operational Procedures for Adverse Weather, these staff should remain at home regardless of their normal start time, but should ensure that they are contactable by telephone as it is anticipated that they will be updated by no later than 06:45 hours on the day.
- 4.7 In the event of adverse weather conditions, teaching staff are responsible for minimising the impact on learning by setting relevant work for students. 'Relevant work' means it needs to be accessible, connected to the activities, skills and knowledge being studied at the time, and must not exceed the lesson time in terms of the anticipated length of completion. It could include working on an assignment, revision of a topic using resources they already have access to at home, or completion of a task that can be carried out independently without having access to onsite College resources. The following points should be noted to minimise the impact on students learning:
- a) if adverse weather is forecast, teachers should prepare students in advance by outlining what the expectations are for completion of work in the event of College closure due to adverse weather.
 - b) if the College needs to close without forewarning, teaching staff (where possible through FIS,

Email, or Google classroom) should contact students to outline the expectations for completion of work.

- c) if the College closure is predicted to extend beyond the single day, teachers can combine the instruction about work completion into a singular communication with students.

5.0 Responsibilities of Line Manager

- 5.1 Line managers together with CLT/HR Manager should ensure that all staff are made aware of the College's Adverse Weather Policy and that all staff are treated fairly and proportionately taking into account individual circumstances.
- 5.2 All line managers should ensure that reporting arrangements are clearly communicated to their staff. This should be consistent with information already provided to staff for reporting sickness absence or other unanticipated absences.
- 5.3 There are a range of factors that should be considered (see section 5.4 below) when deciding how time away from the workplace should be categorised and it is the responsibility of each line manager to use a consistent and fair approach. If line managers are unsure, they should seek further advice from the HR Manager.
- 5.4 The following factors should be taken into consideration by the line managers when agreeing the appropriate action to take:
 - a) the member of staff's safety
 - b) the operational requirements of the College
 - c) distance the member of staff has to travel to College
 - d) weather conditions and their expected duration
 - e) Official information and guidance about the sensibility of travelling from the area where the member of staff lives available to the general public
 - f) whether members of staff have made attempts to make alternative travel arrangements e.g. car sharing, train, bus, walking
 - g) working from home will be dependent upon the role of the employee and any arrangements should be monitored to ensure that the employee is able to work productively

h) the health of the member of staff e.g. if they have a mobility or known health/medical condition, or disability, special care should be taken in reaching a decision relating to attendance and pay.

- 5.5 Staff unable to attend work due to caring or childcare responsibilities as a result of School / Nursery / Care Home etc. closures owing to adverse weather conditions should refer to the College's Leave of Absence Policy for further guidance.
- 5.6 In the event that there is adverse weather but the College remains open, line managers in consultation with a member of the CLT, should decide on a case by case basis whether it is appropriate for staff to be allowed to leave work early during adverse weather conditions. In taking the decision, they should consider the factors outlined in section 5.4 above. If the total time lost is no more than half the staff member's normal working day then there will not be a deduction in pay. If the total time lost amounts to more than half of the staff member's normal working day the provisions outlined in section 3 above should apply and the HR department should be notified. If a decision is taken by CLT to close the College early due to adverse weather conditions, there will be no loss of pay for those staff who are unable to fulfil their contractual hours for this reason.

6.0 Policy References

6.1 Access to the policy

The policy will be available via the College's website www.franklin.ac.uk. For internal purposes only, a copy of this policy and the Operational Procedures for Adverse Weather can be found on Sharepoint in the All Staff Area.

6.2 Quality and Assurance Monitoring

The College Leadership Team will review the policy annually as the associated Adverse Weather Conditions Procedures are likely to need updating.