

Extreme Weather Policy & Procedure

Introduction

The purpose of this Policy is to provide clarification to all employees on what Floorskills Limited expects in the event that extreme weather prevents or inhibits their ability to attend work or carry out their normal work duties and the Procedure they should follow for reporting and responding to the situation.

'Extreme weather' includes, but is not limited to:

- Heavy snowfall
- Gale force winds
- Flooding
- Black Ice

As a general rule, the company expects employees to make every reasonable effort to attend work, or carry out their normal duties, where it is safe to do so, and the place of work is accessible and functioning. Authorisation for absence will only be granted where the appropriate procedure is followed, as detailed below.

If the office facilities are forced to close due to extreme weather, and there is no alternative opportunity to work, employees will not be penalised, and the 'absence' will be treated as paid leave.

1. The situation relating to Assessors and other field-based staff

All employees that travel daily as part of their job role are required to carry out their normal daily activities as far as reasonably possible and practicable.

It is expected that, during the winter months in, employees will anticipate encountering extreme weather and plan their diaries accordingly. However, in extreme weather conditions the following will apply:

- Employees are expected to make every reasonable attempt to attend the workplace, without jeopardising their safety. 'Workplace' in this instance is defined as per the employee's contract of employment.
- Employees who identify a problem in their getting to work must contact their line manager at the earliest opportunity, and within one hour of their usual starting time, to advise on the issue at hand.
- The employee may be requested to provide evidence of their situation.
- The line manager will give advice and guidance on an individual basis.

If the employee is unable to attend the workplace then they may have to:

- Work from another of Floorskills Limited's offices
- Work from home, if reasonably possible
- Take time off unpaid
- Take annual leave

Authorisation for any of the above alternatives will only be granted by the line manager or Director.

2. The situation relating to Tutors

In the case of classroom teaching staff, the company must consider the learners attending a course, as well as others involved in the delivery of the training e.g. Teaching Assistants. The company expects Tutors to make every reasonable effort to reach the venue and to take whatever reasonable and practical alternative action they can to ensure their attendance at a course. However, where a Tutor realises that they are not going to be able to reach the training location on time or at all, they must contact their line manager directly as soon as they are aware that a problem exists and preferably up to 1 hour before the course is due to start, so that options for covering can be considered.

The Operations Manager will make the decision either to:

- Delay the start of the course to allow the tutor sufficient time to arrive
- Substitute another tutor, if one is available
- Cancel the course

In the case of cancelling a course, learners will need to be contacted and informed. The Tutor may be requested to assist in this process.

In the case of a delayed start, other staff may be able to admit learners to the premises whilst awaiting the Tutor.

Should the weather conditions mean that the training facility needs to close then the line manager will make this decision. The decision will be made in conjunction with Engagement & Recruitment who will contact the contract sponsor. Tutors and other delivery staff involved in the course will be contacted by their line manager as soon as possible. Learners will be contacted by tutors and delivery staff. Arrangements will be made to display this decision at the venue if at all possible.

Tutors who are unable to reach a venue to deliver a course may well be able to engage in alternative work from home such as marking or course review/preparation. Wherever possible the company would expect Tutors to be making productive use of their time if they cannot deliver due to bad weather.

3. The situation relating to office-based staff

All staff based at Head Office, or other appointed Floorskills Limited premises, are expected to attend the workplace as far as is reasonably possible.

If an employee finds they are unable to attend due to the weather conditions, then they must follow the above guidelines as for field-based staff in respect of:

- Informing their line manager by 9.00am or as soon as is practically possible - but within 1 hour of their normal start time.
- Utilising any options available to them to continue working.
- Take 'enforced' time off if no alternative option available.

If the office premises must close due to extreme weather conditions, the Managing Director will:

- Make the decision at the earliest opportunity on a given day.
- Contact other senior managers with team working from Head Office so that they can notify their staff, or contact their department members directly, at the earliest convenient time.
- Employees will not be penalised if the office facilities must close facilities to work and there is no alternative opportunity to work. The 'absence' will be treated as paid leave.