

# POLICY AND PROCEDURE



SoLO  
Life  
Opportunities

38 Walnut Close,  
Chelmsley Wood,  
Birmingham  
B37 7PU

Charity No. 1102297  
England Company No.  
5025939

## Adverse Weather

**Category:**  
Members  
Staff and Volunteers

### Introduction

It is expected that all staff will make reasonable attempts to attend their place of work during inclement weather. When weather conditions are hazardous the Chief Executive Officer will determine whether it is necessary to close the office.

### Policy & Procedures

If a decision is made to close the office prior to staff leaving home The Chief Executive Officer will inform The Children's Manager and The Adults Manager. **Staff should assume the office is open unless told otherwise**, but if in any doubt, or concerned about their journey, they should contact their direct line manager.

For those staff who are unable to attend the office, time may be claimed for any work completed at home, the remainder of hours would need to be made up or taken as time off in lieu. For those who attend the office and incur more than 30 minutes **additional** travel time a credit will be allowed for the additional travel time taken to arrive in recognition of the effort made.

Individual Project Managers have responsibility for deciding whether projects should run and may seek advice from their line manager if in doubt. Where sessional workers are unable to work their designated hours due to circumstances beyond theirs or the organisation's control they have the choice of carrying out alternative work at a mutually convenient time, or not being paid for that session. If a project is cancelled with less than one hour's notice staff will be paid one hour's pay. If the session has already started payment will be rounded to the full hour after cancellation.

If a session is cancelled by SoLO due to adverse weather every attempt should be made to run another session in recompense at later date. If for any reason this is not possible and a member has paid in advance for the activity the cost should be reimbursed.

## **Safety**

The Met Office issue warnings to the public and emergency responders of severe or hazardous weather which have the potential to cause danger to life or widespread disruption through their National Severe Weather Warning Service. <http://www.metoffice.gov.uk>

These warnings are graded green, yellow, amber and red. Yellow denotes a lower risk, but care should still be taken. SoLO Staff will be notified via the communication bulletin of any directives from the Met Office and will be expected to adhere to the advice given to keep themselves and the members safe.

## **Right of Appeal**

SoLO Life Opportunities has a formal grievance policy which should be followed if a member of staff disagrees with any decision made relating to the Adverse Weather policy.

Linked with: Cancellation Policy  
Complaints Procedures