



# **Peninsula Dental Social Enterprise (PDSE)**

## **Policy Code Adverse Weather and Unexpected Absence Version 3.0**

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Policy will be updated as required in response to a change in national policy or evidence-based guideline.

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# Adverse Weather and Unexpected Absence

## 1. Principles

- 1.1 The Company expects that all employees will make every reasonable effort to attend work when their normal transport arrangements have been disrupted due to extreme weather conditions (which may include any unforeseen impact of weather that may be International).

This procedure aims to ensure that staff who are unable to attend work, despite their best efforts, are treated fairly and consistently.

Managers will be expected to ensure that adequate communication takes place with their staff when these circumstances arise.

Health and Safety of staff will be considered, particularly where special conditions apply such as pregnancy or disability, and measures taken to support staff who work long hours to maintain services.

Any concerns about the way a member of staff has been treated under this procedure may be pursued through the Grievance procedure policy.

## 2. Procedure

- 2.1 Staff prevented from attending work due to weather conditions must report absent through the PDSE absence line at the earliest opportunity. Without such notification the absence may be classed as unauthorised. Issues relevant to the day's work should be communicated at this stage.
- 2.2 Where attendance at the normal place of work is not possible, but the individual could get to another site, they should also contact their line manager to discuss this. Line managers should consider whether their employees can be of assistance at the Company's premises which they are able to get to. Employees should not turn up at the alternative premises unless agreed to do so by their line manager.
- 2.3 If staff can work effectively from home this should be agreed in advance, either with their line manager or other person in a position of responsibility. The manager should as far as is practicable perform a reasonable risk assessment and ensure that adequate working conditions within the normal realms of a healthy and safe workplace are available.
- 2.4 If a member of staff is unable to attend work and they have made contact, their line manager will confirm with the employee that he/she has authorised unpaid absence. If the employee requires payment for the absence they must agree options with the manager; see section 2.8 below. Any payments will be based on normal pay.

- 2.5 If weather conditions deteriorate during a working day, managers should obtain the best reports on road conditions etc. It will be a senior manager's (Clinic Manager and above) responsibility to make such a decision to allow staff to leave early having regard to the employees' journeys and any other relevant circumstances.
- 2.6 In the event the employees are not able to leave due to poor weather conditions and are expected to continue working, arrangements will be in place for these individuals to take extended breaks during the prolonged working period. All employees are expected to keep a diary log of their working time.
- 2.7 Staff who normally work outside Company premises should notify their manager of their intention to return home as soon as they feel that the weather conditions represent a serious risk to their safety.
- 2.8 Staff who are not paid may avoid loss of income by:
- taking annual leave for the day(s) lost on approval of their line manager. In some circumstances when staff have exhausted annual leave for the current year, line managers can agree for annual leave to be taken from following year's entitlement; or
  - working back the lost time, after prior agreement with their line manager or another appropriate senior manager.

All cases will be looked at individually and this might be agreed with some staff and not others depending on job roles etc. Any disagreements should be raised with the line manager in the first instance. If not resolved, it should then be resolved via PDSE's Grievance procedure policy.

### **3. Staff and patient safety (Derriford and Exeter sites only)**

- 3.1 In order to reduce the risk of slips and falls during icy conditions PDSE will perform a risk assessment and perform any appropriate action to reduce or eliminate this risk. (This process will only apply to Derriford and Exeter sites as external areas at other sites are managed separately).
- 3.2 PDSE Clinic Team Leader should first assess the risk and then take appropriate action. This will involve identifying any outdoor areas that may be affected by ice for instance building entrance and pedestrian walkways.
- 3.3 Gritting should then be carried out when frost, ice or snow is forecast or when risk areas are likely to be damp or wet and the floor temperatures are at, or below freezing.