

Adverse Weather in the Workplace



By The HR Booth

How To

Prepare for Adverse
Weather in the
Workplace

By The HR Booth

Legal Notices

You must not rely on the information in this ebook as an alternative to Human Resource Management advice from an appropriately qualified professional. If you have any specific questions about any Human Resource Management matter you should consult an appropriately qualified professional.

You should never delay seeking Human Resource Management advice, disregard Human Resource Management advice, or commence or discontinue any Human Resource Management action because of information in this ebook.

Requests for permission or further information should be addressed to the Publishers.

Publisher:

The HR Booth Ltd
Rosyth Business Centre,
16 Cromarty Campus,
Rosyth, Dunfermline,
Fife, KY11 2WX

Copyright Notices

Copyright © 2019 The HR Booth
All Rights Reserved

No part of this publication may be reproduced or transmitted in any form or by any means, electronic or mechanical, including but not limited to photocopying, recording, or by an information storage and retrieval system without the express permission of the author.

Contents:

- Adverse Weather Policy
- Flexible Working
- Annual Leave
- Company Vehicles
- Workplace Premises
- Do I have to pay employees if they can't make it in to work?

About the Author:



I am the Managing Director of The HR Booth, a Human Resources Consultancy. I work hard to help business owners and managers throughout Scotland to manage their employees in a more effective way.

I have over 20 years HR experience, having worked for several companies as an HR Manager and I have significant experience in helping businesses plan ahead when work is halted by adverse weather. Absence due to weather has a detrimental impact on businesses and I see this first hand with existing clients and other business owners I speak to.

This E-book provides business owners and managers with a framework and structure to plan for adverse weather disruptions effectively.

I appreciate there's a lot more to adverse weather than I've provided in this E-Book, and if you would like to discuss any particular challenge further, whether it's adverse weather or another HR matter, please get in touch. You can email me at alistair.booth@thehbooth.co.uk or call me on 0844 842 7730.

I hope you enjoy the E-book and I'd welcome your feedback.

'It's crucial to put your adverse weather policy plans in to place now. This will allow you to prepare for any possible disruptions to your business due to adverse weather.'

Start looking at annual leave, flexible working, working from home and any other methods to keep your business running through adverse weather.'

Adverse Weather Policy



It's important you have an adverse weather policy in place to prepare for possible disruptions.

The main objective of a policy is to provide employees with guidelines in the event of adverse weather conditions.

This policy tends to include adverse weather provisions, payment policies, and contingency plan support.

Having this in place will ensure your employees will know what is expected when adverse weather arises.

Flexible Working



If you feel that alternative travel is unsafe for your employee, you can suggest that they work from home.

This can be a great solution for both you and your employees as your business can continue as normal without putting your staff in danger.

If you are confident your employees have the correct equipment at home, this can be a great way forward.

You can also offer your employees to complete their hours at another time.

Annual Leave

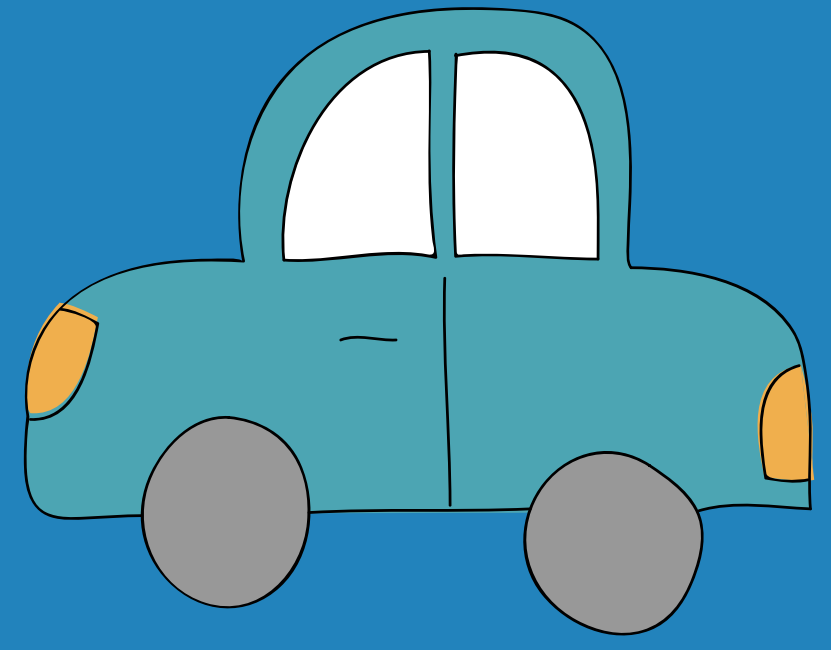


If you feel that working from home is not an option for your business, you can suggest your employee can take the time off as paid annual leave.

This can relieve stress for your staff as they will know they will be paid as normal and can enjoy their snow days without worrying about money.

Discussing this with your employee in advance is crucial as it will give you time to put this in place.

Company Vehicles



Employees who are using company vehicles must be aware of the responsibility they have to maintain the vehicle.

It's always good to be prepared when driving in winter weather conditions. You may want to consider encouraging your employees to keep anti-freeze, blankets and snow shovels in their company vehicles. You must also encourage them to check tyres, oil, water, lights and other functions to ensure the vehicle is safe to drive.

Workplace Premises



To avoid any possible work accidents, it's important you ensure car parks and pavements are well gritted.

Furthermore, If an employee's normal mode of transport cannot be used due to adverse weather, you can first encourage them to explore alternative means of safe transport.

Do I have to Pay Staff?



No, you don't have to pay employees if they can't make it to work. However, you can look at alternative solutions such as working from home and holiday entitlement. It's important to discuss this with your employee so they are fully aware.

HOWEVER, If the business is unable to open due to the adverse weather, the employees are entitled to their normal rate of pay.

What Others Say

'Alistair and John are always on hand to give advice. They offer a great service and always have an answer to any problems. I would thoroughly recommend The HR Booth for any HR related problems.'

Hilda Logan - East Lothian Produce

'Tullochan have been using the services of The HR Booth for over 2 years and we have an excellent working relationship. They are always there to answer any queries and are extremely good at LISTENING to the concerns and only when they fully understand the issues do they then discuss possible solutions. The HR Booth are extremely good value for money and 100% reliable; the stress of HR has gone!!!'

June McDonald - Tullochan

Sharing is Caring

'If you enjoyed this book,
please share it now!

