

## **ADVERSE WEATHER & TRAVEL POLICY**

This policy summarises HARC's approach to disruption caused by extreme weather and transport disruption, for example due to strikes or extreme weather conditions. It does not cover transport difficulties experienced as part of the usual day-to-day commute. It applies to all volunteers and paid members of staff.

### **Reasonable efforts to attend**

This policy aims to protect the health and safety of all staff and volunteers, while making sure that disruption caused to the charity remains minimal. This may mean having to make special arrangements to make sure that they can attend each day. It is not our intention that staff and volunteers put themselves at unnecessary risk or take unreasonable action when trying to attend the project.

### **Attendance**

#### **Procedure for staff and volunteers unable to reach the project**

If a staff member or volunteer expects to be late or cannot safely reach the project due to adverse weather, they must telephone the HARC mobile number as soon as possible.

### **Lateness**

If a staff member or volunteer is delayed because of adverse weather conditions or extreme public transport delays (caused by strike or adverse weather conditions) they must telephone the HARC mobile number as soon as possible.

The HARC mobile number is – **07523 927318**

### **Project updates**

HARC will send updates to staff members and volunteers if the weather is posing a risk. Staff members and volunteers should:

- Check the HARC website for updates
- Check text messages

### **Deterioration of weather while at the project**

If a staff member or volunteer wishes to leave the project early because they wish to get home before the weather becomes too bad to travel, they must discuss this with the Project Manager on shift. The Project Manager will decide on a case-by-case basis whether staff can leave the project early. They will take into account your circumstances (for example,

distance from home to the project, mode of transport), individual views and the needs of the charity.

### **Sensible precautions**

If severe weather is expected, all staff and volunteers should do the following.

- Make sure that someone knows where you are going, the route planned and when you expect to be back. If the situation changes, staff must keep the Project Manager informed.
- Always make sure that you leave with a fully charged mobile phone.

If staff members or volunteers need to drive in severe weather conditions, then HARC advises staff to follow the weather warnings and driving advice given by National Highways [Welcome to National Highways \(trafficengland.com\)](https://www.nationalhighways.gov.uk).

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