

Severe Weather and Disruptions to Travel Policy

Introduction

The Education Fellowship recognises that employees may sometimes experience problems travelling to and from work during periods of severe weather conditions or major disruptions to public transport networks. Whilst The Education Fellowship is committed to protecting the health and safety of all employees, it must also ensure that the operation of the Trust is not unduly disrupted by external factors. The purpose of this policy is to explain the responsibilities of employees in respect of attendance at work during severe weather or when there are disruptions to public transport.

Reporting for work

The Education Fellowship expects all employees to report for work. Employees should, therefore, make every effort to attend work in all circumstances. However, it is not The Education Fellowship's intention that employees should put themselves at unnecessary risk when trying to attend work.

When severe weather conditions occur, or where there are major disruptions to public transport, employees should take steps to obtain advice on the position from the appropriate external agencies e.g. the police, public transport information services etc, and there is usually accurate and up to date information available on the internet. Employees should allow extra time for their journey, making alternative travel arrangements where appropriate to try to attend work on time.

When employees are unable to attend work or are going to be delayed by the weather conditions or other disruptions, they should contact their line manager as soon as possible. If the employee's line manager is unavailable, they should speak to a member of The Education Fellowship's Executive Team. It may be possible to work from home or at a Fellowship Academy, and the Academy may be grateful for support if their own staff are struggling to get in.

In most circumstances, given the nature of work at head office, where employees cannot get to Fellowship House or their planned location it should be possible to work as described above. At the manager's discretion relevant to the particular circumstances, they may agree for lateness or absence that:

-  Time can be made up another day
-  Time be taken as annual leave
-  Time would be taken as unpaid

Leaving work early

If severe weather conditions or other major transport disruptions occur during the working day, The Education Fellowship will act sympathetically to staff and will consider personal, local circumstances and the level of disruption when balancing the needs of the Trust. It may agree early finish times.

Health and safety

The Company is committed to ensuring, so far as reasonably practicable, the health, safety and welfare of all its employees and this includes during severe weather conditions and where there are major disruptions to public transport. Therefore, a reasonable approach will be taken to the situation. Employees are reminded of their duty to take reasonable care of their own health and safety and that of other persons who may be affected by their acts or omissions. This includes taking extra care when travelling to and from work in severe weather conditions and allowing more time for journeys, including making alternative travel arrangements where appropriate.

The Education Fellowship recognises that severe weather particularly affects employees whose job involves working outdoors or driving. All such employees should read and observe the Company's **Safe Driving Policy**.

Further Information and Guidance

The Education Fellowship also operates a number of policies relating to safety at work, which employees are required to follow and which include but are not limited to:

-  Lone Working and Safer Working Practices Policy
-  Safe Driving Policy
-  Health and Safety Policy