

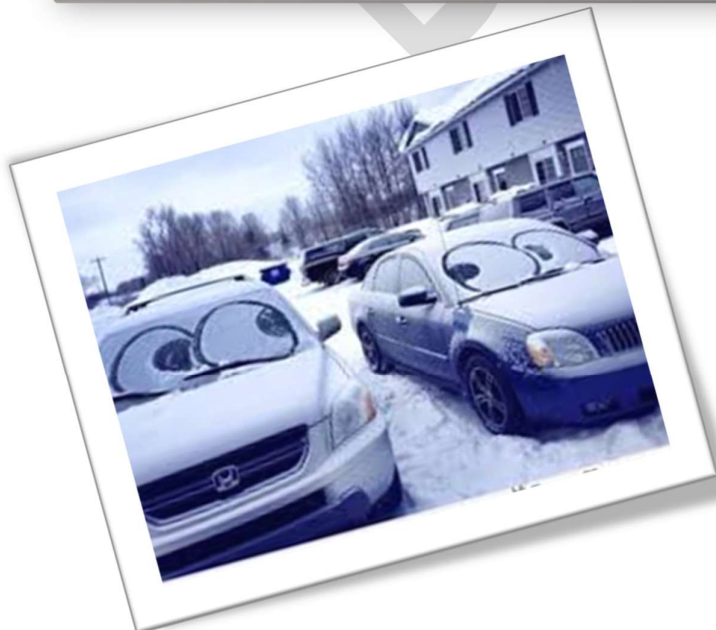
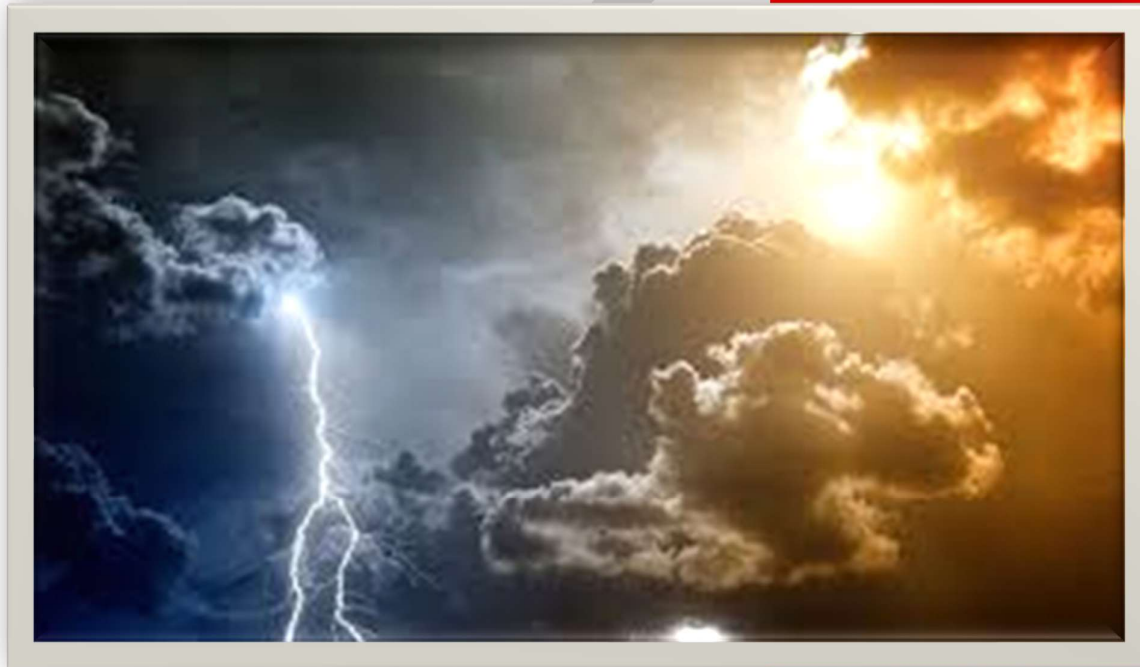
# Catena

Inspection & Engineering Services Ltd  
**Lifting Solutions & Supplies**

[www.catenais.co.uk](http://www.catenais.co.uk)

# CHS010

## ADVERSE WEATHER POLICY



## ADVERSE WEATHER POLICY

### Links

The following documents are closely associated with this policy:

- Health and Safety Policy
- Drivers Policy
- Drivers Handbook

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Document Title: Adverse Weather Policy	Page 1 of 6	
Document Ref: CHS010	Issue No: 1	Date: 11/21

[Back to Contents](#)

<b>Version Control</b>	<b>Document Location</b> If using a printed version of this document ensure it is the latest published version. The latest version can be found on the company Intranet site.
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Version	Date Approved	Publication Date	Approved by	Summary of Changes
0	01/11/19	01/11/19	MoM	No Changes
1	05/11/20	05/11/20	MOM	Grammar and layout only
	12/11/21	12/11/21	MOM	Annual Review – No Changes

UNCONTROLLED WHEN PRINTED

Document Title: Adverse Weather Policy		Page 2 of 6
Document Ref: CHS010	Issue No: 1	Date: 11/21

[Back to Contents](#)



## CONTENTS

<u>Introduction</u>	4
<u>Objectives</u>	4
<u>Scope</u>	4
<u>Responsibilities</u>	4
<u>Implementation</u>	5
<u>Reviewing the Policy</u>	6

UNCONTROLLED WHEN PRINTED

Document Title: Adverse Weather Policy	Page 3 of 6	
Document Ref: CHS010	Issue No: 1	Date: 11/21

[Back to Contents](#)

## INTRODUCTION

Catena Inspection & Lifting Engineering Services Ltd (here after known as CATENA) acknowledges the importance of having an Adverse Weather policy in place in order to ensure the safety and welfare of all employees.

In recent years, severe weather conditions have adversely affected some employees' ability to get into work therefore this policy has been developed to cover situations, such as heavy snow, flooding, or any other severe weather warnings.

## OBJECTIVES

The Company recognises the need to safely maintain its operation during adverse weather conditions, whilst maintaining its duty of care to employees. This policy is based on the clear principle that, in accordance with an employee's contract of employment, they are required to attend work in order to receive payment.

Whilst accepting that employees should not take unreasonable risks in attempting to get to work in difficult conditions, there should not be a disincentive to employees that do make a particular effort.

This policy is intended to provide guidance within which these circumstances can be dealt with effectively ensuring all employees are treated fairly and consistently.

## SCOPE

The following policy and guidance apply to all Catena employees

- Employees who are required to drive vehicles as an integral part of their work
- Employees who use their own vehicles or hired vehicle on a casual basis to carry out some element of their role.

## RESPONSIBILITIES

Company Director

- The Company will use appropriate methods of informing employees of changes to operations in the event of adverse weather conditions

Employees

- An employee should inform Catena should they feel that their personal safety and /or that of others is at risk in the event of adverse weather conditions

UNCONTROLLED WHEN PRINTED

Document Title: Adverse Weather Policy		Page 4 of 6
Document Ref: CHS010	Issue No: 1	Date: 11/21

[Back to Contents](#)

- All employees are expected to make every effort to attend for work as normal, which could involve having to make special arrangements to ensure that they can attend. If an employee is late or cannot reach work, they must take all reasonable steps to report his/her inability to attend as soon as is practicably possible

#### General

- Following a discussion between Catena and the employee, consideration may be given to the employee working from home or at another site that they are able to get to. In such circumstances, and where the employee is unable to undertake their normal duties, it will be expected that he or she will assist in any other area of business that requires support.
- Only in very exceptional circumstances will the Company close buildings. In this case the Company will issue a direct instruction to staff regarding the need to close buildings or reduce service provision due to extreme weather conditions. Full instructions will be provided to all staff in such circumstances

## IMPLIMENTATION

#### On the first day of bad weather

Where an employee is unable to attend work for their contracted hours, and Catena is satisfied with the employee's explanation, the employee will be granted paid holiday from their annual leave entitlement for the period absent from work.

Should an employee request to leave early due to worsening weather Catena will give this consideration. Employees that attend work during such hazardous conditions but, by agreement with management, work a shorter day than normal because of the weather, may be granted their standard day's pay.

#### On subsequent days of bad weather

If the employee is still unable to report for work on subsequent days at the discretion of Catena consideration will give to treating any lost time as:

- Lieu Time
- Annual Leave
- Unpaid leave of Absence
- Making the employee absent without pay (where no notification or explanation was received)

UNCONTROLLED WHEN PRINTED

Document Title: Adverse Weather Policy		Page 5 of 6
Document Ref: CHS010	Issue No: 1	Date: 11/21

[Back to Contents](#)

In the event of an employee having exhausted their annual leave, leave will be deemed to be 'unpaid leave.'

In such circumstances Catena will consider a range of factors impacting upon an employee's ability to attend for duty this may include:

- The safety of the employee.
- Distance travelled to work.
- Prevailing weather conditions and their estimated duration.
- An employee's regular mode of transport.
- Dependent or child care.
- Any physical impairment that may present additional barriers to attendance. (e.g. wheel chairs)

## REVIEWING THE POLICY

Overall responsibility for policy implementation and review rests with the Company senior management. However, all employees are obliged to adhere to and support the implementation of the policy. The Company will inform all employees of the policy and any amendments to the policy

### **Additional Information**

If you require any additional information or clarification regarding this policy, please contact the Catena office

UNCONTROLLED WHEN PRINTED

Document Title: Adverse Weather Policy		Page 6 of 6
Document Ref: CHS010	Issue No: 1	Date: 11/21

[Back to Contents](#)