

# Upper & Lower Medway Internal Drainage Board's

## Severe Weather Policy

### Introduction

Weather conditions in the UK vary year on year and area to area. This Policy is to clarify to the Board employees the correct course of action to take should for example snowfall become a safety risk while at work or on your journey to and from your place of work.

It is our policy to:

- Ensure the safety of the Boards employees while at work and travelling to and from their place of work.

### General Rules

- Should any severe weather event occur prior to you leaving home you are to call your supervisor immediately.
- Your supervisor will then make a decision as to whether you are to remain where you are and not make the journey into work or to come into work.
- Should you have permission to remain at home you will be required to keep your mobile phone on and once the weather eases up make yourself available for work again.
- Keep in regular contact with your supervisor.
- Should any severe weather event occur during working hours you are to call your supervisor immediately and allow him to make the decision to continue or to make your way back to the depot or allow you to go home.
- You may in some circumstances be allowed to take a Board's vehicle home to ensure you can get home and return to work again safer than in your own vehicle.
- Should the Works Supervisor or the Clerk deem the weather severe enough to prevent travel, staff will remain on call and on full pay for the day.
- After 7 consecutive days of severe weather absence, the Clerk should seek advice from the Board Chairman and Vice-Chairman on remuneration and contingency.
- Failure to adhere to the above policy could result in disciplinary action.