



ADVERSE WEATHER CONDITIONS POLICY

APPROVED BY HHP BOARD:
EFFECTIVE DATE:
June 2025



hebridean housing
partnership

CONTENTS

INTRODUCTION	2
AIMS	2
BACKGROUND	2
RISK ASSESSMENTS.....	3
MONITORING PROCEDURES	3
TRAVELLING DURING ADVERSE WEATHER	4
EXTERNAL MEETINGS	4
WORKING OUTDOORS	4
BUSINESS CONTINUITY PLAN.....	5
MONITORING AND REVIEW OF POLICY	5
INTERPRETATIONS & ABBREVIATIONS	6

INTRODUCTION

- 1.1 Employers have a responsibility under the Health & Safety at Work etc. Act 1974 to ensure, so far as reasonably practicable, the Health and Safety of all employees while at work. However, employers also can be held vicariously liable if an employee injures a third party whilst working.
- 1.2 Adverse weather can bring additional, and sometimes unexpected, risks to both employees and others who may be affected by employees' work or occupational driving. It is important that any such events are properly addressed and adequately risk assessed on a dynamic basis.
- 1.3 Adverse weather conditions may affect different parts of the islands in different ways therefore our responses to them will depend on locality.

AIMS

- 2.1 To ensure that the Health and Safety of staff during adverse weather conditions is properly addressed in terms of increased and/or additional risk.

BACKGROUND

- 3.1 For the purposes of this policy, 'adverse weather' is taken to be any 'extreme weather conditions' which include: snow, ice, wind, flood, excessive heat, thunder and lightning etc.
- 3.2 The Met Office issues warnings to warn the public and emergency services of impending severe and hazardous weather and we will heed such warnings in undertaking any risk assessments associated with the weather. These warnings are colour-coded depending on the likely severity of the weather. The Met Office describes the codes as follows:

Yellow

Yellow warnings can be issued for a range of weather situations. Many are issued when it is likely that the weather will cause some low level impacts, including some disruption to travel in a few places. Many people may be able to continue with their daily routine, but there will be some that will be directly impacted and so it is important to assess if you could be affected. Other yellow warnings are issued when the weather could bring much more severe impacts to the majority of people but the certainty of those impacts

occurring is much lower. It is important to read the content of yellow warnings to determine which weather situation is being covered by the yellow warning.

Amber

There is an increased likelihood of impacts from severe weather, which could potentially disrupt your plans. This means there is the possibility of travel delays, road and rail closures, power cuts and the potential risk to life and property. You should think about changing your plans and taking action to protect yourself and your property.

Red

Dangerous weather is expected and you should take action now to keep yourself and others safe from the impact of the severe weather. It is very likely that there will be a risk to life, with substantial disruption to travel, energy supplies and possibly widespread damage to property and infrastructure.

RISK ASSESSMENTS

- 4.1 A number of Risk assessments (i.e. lone working, occupational driving) are carried out regularly. These will support the consideration of risks related to any new weather event. As soon as is reasonably practicable, we will review and consider any additional risks that are deemed relevant.
- 4.2 Whilst each situation will be appraised on its own merits, in most cases the additional risk assessing process will be one of 'dynamic risk assessing' — that is, additional assessments will be carried out and reviewed as the situation develops. Where practicable, employees likely to be affected by adverse weather will be involved in the risk assessing process.

MONITORING PROCEDURES

- 5.1 We will monitor weather warnings issued by the Met Office and will circulate relevant information from the Met Office, local authorities and police to all employees.
- 5.2 Employees must follow any advice and instructions issued by the organisation to protect their health, safety and wellbeing

TRAVELLING DURING ADVERSE WEATHER

- 6.1 We will ensure that occupational driving risk assessments consider driving in adverse weather conditions.
- 6.2 All occupational driving will be suspended during a red weather warning and an assessment will be made during an amber weather warning on the safety of drivers. This will be documented in the risk assessments carried out.
- 6.3 Employees will be instructed not to put themselves at unnecessary risk when attempting to attend the office during adverse weather conditions with each individual employees' personal circumstances, location, access to transport etc. being taken into consideration.
- 6.4 Where an employee experiences substantial difficulty in attending the office due to adverse weather conditions, they should notify their Line Manager without delay to discuss alternative working arrangements. The Line Manager will then take any such action as is deemed appropriate in line with organisational policy.

EXTERNAL MEETINGS

- 7.1 Where possible, external meetings or visits will be re-arranged or carried out via video conferencing during adverse weather conditions

WORKING OUTDOORS

- 8.1 Employees who are required to work outdoors will have particular attention paid to adverse weather conditions in their risk assessments.
- 8.2 We will ensure all outdoor workers are trained/instructed in the findings of the risk assessments and in any control measures. These control measures will include the provision of sun cream as a standard item to all personnel required to work outdoors.
- 8.3 During excessive temperatures, employees will be encouraged to take frequent breaks in the shade and to drink plenty of water throughout the day to prevent sunstroke, overheating, dehydration and heat stress. A personal judgement on 'excessive temperatures' should be made depending upon the weather conditions and work being carried out.

BUSINESS CONTINUITY PLAN

- 9.1 In the event of adverse weather conditions (including excess heat) which could affect the health, safety and wellbeing of employees, we will implement the business continuity plan insofar as it deals with adverse weather. This may include homeworking on a temporary basis or, in extreme cases, paid/unpaid leave, flexi time or annual leave being taken in line with organisational policy.

MONITORING AND REVIEW OF POLICY

- 10.1 The policy will be reviewed every three years. More frequent reviews will be considered if, for example, there is a need to respond to new legislation/policy guidance.
- 10.2 The operation of the policy will be reviewed annually by the Health & Safety Committee in March.

INTERPRETATIONS & ABBREVIATIONS

The following interpretations and abbreviations are used in this policy:

WORD	INTERPRETATION
<i>HHP or Partnership</i>	Hebridean Housing Partnership
<i>Board</i>	Means the Board of the Hebridean Housing Partnership
<i>Board Members</i>	All Members of the Board including co-opted Members
All references to the masculine gender in this policy shall read as equally applicable to the feminine gender	



HHP is a registered society under the Co-operative and Community Benefit Societies Act 2014, Registered Number: 2644R(S), Registered Office: Creed Court, Gleann Seileach Business Park, Willowglen Road, Stornoway, Isle of Lewis HS1 2QP. It is a charity registered in Scotland, Charity Number: SCO35767, registered as Registered Social Landlord with the Scottish Housing Regulator, Registration Number: 359 and registered as a Property Factor, Registration Number PF000183

Email: info@hebrideanhousing.co.uk

Web: www.hebrideanhousing.co.uk

Phone: 0300 123 0773