

Adverse Weather Conditions

If adverse weather conditions occur which affects tube, bus or rail services, Heads of Department/ Divisions will need to give guidance to staff regarding attendance at work. The following guidance is offered.

1. Each member of staff is expected to make every reasonable effort to present him/herself for work. Where, due to the adverse weather conditions, public transport is affected or driving becomes dangerous, a walk of up to one hour in each direction* (approximately four miles) is not considered unreasonable, for those able to do so, and providing that the pavements are in a safe condition for walking.,
*in line with Civil Service guidelines.
2. Working arrangements may be altered for the period, if prior [including on the day] approval is obtained from the Head of Department/Division or manager. Whilst discretion may be used, the following alternatives are suggested as possibilities:
 - early or late start and finish times, to avoid peak travel times or to co-ordinate with others sharing travel arrangements;
 - taking leave (paid or unpaid), provided that this is acceptable in terms of the needs of the Department/Division;
 - redistributing hours of work over fewer but longer days, provided that this is acceptable in terms of the needs of the Department/Division;
 - taking work home or working from home.
3. If teaching or other events are cancelled, early communication to students and staff is essential to prevent unnecessary journeys.
4. Those members of staff who normally travel by car should be asked to consider giving lifts to colleagues.
5. Those members of staff who do not hold parking permits should not bring cars to the College. Parking regulations have to be strictly enforced to comply with safety and fire regulations.
6. To avoid difficulty in the event that supplies are disrupted, please ensure that stocks of consumables are adequate. It is advisable to confirm business continuity plans with suppliers now for the delivery of gases and other high impact consumables.
7. Where staff need to care for dependants during working hours as a result of the adverse weather conditions (for example a child's school is closed), please see the [Family Emergency Leave](#) policy.

In the event of adverse weather, Imperial intends to continue operating as normal. Any updates will be posted to the College's [Alerts webpage](#).

Please address any queries to the [HR Staff Hub](#).

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