



Delivering Quality Healthcare

<b>Policy Title</b>	Unable to Attend Workplace. Policy: 67	<b>Date Implemented or Date of Last Review</b>	10/05/2020
<b>CQC KLOE Reference</b>	Well Led	<b>Date of Next Review</b>	09/05/2021

## 1. INTRODUCTION

The aim of this policy is to ensure that failure to attend the workplace, or workplace closure, due to adverse conditions is managed effectively. It applies in circumstances where you are unable to travel to your workplace and where the workplace is closed by us due to adverse conditions or other unforeseen circumstances.

## 2. BAD WEATHER AND SEVERE TRANSPORT DISRUPTION

- 2.1. During bad weather or when there is severe transport disruption, you may have difficulties getting to work or returning home.
- 2.2. You should make every reasonable effort to get into work. However, KOPE-MEDICS is committed to protecting temporary workers health and safety and does not expect temporary workers to put themselves at risk.
- 2.3. You should use your judgment, take heed of any travel warnings and not travel if the advice is to only make essential trips.

## 3. PROCEDURE

- 3.1. If you judge that weather conditions or transport problems make it impossible to get to work, you must telephone the office as soon as possible.
- 3.2. If you do not make this contact your absence will be unauthorised and without payment.

### KOPE-MEDICS Ltd

Unit 41, St Olav's Court, City Business Centre, 25, Lower Road, London SE16 2 XB  
T +44 2 03745 0470 E info@kope-medics.com W www.kope-medics.com



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- 3.3. If you normally work in the community you should notify your manager of your circumstances and the manager will take responsibility for managing you and others in the best possible way.
- 3.4. If your workplace remains closed due to bad weather or other unforeseen circumstances, for example a flood, KOPE-MEDICS will try to contact you before the normal starting time, where this is possible.

#### **4. MANAGEMENT'S JUDGEMENT**

- 4.1. In all circumstances, the manager will make a judgment on whether:
  - 4.1.1. You can be allowed to come in late, being paid for the hours of attendance, which may be extended to make up the normal paid hours for that day or
  - 4.1.2. You can work at another location (you are not to report to another location unless that has been arranged); or
  - 4.1.3. What work you may be able to do in the community
- 4.2. If you are unable to attend work, or carry it out at all that day, or work from home, the Manager will agree with you:
  - 4.2.1. Whether you wish to take a day's statutory holiday; or
  - 4.2.2. Whether you wish to take a day's unpaid leave; or
  - 4.2.3. Whether the lost time can be made up at a later date.
- 4.3. If the line manager is not available, you must try to speak to someone else in the workplace. Failing that, leave a voicemail message for the manager, including a contact telephone number.
- 4.4. The manager can then ring you to advise what to do.
- 4.5. If you normally work in the community you should notify your manager of your intention to return home as soon as you feel that the weather conditions represent a serious risk to your safety.
- 4.6. Where attendance is possible but weather conditions show signs of worsening, your manager will obtain the best reports on road conditions etc, then reach a decision as to allowing you to leave early.

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4.7. It will be the manager's responsibility to make such a decision with regard to your, and possibly others journeys to and from work and any other relevant circumstances.

## **5. OUR OBLIGATION**

5.1. At KOPE-MEDICS you are expected to:

- 5.1.1. Treat all temporary workers fairly and consistently;
- 5.1.2. Make available a number on which a relevant manager can be contacted in the event of adverse weather;
- 5.1.3. Ensure that adequate communication takes place with your temporary workers where these circumstances arise;
- 5.1.4. Have regard to the Health and Safety of temporary workers, particularly where special conditions apply such as pregnancy or disability;
- 5.1.5. Notwithstanding the fact that they may not be paid, discourage temporary workers from attending work if it is not safe to do so;
- 5.1.6. Support temporary workers who work long hours or brave difficult conditions to maintain services.

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