

Bad weather / Closure policy

This is the statement of general policy and arrangements for: THE RIGHT TO WORK		
Debbie Lyall (Managing Director) Louise Macmillan (Operations Director)		
has overall and final responsibility for this policy		
Maxine Grantham – (Operations Manager) Louise Macmillan		
has day-to-day responsibility for ensuring this policy is implemented when needed		
Statement of general policy	Responsibility of:	Action/Arrangements (What are you going to do?)
<p>Site Closure</p> <p>When an emergency such as these examples occurs, the sites will be closed.</p> <ul style="list-style-type: none"> • Lockdown due to Pandemic • Snow fall, • Electricity is out • Flooding affects transportation or site buildings • <p>or</p> <p>the local authorities advise not to travel due to a weather emergency</p> <p>We will keep the sites closed for the briefest period of time possible.</p> <p>Working in high winds.</p> <p>Working in high temperatures.</p>	<p>Staunton – Maxine Grantham Directors</p>	<p>Ensure up to date risk assessments are in place for all sites</p> <p>Directors will inform HCC and PCC.</p> <p>Directors and Manager will have a list of staff, taxi and volunteer numbers. Staff team will each be given a list of who to call to notify of the closure. Staff to report back to directors with contact results.</p> <p>A notice will be posted on Facebook, Instagram and TRTW website.</p> <p>Staff will be required to work from home.</p> <p>Ensure risk assessments are in place for all areas and buildings.</p> <p>Ensure risk assessments are in place.</p>

Signed: * (Employer)		Date:	4 th Feb 2026
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