

PLANNING AHEAD FOR SNOW DAYS

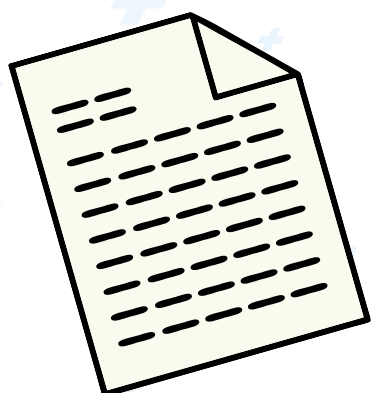
a guide for employers



1

KEEP AN EYE ON FORECASTS

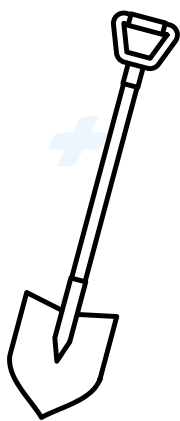
Keeping up-to-date with the weather forecasts will help you plan ahead regarding staff shortages or supply chain disruptions.



2

HAVE A PLAN/POLICY

Have an action plan that is circulated in advance of the winter season and include answers to FAQ's and advice for staff.



3

REMIND STAFF TO PREPARE

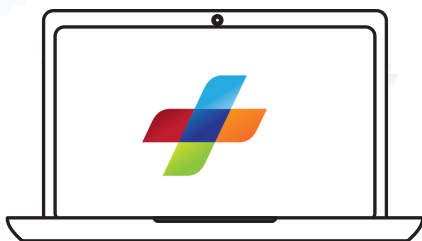
Ask employees who commute, do they have alternative routes planned, carpool options or an emergency winter kit in their car? Do they know what public transport method they could use?



4

KNOW STAFF LOCATIONS

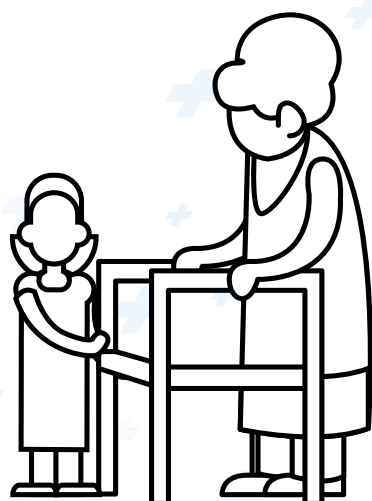
Having an idea of which staff live in areas more affected by snow than others is handy - do they live at the bottom of a steep hill for example?



5

IMPLEMENT WORKING FROM HOME STRATEGIES

Set-up ways for employees to work from home if they can't get to the office and make sure they are familiar with how it works in advance. There are lots of ways to do this cost effectively.



6

PLAN AHEAD FOR ABSENCES

Are any of your staff responsible for children or are carers and need to prioritise care over work? Know who they are in advance and work together on a plan of action.