

Working Safely in Cold Weather Conditions

Advice to employees

It is important that all members of staff are vigilant at times of extreme weather. Your health and safety and the safety of those around is your responsibility, as well as that of your employer. Use caution, and contact your line manager or health and safety representative if you are unsure about anything.

Policies – make sure that you have read and understood any policies or advice issued by your company about local rules and procedures in the event of snow and ice. Your employer is not legally obliged to pay you if you cannot get to work due to snow or ice.

Travel – when travelling to work, leave extra time for your journey and ensure that your car is prepared for the weather. Keep your employer informed if weather conditions and transport disruption mean that you will be unable to get to work.

Slips trips and falls – walking to and from car parks or between buildings at work during cold and icy weather requires special attention to avoid slipping and falling. Slips and falls are some of the most frequent types of injuries during the winter months. Avoid boots or shoes with smooth soles and heels, such as plastic and leather soles, and instead wear a pair of well insulated boots with good rubber treads and walk slowly and with shorter steps when on icy surfaces. Main pathways and steps should be cleared as far as possible of snow and ice to allow safe access to buildings. Remove as much snow and water from your boots as you can when entering buildings, as water from melting ice on the floor can also lead to slippery conditions.

Updates – any specific news from your organisation will likely be sent out by email and published on any intranet sites. Keep abreast of this information as weather conditions can deteriorate quickly.

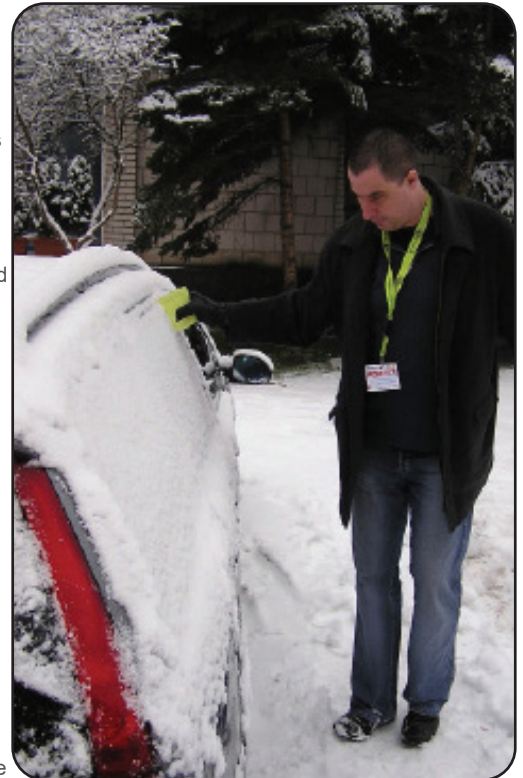
Contact – ensure you have contact details of people within your organisation, in case you are unable to go into work. Similarly, you should ensure your employer has your most up to date contact details.

Home and lone working – ensure you have read and understood information concerning home or lone working. You may be asked to work at home, if practical, in situations where you cannot get to your normal place of work.

Parking – where possible park in a safe and well-lit area, within a short walking distance of your workplace.

Clothing and footwear – ensure that you have ample extra clothing and suitable footwear for ice and snow. Footwear should have grips. Heels should be avoided in deep snow and ice. See Slips, trips and falls above.

Travelling home – when leaving your workplace in bad weather, make sure you have a fully charged mobile telephone, plenty of fuel, and that you have consulted relevant guidance. You should inform someone of what time you can expect to arrive, taking into account hazardous driving conditions.



“If you feel that your safety or the safety of others around you is compromised, you must inform your employer”

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Further information

Information on weather conditions is available from the Met Office at: <http://www.metoffice.gov.uk/> or local radio broadcasts.

Public transport service updates and information on disruptions due to the snow and ice conditions are available on rail and bus websites. Traffic updates and important travel information can be found at: <http://www.theaa.com/>

Information on workplace temperatures is available: <http://www.hse.gov.uk/temperature/thermal/>
