



Newquay

**Foodbank**

Together with Trussell

**ADVERSE WEATHER  
POLICY**

**(Employees & Volunteers)**

## POLICY CONTROL

Version	Description	Date	Approval
1.0	Adverse Weather Policy	April 2026	Board
<b>Next Review:</b>		March 2027	
<b>Owner:</b> Director – Zoe Nixon			

**This policy has been approved for issue**

**Signed:** 

**Position:** *Chair*

**Date:** *22-04-26*

## LINKED POLICIES

None

## APPENDICES

A – Flow Chart

## ADVERSE WEATHER POLICY

### 1. INTRODUCTION

This policy sets out the Newquay Foodbank's approach to adverse weather, ensuring the safety of employees, volunteers and the wider community while maintaining our services where possible.

The safety and wellbeing of all staff and volunteers is our highest priority.

### 2. SCOPE

This policy applies to all employees and volunteers working on behalf of Newquay Foodbank, including those based at Prow Park, in the community, or remotely.

### 3. GENERAL PRINCIPLES

- No one should place themselves at risk to attend work or volunteering during unsafe weather conditions
- Employees and volunteers are expected to use reasonable judgment when deciding whether to travel
- Managers and session leads will act flexibly and compassionately during adverse weather events

### 4. CLOSURE OR REDUCED SERVICES

Newquay Foodbank may decide to close premises, reduce services, or suspend activities during severe or adverse weather. Adverse weather includes but is not limited to; snow, ice, flooding, storms, & extreme heat.

Where possible, notice will be provided via email, text, or agreed communication channels.

If services are suspended:

- Employees may be asked to work remotely where possible
- Volunteers will not be expected to attend e.g. the Prow Park office or session locations including the storage facilities / containers

### 5. WHEN EMPLOYEES AND VOLUNTEERS SHOULD NOT ATTEND

Employees and volunteers should not attend if:

- The UK government or local authorities advise against travel
- Severe weather warnings are in place

- Transport routes are unsafe or unavailable
- They feel their journey would be unsafe
- They have caring responsibilities affected by weather-related closures

Employees and volunteers must inform their manager or session lead as soon as possible if they are unable to attend.

Volunteers will never be penalised for choosing not to attend due to adverse weather.

## 6. EXPECTATIONS FOR EMPLOYEES

Where the Newquay food bank remains open:

- Employees are expected to attend if travel is safe
- Late arrivals due to weather will be treated flexibly
- Remote working may be agreed where appropriate

If an employee cannot attend and remote working is not an option; any resulting time off will be managed in accordance with the terms of their employment contract.

## 7. EXPECTATIONS FOR VOLUNTEERS

Volunteering is optional, and volunteers are not required to attend during adverse weather.

Volunteers are encouraged to:

- Prioritise their own safety
- Notify their session lead if they cannot attend
- Avoid unnecessary travel in severe conditions

No volunteer should feel pressured to attend during unsafe weather.

## 8. ESSENTIAL SERVICES

Some roles may be identified as essential to protect vulnerable people (Newquay Foodbank visitors) or critical operations.

Employees in essential roles will be informed in advance. Alternative arrangements, such as adjusted hours or local deployment, may be considered to reduce risk.

Volunteers will not normally be classified as essential.

## 9. PAY AND EXPENSES

Employees will be paid in line with their contract and Newquay Foodbank policy if closures occur. Volunteers are unpaid; however, any agreed travel expenses will be reimbursed in accordance with normal procedures where attendance was requested.

## 10. RESPONSIBILITIES

Employees and Volunteers are expected to:

- Monitor local weather conditions
- Make safe decisions about travel
- Communicate promptly if unable to attend

Managers and Session Leads

- Communicate clearly and early
- Apply the policy consistently
- Prioritise safety over operational needs

## 11. REVIEW

This policy will be reviewed annually and following any significant weather-related incidents.

APPENDIX A - ADVERSE WEATHER POLICY

