

Planning for disruption

Employers and employees should plan for disruption to reduce any effect on their work.

How employers should plan for disruption

Employers should have a policy that says what they and their staff should do when disruption causes problems getting to work.

A policy should make clear when it applies. For example, during major widespread disruption and not minor travel delays.

A policy should include how the employer will:

- keep in contact with staff
- arrange cover for any emergency or necessary work
- arrange for hybrid working or staff to work from home, if this is an option
- send messages and warnings to customers to set expectations where necessary
- help staff plan safe travel to work, if this is an option

It should also include:

- who staff should contact, for example a line manager or nominated person
- how staff should stay in contact with work
- arrangements for other places or ways staff can work, for example at another workplace, doing different duties or hybrid working
- what happens to an employee's pay if they cannot get to work due to disruption
- what happens if the employer has to close the workplace or cancel transport
- how and when an employer will do a risk assessment

How employees should prepare for disruption

Employees might know in advance about disruption that would affect them getting to work. For example, if a strike is announced in advance.

In these circumstances, employees should try to make alternative arrangements as early as possible. For example:

- find a different way to get to work
- make other childcare arrangements if their child's school is closing

Employees should also speak to their employer about what they can do to limit the disruption to their work. For example, they could:

- arrange to work from home
- swap shifts with someone else
- rearrange deadlines or plan cover for urgent tasks