

ADVERSE WEATHER POLICY (H7)

If you require a copy of this policy in an alternative format (for example large print, easy read) contact the Accessible Information team on 0300 456 8373 who will be able to advise you

This is a controlled document. It should not be altered in any way without the express permission of the author or their representative. On receipt of a new version, please destroy all previous versions.

Date of Issue:	December 2018	Next Review Date:	October 2026
Version:	1.4	Last Review Date:	October 2024
Author:	Employee Relations team		
Directorate:	People Directorate		
Approval Route			
Approved By:		Date Approved:	
JCNC		21 October 2014	
LCNC		23 October 2014	
JCNC (by email)		20 December 2018	
Links or overlaps with other policies:			
Special Leave Policy (H9)			

Amendment History

Issue	Status	Date	Reason for Change
v1	-	Nov 2014	Integrated with Torbay & Southern Devon and South Devon Healthcare.
v1.1	-	Oct 2016	General Review due – change of logo and new policy template.
v1.2	-	Nov 2018	General Review Due. Inclusion of recommendations from SSEP Adverse Weather AWA14 STP MOU.
v1.3	-	July 2021	Updated wording around People Hub Team & People Directorate / contact details / logo / Version / date.
v1.4	-	Oct 2024	General review and updated wording to Employee Relations Team. Changed name of policy to Adverse Weather from Inclement Weather.

Rapid (E)quality Impact Assessment (EqIA) (for use when writing policies)

Policy Title (and number)		Adverse Weather Policy (H7)	Version and Date	1.4 (October 2024)	
Policy Author		Employee Relations team			
An (e)quality impact assessment is a process designed to ensure that policies do not discriminate or disadvantage people whilst advancing equality. Consider the nature and extent of the impact, not the number of people affected.					
Who may be affected by this document?					
Patients/ Service Users <input type="checkbox"/>		Staff <input checked="" type="checkbox"/>	Other, please state...		<input type="checkbox"/>
Could the policy treat people from protected groups less favorably than the general population? <i>PLEASE NOTE: Any 'Yes' answers may trigger a full EIA and must be referred to the equality leads below</i>					
Age	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Gender Reassignment	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Sex and Sexual Orientation	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Race	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Disability	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Religion/Belief (non)	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Gender	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Pregnancy/Maternity	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Marriage/Civil Partnership	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is it likely that the policy could affect particular 'Inclusion Health' groups less favorably than the general population? (substance misuse; teenage mums; carers¹; travellers²; homeless³; convictions; social isolation⁴; refugees)					Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Please provide details for each protected group where you have indicated 'Yes'.					
VISION AND VALUES: Policies must aim to remove unintentional barriers and promote inclusion					
Is inclusive language⁵ used throughout?				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Are the services outlined in the policy fully accessible⁶?				Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/>	
Does the policy encourage individualised and person-centered care?				Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input checked="" type="checkbox"/>	
Could there be an adverse impact on an individual's independence or autonomy⁷?				Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA <input type="checkbox"/>	
EXTERNAL FACTORS					
Is the policy a result of national legislation which cannot be modified in any way?					Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
What is the reason for writing this policy? (Is it a result in a change of legislation/ national research?)					
To explain the arrangements in the event of adverse weather affecting ability to attend normal place of work.					
Who was consulted when drafting this policy?					
Patients/Service Users <input type="checkbox"/>		Trade Unions <input checked="" type="checkbox"/>		Protected Groups (including Trust Equality Groups) <input type="checkbox"/>	
Staff <input checked="" type="checkbox"/>		General Public <input type="checkbox"/>		Other, please state... <input type="checkbox"/>	
What were the recommendations/suggestions?					
Does this document require a service redesign or substantial amendments to an existing process? PLEASE NOTE: 'Yes' may trigger a full EIA, please refer to the equality leads below					Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
ACTION PLAN: Please list all actions identified to address any impacts					
Action			Person responsible	Completion date	
AUTHORISATION:					
By signing below, I confirm that the named person responsible above is aware of the actions assigned to them					
Name of person completing the form		ER Team Lead			
Validated by (line manager)		ER Service Manager			

Contents

1	Policy Statement.....	5
2	Purpose	5
3	Scope.....	5
4	Equality and Diversity Statement	5
5	Roles and Responsibilities	5
6	General Principles	6
7	Procedure.....	6
8	Training & Awareness	7
9	Contact Details.....	7
10	Monitoring, Audit and Review Procedures.....	7

1 Policy Statement

- 1.1 Torbay and South Devon NHS Foundation Trust (hereafter referred to as the Trust) recognises that there will be occasions when, because of the geographical location in which they live or, because of particular transport difficulties, employees may be unable to attend their normal place of work as a consequence of adverse weather.

2 Purpose

- 2.1 This policy provides arrangements to ensure that where an employee is unable to attend their normal place of work as a consequence of adverse weather, they are able to attend an alternative, appropriate, more accessible workplace or, where this is impossible, are able to work from home. Where neither of these is a practical alternative because of the nature of the work in which the employee is engaged, the aim will be to ensure that staff are treated equitably.

3 Scope

- 3.1 This policy applies to all staff employed by Torbay & South Devon NHS Foundation Trust under Agenda for Change terms and conditions of service.

4 Equality and Diversity Statement

- 4.1 The Trust is committed to preventing discrimination, valuing diversity and achieving equality of opportunity. No person (staff, patient or public) will receive less favourable treatment on the grounds of the nine protected characteristics (as governed by the Equality Act 2010): sexual orientation; gender; age; gender re-assignment; pregnancy and maternity; disability; religion or belief; race; marriage and civil partnership. In addition to these nine, the Trust will not discriminate on the grounds of domestic circumstances, social-economic status, political affiliation or trade union membership.
- 4.2 The Trust is committed to ensuring all services, policies, projects and strategies undergo equality analysis.

5 Roles and Responsibilities

5.1 Line managers

5.1.1 It is a management responsibility to ensure departments are adequately staffed and managers should therefore have early discussions with employees who may have difficulty attending work due to adverse weather to ensure suitable plans are in place to deal with any problem should it arise.

5.1.2 Line managers need to be clear around defining essential services and the minimum staff requirements to maintain safe patient care. This should be identified and documented within the departments business continuity plan. All staff may be deployed to other areas if necessary and should identify secondary roles that they may be deployed into in the event they are not able to undertake their normal duties. Staff will not be categorised as essential or non-essential in this respect as all staff have a valuable contribution to make in their normal or secondary roles. Managers should also keep a record and detail of staff that are registered as being able to work from home or in exceptional circumstances, at alternative workplaces, as part of the department business continuity plan.

5.2 Employees

5.2.1 It is the responsibility of individual employees to attempt to overcome difficulties in order to attend work. Circumstances will vary from place to place and individual to individual. Employees should make every effort to get to work during periods of adverse weather but should not put themselves at unnecessary risk in doing so.

5.2.2 Employees may be deployed to other areas or roles to support services delivering safe patient care due periods of adverse weather. In these circumstances employees are asked to be flexible and will not be asked to undertake any role that they do not have the knowledge or skills to do.

6 General Principles

6.1 Where an employee considers they may have difficulty in the future as a consequence of adverse weather, they must discuss this with their line manager and agree an alternative working arrangement. This may include working from home or registering their name and contact details with an appropriate alternative workplace.

6.2 Employees with parental and/or caring responsibilities which might, at times of adverse weather, prevent them from attending work or needing to leave work early should ensure their manager is fully aware of the circumstances beforehand. In such circumstances employees may apply for emergency leave under section 10.3 of the Trust's Special Leave Policy (H9). A maximum of one day paid leave (pro rata for part-time staff) at any one time may be granted to support immediate unplanned or unknown circumstances due to adverse weather. Any further requests for time off from work will be dealt with as per 7.2 below.

7 Procedure

7.1 If after having explored all options of being able to attend work the employee is unable to come in due to adverse weather conditions, they must contact their manager or nominated person as early as possible.

7.2 If it is not possible for an employee to work from home or the alternative workplace at which they are registered, they should agree with their manager whether:

- They change their shift;
- Make up the time (within one month of the date concerned);
- Use any lieu time already accrued;
- Take annual leave;
- Take unpaid leave.

7.3 If the issue is likely to continue for more than one day, the employee should contact their manager daily to discuss and agree the options available to them.

7.4 When adverse weather occurs and an employee is already at work and potentially limits or puts at risk their ability to get home, they should consult their manager, taking into account any advice issued by the police, motoring organisations and weather bulletins, and agree when they should leave work if necessary.

- 7.5 Employees arriving late (or with the permission of the line manager leaving early) because of adverse weather will be paid at the rate they would have received for that day if normal conditions prevailed.
- 7.6 In some circumstances the Trust may arrange transport for key staff. In such cases a dedicated telephone line will be set up and managers notified. Employees should discuss with their manager whether they can use this transport.
- 7.7 Employees who are able to attend work outside of their rostered hours should report to the designated Staff Deployment Area to register and wait to be allocated to an area.
- 7.8 Employees who work additional hours as result of adverse weather, be this through staying on additionally after normal shift has finished, or attending work for shifts, hours or days they were not rostered for, will receive payment or time off in lieu for these additional hours in line with their terms and conditions of employment and agreement with their manager.

8 Training & Awareness

- 8.1 Advice and support will be provided by the Employee Relations team to support staff and managers in adhering to this policy.
- 8.2 The Employee Relations team will raise awareness of this policy through the publication of information on ICON and to advise staff of changes to the policy through the staff bulletin and ratification processes.

9 Contact Details

- 9.1 Any queries regarding this policy should be directed to the Employee Relations team of the People Directorate:
- Email - tsdft.humanresources@nhs.net
 - Employee Relations Advice Line – 01803 655754 (ext. 55754)

10 Monitoring, Audit and Review Procedures

- 10.1 This policy will be monitored and audited on a regular basis. A full review will take place every two years by the People Directorate unless legislative changes determine otherwise.