

## Document Control

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## 1. Purpose

- 1.1. The purpose of this document is to support, advise and guide staff and managers in dealing with problems arising from severe disruption due to adverse weather conditions.
- 1.2. Northern Devon Healthcare NHS Trust recognises that during period of severe weather, (eg: heavy snowfall) staff may face greater difficulties in not only attending their place of work but also in returning home.
- 1.3. In assessing the feasibility of travelling into work during periods of adverse weather conditions it is not the intention that members of staff put themselves at risk. In this regard, managers and members of staff should use their own judgement and take account of any advice issued by the Trust and other agencies such as the police, motoring organisation and weather bulletins in relation to prevailing weather conditions and the advisability of travel.
- 1.4. This policy applies to all Trust staff.

## 2. Definitions

### Adverse Weather

- 2.1. Is a term that describes weather events which are particularly severe and challenge models of normal service delivery. Adverse weather can include heavy snowfall, flooding from very heavy rain, very high winds and very cold temperatures (this list is not exhaustive). Adverse weather is associated with RED or AMBER weather warnings from the MET office.

## 3. Role and Responsibilities

### Role and Responsibility of the Chief Executive

- 3.1. The Chief Executive has the overall responsibility for all matters of Human Resources and ensuring that all mechanisms are in place for the overall implementation, monitoring and revision of this policy. The Chief Executive has nominated the Director of People as the lead for all Human Resources matters

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## **Role and Responsibility of Human Resources / HR Operations Team**

- 3.2.** The Human Resources team are responsible for proactively advising, supporting and guiding all staff on the use of this policy.

## **Role and Responsibility of All Managers**

- 3.3.** All line managers within the Trust must ensure that they are familiar with NDHT Emergency Procedures.

Ensure that all employees are treated fairly and consistently

Regularly assess the current and anticipated staffing levels during periods of adverse weather

Balance the needs of the service with that of the individual employees

Record lost hours as a result of adverse weather appropriately

## **Role and Responsibility of All Employees**

- 3.4.** Regularly assess the risks involved in travelling to and from work

Plan ahead and try, if possible to identify alternative travel options for periods of adverse weather and to consider what arrangements you could make

Contact your manager; or alternative senior person if your manager is not available at your normal place of work as soon as possible

Maintain contact with your manager and notify him/her when you arrive at work

Make reasonable efforts to attend work during periods of adverse weather (after considering the risks)

Be prepared to work from an alternative base during periods of adverse weather

## **4. Staff Reporting Late for Duty**

- 4.1.** Members of staff who experience difficulty in reaching their normal place of work due to adverse weather conditions must contact their line manager or designated deputy or other reporting procedure that is in place at the time to explain their situation as soon as possible and safe to do so.

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- 4.2.** Where the line manager or designated deputy is satisfied that the member of staff does have a genuine travel difficulties, or is required to make alternative care arrangements for dependants eg: school closures due to adverse weather conditions, and that all reasonable efforts have been made to report for duty albeit later than the commencement of their shift, the manager will agree with the individual how the time is to be made up at a later date. .
- 4.3.** Where staff do not make contact with their line manager and do not arrive for shift they will be classed as having taken unauthorised leave, without pay.

## **5. Difficulties Reaching Normal Place of Work – Alternative Base**

- 5.1.** It is expected that staff will make all reasonable efforts to get to their normal place of work, if necessary using alternative forms of transport. Where staff feel they cannot get to their usual place of work they should make contact with their line manager at the earliest opportunity and agree to attend the nearest, appropriate, accessible, alternative NHS facility.
- 5.2.** Where an employee does report to an alternative base they should be allocated work, if available, appropriate to their skill set and grade. Managers should check staff credentials with the manager from the staff member's usual place of work. Managers will need to record accurately the hours worked by the member of staff.
- 5.3.** Employees presenting at an alternative place of work should provide their current NHS ID badge.

## **6. Staff Unable to Report for Duty**

- 6.1.** Where a member of staff is not able to report for duty due to adverse weather they must contact their line manager or designated deputy or other reporting arrangements in place at the time. Managers should give consideration to allowing the member of staff to take short notice annual leave, unpaid leave or take time off in lieu (TOIL) if operationally possible

## **7. Early Release of Employees**

- 7.1.** In some circumstances, managers may wish to consider the early release of staff, or respond to staff requests to leave early due to deteriorating or adverse weather conditions and / or severe travel disruption. However, the needs of the services must take priority and the decision will rest with the line manager.

## 8. Homeworking

- 8.1. For a small number of staff, home working may be an appropriate alternative to reporting for work if they are unable to reach their normal place of work or alternative base. If an employee is already identified as a homeworker or authorised to work from home and they can make the case that working from home is the best, safest and most viable option that day then that should be agreed with their line manager. If an employee is not already authorised to work from home but is able to use remote access and has sufficient work tasks which can be completed at home, then employees may ask to utilise this option on the day they are unable to get to work. The decision to authorise this will lie with the line manager and will be dependent on the levels of staff required to provide safe services. Managers may give consideration to staff completing outstanding E learning from home as appropriate. This must be evidenced on STAR.

## 9. Monitoring Compliance with and the Effectiveness of the Policy

### Standards/ Key Performance Indicators

- 9.1. Key performance indicators comprise:

- Supervision and leadership
- Employee use of resources
- Equality & Diversity
- Whistleblowing

### Process for Implementation and Monitoring Compliance and Effectiveness

### Dissemination of the Policy

- 9.2. After approval by the Partnership Forum, the author will provide a copy of the policy to the Corporate Governance Manager to have it placed on the Trust's intranet. The policy will be referenced on the home page as a latest news release and staff will be informed that this policy replaces any previous versions.

Information will also be included in the Chief Executive's Bulletin which is circulated electronically to all staff.

## Implementation of the Policy

- 9.3. Line managers are responsible for ensuring this policy is implemented across their area of work.

Support for the implementation of this policy will be provided by the HR Team.

## Process for Monitoring Compliance and Effectiveness

- 9.4. Monitoring compliance with this policy will be the responsibility of the HR Team.

Where non-compliance is identified, support and advice will be provided to improve practice.

## 10. Equality Impact Assessment

- 10.1. The author must include the Equality Impact Assessment Table and identify whether the policy has a positive or negative impact on any of the groups listed. The Author must make comment on how the policy makes this impact.

Table 1: Equality impact Assessment

Group	Positive Impact	Negative Impact	No Impact	Comment
Age			X	
Disability	X			Subject to the nature of the disability.
Gender			X	
Gender Reassignment			X	
Human Rights (rights to privacy, dignity, liberty and non-degrading treatment), marriage and civil partnership			X	
Pregnancy	X			
Maternity and Breastfeeding	X			
Race (ethnic origin)			X	
Religion (or belief)			X	
Sexual Orientation			X	

## 11. Associated Documentation

- Lone Working Policy
- Driving in Adverse Weather Conditions