

Adverse Weather Procedure

CONTROLLED DOCUMENT

CATEGORY:	Procedure
CLASSIFICATION:	Human Resources
PURPOSE	The document sets out the procedure to follow in the event of weather conditions which may affect attendance at work
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Distribution:	Executive Directors Directors of Operations Divisional Directors Line Managers HR Team Specialist Advisors
Essential Reading for:	
Information for:	Trade Union Representatives All members of staff

1.0 Introduction

- 1.1 This document sets out the procedures to be used in managing difficulties in getting to, and from, work due to adverse weather. This can include:
 - 1.1.1 Severe ice or snow
 - 1.1.2 Flooding
 - 1.1.3 High winds
 - 1.1.4 Heat waves
 - 1.1.5 Other atmospheric conditions e.g. volcanic ash
- 1.2 It is the duty of each member of staff to ensure that they make adequate arrangements to report to their place of work by the specified time; this procedure sets out the arrangements if staff are unable to do this.
- 1.3 This procedure is designed to give guidance, advice and support to managers and staff in the event of adverse weather conditions which can cause major disruption to travel services e.g. rail, road or air thus severely affecting the ability to attend work. This procedure applies to all members of staff regardless of grade, hours or length of service.

2.0 Procedure

- 2.1 Staff are expected to make every effort to report for duty on time and to remain on duty for their rostered period in its entirety.
- 2.2 During periods of adverse weather, journeys to and from work may take longer than normal and therefore members of staff are expected to consider other modes of transport e.g. walking or public transport and allow themselves extra time to make their journeys. Staff should also ensure they make preparations in case weather conditions worsen e.g. in the event of snow, staff should take warm clothing and sensible footwear.
- 2.3 Each individual member of staff is contractually required to report for their rostered shift, however where they have not, and it can be shown that all reasonable efforts have been made to attend for work, the manager can:
 - approve a request for annual leave without the required notice
 - approve lieu time to be used or time made up
 - approve a request for unpaid leave when annual leave or TOIL has been exhausted
 - arrange for 'off duties' to be amended to allow a 'Day Off' to be given
 - permit working from home or an alternative venue, if the role permits
 - Agree unpaid leave (HR2a must be completed)

- 2.4 Where staff may be late for work, they should contact their manager within 20 minutes of their normal starting time. Staff should only call in only when safe and legal to do so.
- 2.5 Any time to be deducted from salary should be noted on a HR2a form and sent to Payroll.
- 2.6 In respect of the breakdown of normal caring arrangements, where weather warnings have been issued and are therefore not unforeseen, special leave procedures will not apply.

3.0 Early Release of the workforce

- 3.1 Where the line manager is satisfied that the member of staff will have genuine travel difficulties, and having given due consideration to the need for maintenance of the service, they may permit members of staff to leave earlier than their normal finishing time. Where staff arrive more than 30 minutes late or leave 30 minutes earlier than their contracted shift, they will be required to use lieu time or have time deducted from annual leave to make up the shortfall.
- 3.2 Managers should give consideration to guidance from Birmingham City Council where advice is to 'stagger release' of members of staff to ensure that traffic flows freely, therefore managers should ensure that not all staff are permitted to leave at the same time. Priority should be given to those travelling further distances.

4.0 Members of staff who work additional hours

- 4.1 Managers should assess the situation and decide if it is possible to work with fewer members of staff before asking those members of staff present to remain on duty.
- 4.2 If a member of staff agrees to undertake extra hours, over and above the number of hours of their original shift, they can have the time as TOIL, which can be taken at an agreed date or in agreement with the manager excess hours will be reimbursed at the rates dictated by the terms and conditions for the staff group.
- 4.3 Any additional hours should be recorded on SMART.

5.0 Travel Difficulties

Where members of staff are unable to attend work due to interruption to public transport including by air or sea, caused by adverse weather conditions, members of staff will be permitted to take emergency annual leave or where this has been exhausted, unpaid leave.

6.0 Supporting staff

- 6.1 Where it would facilitate attendance at work and hence support the continuation of a safe clinical service, during a period of inclement weather the Trust will give consideration to the provision of overnight

accommodation where this is available to the Trust as part of its own residential accommodation. This would be at no cost to the individual.

- 6.2 Careful consideration should be given to staff who are pregnant or who have an impairment that affects their mobility, as they are more likely to have difficulties attending for work during periods of bad weather, and should not be encouraged to take unnecessary risks. Any risk assessment should be led by the individual, who has more knowledge on their own condition; advice can be sought from the Occupational Health and Safety Department. Any advice received should be considered by the line manager and discussed with the member of staff. The alternatives to attending work can be seen in Section 2.3.