

Cold Weather Plan

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CLASSIFICATION:	Emergency Planning
PURPOSE	To raise Trust staff awareness of the risks associated with severe cold weather and capture the measures required to provide extra support to people at risk. To ensure the Trust continues to provide services during cold/adverse weather
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Amendment Tracker

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5	Newly aligned plan	Sept 2019
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	<ul style="list-style-type: none"> • New appendix 1 – Hospital Tactical/Strategic meetings template and membership • Appendix 2 • Appendix 5 – useful links • References • Supporting document web links throughout the plan 	
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COLD WEATHER PLAN
ACTION CARD N° 1
Emergency Planning Team

GREEN/YELLOW (Year-round planning, pre-winter readiness & winter preparedness programme/Response)

- Ensure the Trust Adverse Weather/Cold Weather plan is reviewed annually in line with the National Adverse Weather Plan published by United Kingdom Health Security Agency (UKHSA)
- Publish annual plan on the Trust intranet in readiness for Cold-Health Alert (CHA) watch season – 1st November-31st March.
- Include awareness of the Adverse Weather Plan/Cold Weather plan in annual Emergency Incident training sessions
- [Register Here](#) for Met Office alert service.
- Review/update the distribution of the cold weather alerts across the system and ensure staff are aware of the winter plans and advice.
- Ensure services consider adverse weather/Cold Weather as part of the Business Continuity Plans
- Work with partner agencies to ensure that cold weather planning features within wider winter resilience planning.
- Follow IPC guidance.

AMBER/RED (Enhanced Response/ Cold weather Action/Major Incident – Emergency Response)

- Liaise with the Communications team to inform all staff of the relevant level alert and the actions required to be taken. Include tips on how to keep themselves and their patients warm and safe.
- Inform the COO /Deputy COO, Hospital Executive Directors, Hospital Operations Directors, Hospital Nursing Directors, and Community Director of Operations of the alert.
- Send alert to all Clinical Delivery Groups Associate Director of Operations, Associate Directors of Nursing, Deputy Director of Nursing, Communications team, and Director of Operational Estates for dissemination to their teams to ensure relevant actions are taken.
- Activate Business Continuity arrangements and emergency plans as required.
- In liaison with Hospital Operations Directors, and COO/Deputy convene and attend any Hospital Tactical/Strategic Teams Meetings as needed. (See Appendix 1 for template agenda & suggested membership) Reconvene as appropriate.
- Follow all local emergency response plans and feed into local (and, where appropriate, national) coordination and response.

COLD WEATHER PLAN

ACTION CARD N° 2

Communications Team

GREEN/YELLOW (Year-round planning, pre-winter readiness & winter preparedness programme/Response)

- Work with Emergency Planning Team to prepare draft comms in readiness for each of the coloured alert levels, specific actions required and tips for keeping staff & patients warm.
- Develop proactive messages aimed at the people using your services, especially to vulnerable groups and underserved populations, to communicate during weather alerts on simple actions they can take to guard against health risks from cold –such as UKHSA’s guidance [Keeping warm and well: staying safe in cold weather - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/keeping-warm-and-well-staying-safe-in-cold-weather)
- Increase staff awareness of the Cold Weather plan by including communication in ‘the loop’ and other Trust media platforms between the 1st November-31st March.
- Work with staff on risk reduction awareness, information, and education
- Encourage staff to be vaccinated against flu as soon as vaccine becomes available
- Follow IPC guidance.

AMBER/RED (Enhanced Response/ Cold weather Action/Major Incident – Emergency Response)

- Provide support to the Emergency Planning Team to ensure prompt communications of Met Office alert levels, the actions required and tips via standalone communications bulletins.
- Communicate alerts to staff and make sure they can take appropriate actions, especially those to protect vulnerable service users.
- Support with and communicate any ad hoc messaging that may be required.
- Continue to communicate Public Health media messages.
- Implementations of national emergency response arrangements by central government (**RED alert level only**)

COLD WEATHER PLAN

ACTION CARD N° 3

Estates/Equans

GREEN/YELLOW (Year-round planning, pre-winter readiness & winter preparedness programme/Response)

- Ensure Business Continuity plans are reviewed and mitigation is in place.
- Ensure relevant staff members are aware of and understand BCP's and cold weather plans, including relevant cascading.
- Prioritise maintenance of heating systems
- Work with Wards/Department prior to winter period to resolve outstanding issues relating to heating and identify potential remedial actions required.
- Ensure sufficient fuel & grit are available for the cold weather period.
- [Register Here](#) for Met Office alert service.
- Identify points of higher risk of injury in the event of snow/ice, such as entrances/exits and prioritise for clearance and/or gritting for patients, staff, and visitors.
- Ensure supply of relevant equipment to carry out snow clearance and gritting such as shovels, gloves etc
- Follow IPC guidance.

AMBER/RED (Enhanced Response/ Cold weather Action/Major Incident – Emergency Response)

- Clear/grit previously identified priority areas to mitigate risk; risk assess and prioritise any newly identified areas accordingly.
- Prioritise the supply of temporary heaters to those areas recording the lowest temperatures and therefore the patients most at risk.
- Support the areas by pro-actively advising of any other potential solutions to help heat the areas.

COLD WEATHER PLAN

ACTION CARD N° 4

Ward/Department Staff

GREEN (Year-round planning, pre-winter readiness & winter preparedness programme)

- Ensure all staff are aware of the Cold Weather plan and the importance of implementing the actions when required.
- [Register Here](#) for Met Office alert service.
- Get a flu vaccination.
- Advise staff on risk reduction awareness (e.g., flu and Covid-19 vaccination for staff in September/October), information and education
- Ensure Business Continuity plans are reviewed and include severe cold weather.
- Identify in advance different routes and/or modes of transport that you can utilise, i.e., cars, buses, trains, walking or cycling, to enable you to travel to work.
- Identify staff from BCP that struggle to get to work in adverse weather or have dependents such as young children should schools be closed without notice.
- Follow IPC guidance.

YELLOW (Response)

- Actively monitor ward/room/area temperatures regularly – especially those rooms where previously identified vulnerable people spend most of their time.
- Ensure extra blankets and warm drinks are available to patients.
- Ensure cold health alerts are going to the right staff and that appropriate actions are agreed and able to be implemented when received
- Review rotas to ensure that staff who historically struggle to get to work in snow/ice or staff who are impacted by school closures are swapped if necessary.

AMBER/RED (Enhanced Response/ Cold weather Action/Major Incident – Emergency Response)

- Follow Business Continuity and emergency incident plans as required to deal with surge in demand for services.
- Review staff rotas in conjunction with Business Continuity plan to ensure services are maintained.
- Ensure patients dress warmly.
- Staff and patients should eat warm food, take warm drinks regularly and keep active where possible.
- Ensure discharge planning takes destination and outside temperature into account.
- Ensure that staff are prompted to signpost vulnerable people to other sources of support (for example for [energy efficiency measures](#), [benefits](#) or related advice)
- Follow key Public Health and weather alert messages as broadcast in Communications and in the media.

COLD WEATHER PLAN

ACTION CARD N° 5

Community Staff

GREEN (Year-round planning, pre-winter readiness & winter preparedness programme)

- Identify vulnerable persons that may need our support during the winter.
- Be familiar with and ready to signpost those vulnerable to cold to sources of support [Keeping warm and well: staying safe in cold weather Collection Page](https://www.gov.uk/keeping-warm-and-well) www.gov.uk/cost-of-living, www.gov.uk/get-help-energy-bills
- Follow IPC guidance.

YELLOW (Response)

- Be familiar with the principles and core elements of the national Adverse Weather and Health Plan and Trust Cold Weather Plan
- Support clients by signposting to the UKHSA cold weather advice and/or give copies to your clients as appropriate.
- As clients come onto your caseload and are assessed, consider their vulnerability to adverse weather conditions, add them to your at-risk list and signpost to information and advice as above/appropriate.
- Undertake appropriate home checks when visiting clients, e.g., room temperature; medication and food supplies and that unpaid carers are receiving appropriate advice and support.

AMBER/RED (Enhanced Response/ Cold weather Action/Major Incident – Emergency Response)

- If notified by Community Services Manager that **AMBER/RED** alert conditions exist:
 - Construct priority list from caseload of those requiring daily contact. Some clients, especially the elderly, may be visited by more than one agency – where possible when staff are stretched agree where possible to avoid duplicate contacts/visits.
 - Determine what non-essential activities could cease using business continuity plans.
- If notified by the Community Services Manager and severe weather conditions exists
 - Consider stopping non-essential activities (using BCM plans)
 - Commence daily contact with clients at risk.
 - Make daily situation reports.
- Provide situation reports upwards, as requested, and raise any concerns.

COLD WEATHER PLAN
ACTION CARD N° 6
Community Staff Managers

GREEN (Year-round planning, pre-winter readiness & winter preparedness programme)

- Identify vulnerable persons that may need our support during the winter.
- [Register Here](#) for Met Office alert service.
- Follow IPC guidance.

YELLOW (Response)

- Brief community staff on the principles and core elements of the national Adverse Weather and Health Plan and Trust Cold Weather Plans.
- Identify a list of clients at risk during severe cold weather.
- Ensure staff members are undertaking appropriate home checks when visiting clients, e.g., room temperature; medication and food supplies and providing support and advice to unpaid carers.
- Ensure high-risk individuals are actively monitored and those most vulnerable have visitor or phone call arrangements in place.
- Follow IPC guidance.

AMBER/RED (Enhanced Response/ Cold weather Action/Major Incident – Emergency Response)

- Contact community staff and instruct them to prioritise their current list of clients at risk.
- Identify what nonessential activities could cease.
- Make provision for surge capacity – review staffing.
- Review business continuity plans, consider 4x4 requirement for staff & prioritise clients. Support staff to determine how and where to prioritise travel.
- Use all available resources to maximise frontline capacity, invoke 4x4 response if required.
- Require community staff to make daily contact with clients at risk and escalate any concerns.
- Be prepared to receive and utilise community volunteers.
- Situation reports may be requested daily by emergency planners.
- Team Managers brief Heads of Service on local actions & plans.
- Provide situation reports upwards, as requested, and raise any concerns

COLD WEATHER PLAN

ACTION CARD N° 7

Matrons/Heads of Services

GREEN/YELLOW (Year-round planning, pre-winter readiness & winter preparedness programme/Response)

- Ensure Business Continuity plans are reviewed, and mitigation is in place, including identification of staff, in advance, who are likely to be impacted by cold weather – i.e., those who have children at a school that historically always closes last minute and/or those who have historically had issues getting into work.
- Work with staff to identify in advance different routes and/or modes of transport that you can utilise, i.e., cars, buses, trains, walking or cycling, to enable you to travel to work.
- Ensure relevant staff members are aware of and understand BCP's and cold weather plans, including relevant cascading.
- Work with Estates/Equans (part of Engie Group) prior to the cold weather period to resolve outstanding issues relating to heating and identify potential remedial actions resolved.
- [Register Here](#) for Met Office alert service.
- Follow IPC guidance.
- Signpost all staff to the resource links contained within this Cold Weather Plan

AMBER/RED (Enhanced Response/ Cold weather Action/Major Incident – Emergency Response)

- Disseminate alerts down to service areas and ensure that the relevant actions are undertaken.
- Activate Business Continuity arrangements and emergency plans as required.
- Activate plans to deal with a surge in demand for services.
- Ensure staff rotas have been reviewed in line with Business Continuity plan.
- Support staff to determine how and where to prioritise travel, including alternative modes of transport and routes to work.
- Provide assurance to your CDG Associate Director of Nursing/Associate Director of Operations/Community Director of Operations that you have checked and are assured the relevant actions have been undertaken.

COLD WEATHER PLAN

ACTION CARD N° 8

CDG Associate Director of Nursing, Associate Director of Operations, Community
Director of Operations

GREEN/YELLOW (Year-round planning, pre-winter readiness & winter preparedness programme/Response)

- Ensure consideration of cold weather issues and mitigating actions are included as part of your services Business Continuity plans.
- Consider how to make best use of available capacity in preparation for surges, including use of community beds for stepdown care.
- [Register Here](#) for Met Office alert service.
- Follow IPC guidance.

AMBER/RED (Enhanced Response/ Cold weather Action/Major Incident – Emergency Response)

- Disseminate alert down to all service areas and ensure that the relevant actions are undertaken.
- Obtain assurance that the actions have been implemented and that areas are checked and safe.
- Support Matrons/Heads of Service to resolve/implement any mitigating requirements.
- Activate plans to deal with a surge in demand for services.
- Escalate any serious concerns or issues to the Hospital/Community Operations Director and/or Hospital Nursing Director and/or Hospital Executive Director as appropriate.

COLD WEATHER PLAN

ACTION CARD N° 9

Hospital Executive Directors, Hospital Operations Director, Hospital Nursing Directors

GREEN/YELLOW (Year-round planning, pre-winter readiness & winter preparedness programme/Response)

- Ensure consideration of cold weather issues and mitigating actions are included as part of your services Business Continuity plans.
- Consider how to make best use of available capacity in preparation for surges, including use of community beds for stepdown care.
- [Register Here](#) for Met Office alert service.
- Follow IPC guidance.

AMBER/RED (Enhanced Response/ Cold weather Action/Major Incident – Emergency Response)

- Disseminate alert down to all CDGs and service areas and ensure that the relevant actions are undertaken.
- Obtain assurance that the actions have been implemented and that areas are checked and safe.
- Support CDG Associate Director of Nursing, Associate Director of Operations, Community Director of Operations to resolve/implement any mitigating requirements.
- Activate plans to deal with a surge in demand for services.
- Convene Hospital Tactical meeting(s) to assess and ensure the safety of the respective site – see appendix 1 - template agenda and membership.
- Provide assurance or escalate any serious concerns or issues to the Chief Operating Officer and/or Deputy Chief Operating Officers and Chief Nursing Officer relative to your respective sites.
- Attend any Group Strategic meeting(s) that may be arranged to ensure safety across the Trust.

COLD WEATHER PLAN

ACTION CARD N° 10

Chief Operating Officer, Deputy Chief Operating Officers, Chief Nursing Officer

AMBER/RED (Enhanced Response/ Cold weather Action/Major Incident – Emergency Response)

- Disseminate alert down to all Hospital Operations Director, Hospital Nursing Directors and ensure that the relevant actions are undertaken.
- Obtain assurance that the actions have been implemented and that hospital sites are checked and safe.
- Support Hospital Operations Director, Hospital Nursing Directors to resolve/implement any mitigating requirements.
- Activate plans to deal with a surge in demand for services.
- Convene Group Strategic meeting(s) to assess and ensure the safety of the Trust sites – see appendix 1 - template agenda and membership.
- Provide assurance or escalate any serious concerns or issues to the Chief Executive Officer

Introduction

The University Hospitals Birmingham (UHB) Cold Weather Plan aims to prevent the major avoidable effects on health during periods of cold weather by raising awareness in people of the negative effects of cold weather, helping them to prepare and respond to reduce their risks. This Plan should be read in conjunction with the Trust Adverse Weather Plan, and the Trust Adverse Weather Procedure.

United Kingdom Health Security Agency (UK HSA) published The [Adverse Weather Health Plan](#) in April 2023, with an update in July 2023. This plan is supplemented by several supporting documents. There are a suite of Cold weather and Health guidance and advice documents available with the key documents for health being [Supporting vulnerable people before and during cold weather: healthcare professionals](#) and [Cold-Health Alert action card for health and social care providers - GOV.UK \(www.gov.uk\)](#) (links accessed 30/10/2023)

Cold weather increases the probability of complications from existing disease and so puts people at greater risk of heart attacks, strokes, lung illnesses, flu, and other diseases as well as an increase in injuries from slipping and falling in snow or icy conditions. Some groups, such as older people, very young children, and people with serious medical conditions are particularly vulnerable to the effects of cold weather.

Winter months see significantly higher numbers of death and illnesses than at other times of the year. There are several ways in which the cold weather can affect people with direct cold exposure leading to death or severe illness due to hypothermia, although hypothermia is rarely the primary cause of death.

Whilst direct exposure can exacerbate existing conditions such as breathing problems, it can also increase the risk of blood clots forming potentially leading to heart attack and strokes or an increase in falls due to ice.

Indirect effects include increased risk of depression and anxiety and well as increased cases of carbon monoxide poisoning and other factors such as fuel poverty and poor-quality housing bring increased risks to health.

The plan sets out a series of actions to be taken by the NHS, social care, and other agencies throughout the year, to prepare for and respond to winter, to protect the vulnerable. It also encourages local communities to support the most vulnerable in their area, such as checking on them during severe weather and offering other support.

(Source: Supporting Vulnerable people before and during cold weather: healthcare professionals, 11 September 2023 (pages 3-4) accessed 30/10/2023)

Aim & Objectives of this Plan

Aim

To ensure all staff are aware of adverse cold weather conditions and are able to help maintain & minimise disruption to UHB services during cold weather.

Objectives

- To ensure UHB maintains services during cold weather.
- To reduce risk to staff, patients & visitors
- To ensure adverse weather resources are available to all staff across the Trust.
- To work with partner agencies to ensure that when patients are discharged, they are discharged to a warm & safe environment.

Useful Information & Websites

Appendix 5 has a list of useful links direct to relevant guidance and cold weather specific information not only for health professionals but that can be used to signpost staff and patients to further information and support.

The Cold-Health Alert (CHA) Service

Established in 2011 (known as Cold Weather Alerts prior to 2023), as a collaboration of the Department of Health and the Met Office, the Cold-Health Alert Service runs from the 1st November to 31st March.

The service has been updated in September 2023 and now provides colour coded Cold-Health Alerts. The four coloured alerts are **GREEN**, **YELLOW**, **AMBER** and **RED** and are detailed in figure 1.

As a minimum **GREEN** will remain in force for the duration of the alert period (1st November – 31st March).

The Met Office National Severe Weather Warning Service (NSWWS) provides warnings for severe weather (including snow) up to 7 days ahead of it affecting the UK. This service gives advance warning of snow and ice and enables individuals and organisations to plan and mitigate against the potential impacts ahead of the severe weather.

Figure 1: Cold-Health Alert (CHA) levels

Level	
	<p>Winter preparedness 1 November – 31 March <i>No alerts will be issued as the conditions are likely to have minimal impact on health.</i></p> <p><i>It is important that organisations have plans in place and are ready to respond should an alert be issued.</i></p>
	<p>Response <i>Cover a range of situations in which action is required within health and social care sector. Those who are particularly vulnerable (for example older people with multiple health conditions and on multiple medications) are likely to struggle in these conditions.</i></p> <p><i>A Yellow alert may be issued when confidence in the weather forecast is low but significant impacts if the worst-case scenario is realised.</i></p>
	<p>Enhanced Response <i>An Amber alert is issued when a situation is expected, and impacts are likely across health and social care sectors with potential for the whole population to be at risk.</i></p> <p><i>May impact other sectors (e.g., transport) indicating a coordinated response may be required.</i></p> <p><i>In some circumstances a National Severe Weather Warning Service (NSWWS) may be issued for snow, ice, or wind in conjunction with and aligned to the CHA.</i></p>
	<p>Emergency response <i>A Red CHA would indicate significant risk to life for everyone. Severe impacts expected across all sectors and a coordinated response essential.</i></p> <p><i>The UK government would declare an emergency if there were severe or prolonged cold weather affecting sectors other than health and social care, and if the conditions require a coordinated multi-agency response.</i></p>

(Source: Cold-Health Alert action card for health and social care providers, 11 September 2023 (pages 6&7) accessed 30/10/2023)

Staff Responsibilities (All)

It is the responsibilities of all Hospital/Service/Department Managers and staff to be aware of and know how/when to activate this plan and the incident response level for their respective service/department. As well as sharing adverse weather warnings with their services, departments, and staff.

Adverse weather forms part of all Trusts services business continuity plans with pre-planned actions to be taken to ensure the service can maintain its critical functions. This section of the plan will need to be reviewed and actions implemented when the Cold-Health Alerts are issued.

All staff who historically have difficulties getting to work in adverse weather, or those with young children whose schools may close at short notice, should approach their line manager when a warning is issued and review their shifts. This allows the managers to proactively swap shifts to ensure those living closest are rostered.

All staff must ensure that they make every effort to attend work as they are rostered to. This includes leaving earlier for work, using alternative methods of transport such as public transport services as well as walking to work if appropriate.

Please ensure you are appropriately dressed for the conditions; this includes appropriate footwear, and it is recommended that you bring a change of clothes and footwear with you. It is not the responsibility of the Trust to arrange your transportation or send a vehicle to collect you.

It is your responsibility to ensure you contact your line manager/Nurse in Charge if you believe you are unable to make it into work in plenty of time. Do **not** contact switchboard or the site offices. It is accepted that it will be more challenging for an early shift to get to work on time; however, this should not be an issue for the late/night shifts dependent on time of adverse weather.

The [Adverse Weather Procedure \(uhb.nhs.uk\)](http://uhb.nhs.uk) details the procedure which is to be applied by Managers in dealing with staff that face difficulties in getting to and from work.

If you are unable to attend your normal site of work, you may be instructed to report to an alternative Trust site which you live closer to or to which public transport is still available. For cross site services looking at staff attending alternative sites will be part of the adverse weather BCM review; this requirement should be identified when adverse weather is forecast.

In **exceptional** circumstances only, contingency plans, including use of shuttle buses and Security 4x4 vehicles on some Trust sites, may be activated by Strategic on-call to collect essential staff to maintain critical services. This may entail staff making their way to a designated (on the day) pick up point. It will not be a door-to-door service.

Additional contingency plans involving external agencies are in place which may provide additional support and transport as deemed necessary. The activation of these will be determined by the Hospital Operations Directors or Tactical On Call Manager in liaison with Strategic On Call.

The [SocialMediaProcedure.pdf \(uhb.nhs.uk\)](#) should be adhered to at all times, staff should not be putting out requests for 4x4 volunteers on behalf of the Trust or contacting companies to do so such as Birmingham or Solihull updates. All external communications, including social media, to go out through official Trust communications team only.

Staff are reminded to stay safe and consider stranger danger. You would not normally accept lifts from strangers and the Trust does not advocate that you do so in cold weather or any other conditions.

Actions required at each level

The Emergency Planning Team is responsible for disseminating the cold health alerts to key stakeholders who will need to undertake specific actions relating to their role and the declared alert level (as per action cards).

All staff can [Register Here](#) for these alerts.

The Trust has responsibilities and related actions which differ depending on the declared level ([Cold-Health Alert action card for health and social care providers - GOV.UK](#) (update Sept 2023), pg. 9 -17) and these are incorporated into the trust individual action cards (p 6-15)

Impact of cold weather on health

The impact of cold weather on health is predictable and mostly preventable.

Direct effects of cold weather include:

- Increase in the risk of blood clots forming in the body, in turn increasing the risk of heart attacks and strokes.
- Increased susceptibility to chest infections
- Worsen breathing problems.
- Increase the risk of falls.

Indirect effects of cold include mental health illnesses such as depression, and carbon monoxide poisoning from poorly maintained or ventilated boilers, cooking and heating appliances and heating.

Other factors also contribute to increased risks during cold weather, and these include fuel poverty, poor housing, and particularly cold homes. Underheated homes are a greater risk to the housebound and those on low incomes.

For the purpose of this plan, many people are vulnerable which include:

- People with chronic medical conditions
- Those living with learning and/or physical disabilities that may prevent them from being able to keep warm (such as poor mobility) or leave them at greater risk of developing chest infections.
- Those unable to afford to keep warm enough during the winter months.

Those considered to be particularly at risk include:

- Older people (aged 65 and over)
- People with cardiovascular conditions
- People with respiratory conditions (in particular, chronic obstructive pulmonary disease and childhood asthma)
- People with mental health conditions
- People with learning and/or physical disabilities
- Young children (particularly those aged under 5)
- Pregnant women
- People on a low income
- People who are sleeping rough at greater risk from cold exposure

(Source: Supporting Vulnerable people before and during cold weather: healthcare professionals, 11 September 2023 (pages 4-5) accessed 30/10/2023)

Additional Resources

St John Ambulance Service

St John Ambulance Service has significant resources available to it and has offered to provide support to the Trust. This could be in the form of 4x4 vehicles for the movement of essential staff; volunteers & ambulances for inter hospital transfer, logistical support, and movement of staff from one site to another. This service can be activated via the 24-hour emergency number available to the Senior On-Call Manager and the Emergency Planning Team.

The Site Lead/On Call Manager must ensure all St John volunteer drivers complete the adverse weather voluntary drivers list template detailed in Appendix 4.

West Midlands 4x4 Response

This organisation has volunteer drivers who may be able to support the Trust in the transportation of essential staff or support Community Services during adverse weather conditions.

There may be a high demand for their services and as a volunteer's-based organisation, the number of vehicles and the length of time they are available cannot be guaranteed. This service can be activated via the 24-hour emergency number available to Strategic On-Call and the Emergency Planning Team.

The Site Lead/On Call Manager must ensure all volunteer drivers from WM 4x4 complete the adverse weather voluntary drivers list template detailed in Appendix 4.

These are the only volunteer drivers to be used as they have up to date DBS screening and 4x4 driver training.

Staff Accommodation

There are several staff accommodation rooms available across the Trusts hospital sites with varying occupancy levels dependent upon the current demand. These rooms can be used for staff who have significant difficulty getting to/from work or for those who volunteer/are required to stay on site to support. Staff may have to consider 'doubling' up due to the number of rooms available. This would need to be coordinated through Facilities Team in/out of hours. The accommodation may not be available on base site and staff will have to utilise what is available and transfer on the shuttle buses if necessary.

Priority for the accommodation will be given to on-call and those staff pre-identified as essential within the adverse weather BCM's for example Emergency Theatre Teams, Catheter Lab Staff, Pharmacist etc.

Hotel accommodation for maintaining critical services can be considered by CDG's with permission and costings needing to be agreed in advance by the respective Associate Directors of Operations and/or Hospital Operations Director. This should be discussed and agreed at the time of need and only be used in exceptional circumstances where there is no Trust accommodation available to ensure the continuation of critical services.

Appendix 1: Template agenda and membership for Hospital Tactical and Group Strategic Meetings

Agenda

1. Potential risk (immediate, short, longer term & impact per site. Including site clearance and maintenance plan –car park closures if required)
2. Safe staffing levels to be agreed.
3. Service prioritisation/cancellation
4. Staff travel & welfare (taxi, shuttle & accommodation)
5. Transport options (e.g., invoke 4x4 MOU's, 4x4 hire, etc.)
6. Managing expectations
7. Forward view
8. Communications
9. Teams Meetings future schedule

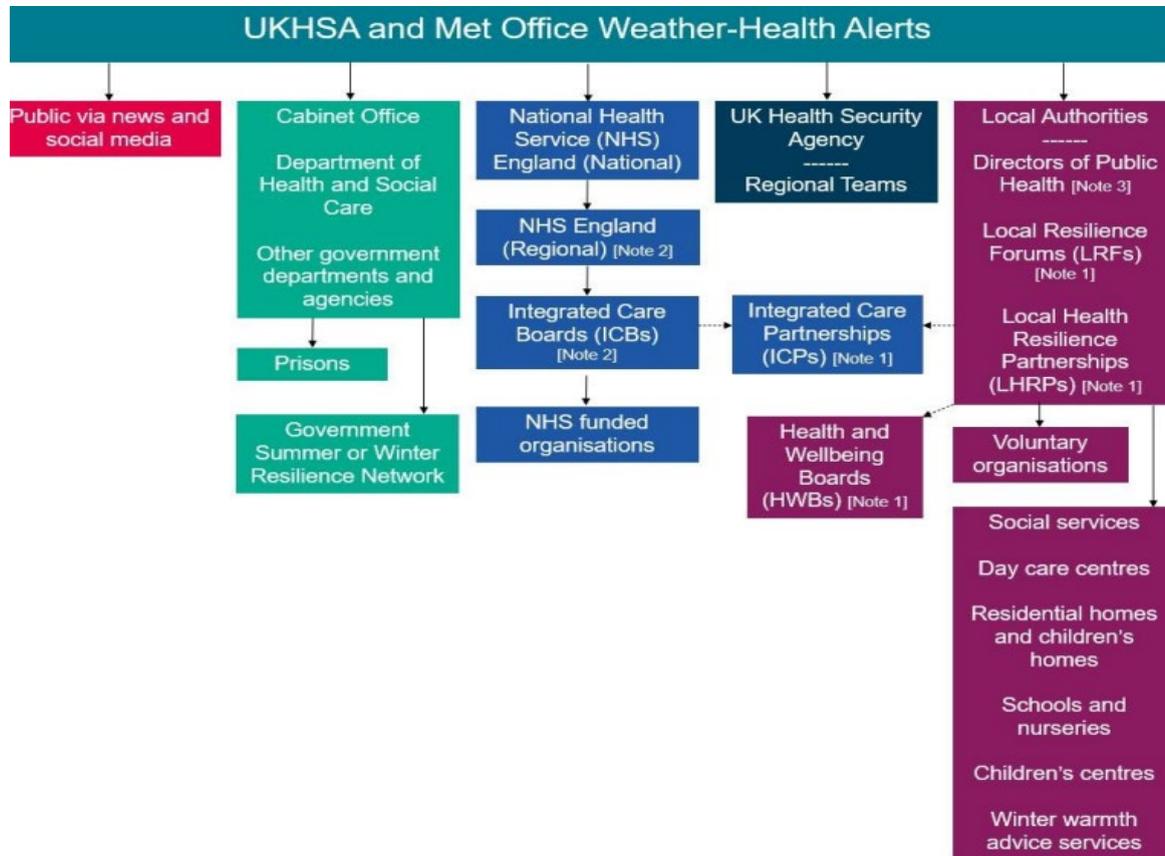
Hospital Tactical Membership –Yellow/Amber Alert

- Hospital Executive Director (Chair)
- Hospital Operations Director (Co-chair)
- Community Director of Operations
- CDGs Associate Directors of Operations
- CDGs Associate Directors of Nursing/Deputy Director of Nursing
- On Call Manager
- Health & Safety Rep
- Estates/Equans Rep
- Facilities Rep
- Communications Rep
- Emergency Planning Rep
- And any other appropriate leads identified.

Group Strategic Membership – Red Alert

- Chief Operating Officer/Deputy (Chair)
- Chief Nursing & Medical Officer/Deputies
- Hospital Executive Director or Hospital Operations Director
- Strategic On-Call
- Health & Safety Rep
- Director of Operational Estates/Deputy
- Director of Facilities/Deputy
- Director of Communications/Deputy
- Chief Peoples Officer/Deputy
- Head of EPRR
- And any other appropriate leads identified

Appendix 2: Typical cascade of weather-health alerts



[Note 1] LHRPs, HWBs and ICPs are strategic and planning bodies, but may wish to be included in local alert cascades. [Note 2] NHS England Regional Teams and ICBs should work collaboratively to ensure that between them they have cascade mechanism for Heat-Health Alerts to all providers of NHS funded services both in business as usual hours and the out of hours period in their area. [Note 3] UKHSA would be expected to liaise with Directors of Public Health to offer support, but formal alerting would be expected through usual Local Authorities channels

(Source Adverse Weather Health Plan April 2023, pg. 49; Gov.uk Accessed 18/09/2023)

Appendix 3: Emergency contact numbers when requesting 4x4 assistance

All telephone numbers for the below are available to the Strategic On Call Managers within their Incident Response Booklet. Initial requests for activation should be via the Emergency Planning Team or On Call Managers.

WM 4x4 – activate the MOU via the duty controller.

St John Ambulance

On-Call Tactical Commander, select option 1 for On-Call Tactical Commander

Red Cross

Emergency Response Duty Manager

Appendix 5: Useful Links

Trust

[Adverse Weather Procedure \(uhb.nhs.uk\)](#)

[AdverseWeatherPlan.pdf](#)

[SocialMediaProcedure.pdf \(uhb.nhs.uk\)](#)

National

[Adverse Weather and Health Plan Collection Page](#)

[Weather-Health Alerting System Collection Page](#)

[Cold weather and health: supporting vulnerable people Collection Page](#)

[Supporting vulnerable people before and during cold weather: healthcare professionals](#)

[Keeping warm and well: staying safe in cold weather Collection Page](#)

[Keeping warm and well: staying safe in cold weather](#)

[Top tips for keeping warm and well this winter \(print version\)](#)

[Cold weather and health: action cards Collection Page](#)

[Cold-Health Alert action card for health and social care providers](#)

[Met Office WeatherReady campaign](#)

Appendix 6: Commonly used Acronyms (used within or may be used during activation of this plan)

AWP	Adverse Weather Plan
BCM	Business Continuity Management
BCP	Business Continuity Plan
BEIS	Department for Business, Energy & Industrial Strategy
BHH	Birmingham Heartlands Hospital
CCA	Civil Contingencies Act
CHA	Cold-Health Alerting
CCS	Civil Contingencies Secretariat
CO	Cabinet Office
COBR	Cabinet Office Briefing Rooms
CSW	Coventry, Solihull & Warwickshire Resilience Team
CVS	Communities and voluntary sector
CWP	Cold weather plan
DCLG	Department for Communities and Local Government
DHSC	Department of Health & Social Care
DPH	Director of Public Health
ED	Emergency Department
EPRR	Emergency Preparedness, Resilience and Response
EWD	Excess Winter Deaths
GHH	Good Hope Hospital
GP	General Practitioner
HHSRS	Housing Health and Safety Rating System
HIV	Human Immunodeficiency Virus
HR	Human Resources
HWB	Health and Wellbeing Board
ICB	Integrated Care Board
ICC	Incident Coordination Centre
ID	Infectious Disease
IMT	Incident Management Team
IRP	Incident Response Plan
ITU	Intensive Care Unit
JHWS	Joint Health and Wellbeing Strategy
JSNA	Joint Strategic Needs Assessment
LHRP	Local Health Resilience Partnership
LRF	Local Resilience Forum
NAP	National Adaption Programme
NEA	National Energy Action

NHS	National Health Service
NHSE	NHS England
NICE	National Institute for Health & Care Excellence
NSWWS	National Severe Weather Warning Service
OPD	Outpatients Department
PHE	Public Health England (Now known as UKHSA)
PWS	Public Weather Service
QEHB or QE	Queen Elizabeth Hospital Birmingham
RVP	Rendezvous Point
SAGE	Scientific Advice to Government in Emergencies
SCG	Strategic Coordinating Group (Multiagency Command)
SITREP	Situation Report
SOL or SH	Solihull Hospital
STAC	Scientific and Technical Advice Cell
TBC	To Be Confirmed
TIA	Transient Ischaemic Attack
UHB	University Hospitals Birmingham (Trust)
UKHSA	United Kingdom Health Security Agency
VCS	Voluntary and Community Sector
WHHP	Warm Homes Healthy People
WHO	World Health Organisation
WM 4x4	West Midlands 4x4 Response
WMAS	West Midlands Ambulance Service
WMFS	West Midlands Fire Service
WMP	West Midlands Police