

Inclement Weather and Disruption to Service Policy

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Version Control Sheet

Version	Section / Para / Appendix	Version / Description of Amendments	Date	Author / Amended by
1	Whole document	Archived	March 2007	S Manning
2	Whole document	Name Changed from Inclement Weather and/or Disruption of Public Transport and includes instances where buildings are closed due to Health and Safety. Minor amendments made to clarify ambiguities in line with comments received.	May 2009	M O'Brien
2.1	Whole Document	Policy aligned following implementation of the Transforming Community Services agenda (TCS) and new legal entity.		Rachael Ellis-Ingamells
3	Whole document	Reviewed – minor updates made, ie, Equality Statement	July 2014	Melanie O'Brien
4	Whole document	Reviewed	July 2016	Deborah Morgan-Davies
5	Whole document	Reviewed	July 2018	Clare Nock
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Contents

Section		Page
1	Introduction	5
2	Responsibilities	5
3	Definitions	6
4	Action to take when staff are unable to attend for work or need to leave early	6
5	Extended Working	7
6	Sending Staff Home on Health and Safety Grounds	7
9	Monitoring	7
	Appendix 1	8
	Appendix 2	9

Inclement Weather and Disruption to Service Policy

Background This policy applies to all staff employed by Lincolnshire Community Health Services NHS Trust and should be implemented by managers when dealing with staff who face difficulties in getting to and from work due to inclement weather, major disruption of road services, fuel crisis or other relevant major incident. This policy also covers instances where it is felt necessary for staff to be sent home on grounds of health and safety.

Statement The aim of this policy is to ensure that all staff are treated fairly, equitably and reasonably so that no member of staff need suffer a reduction in earnings through circumstances over which they have no control.

Responsibilities It is the contractual obligation of all employees to ensure that they attend for duty at their place of work at the appointed time.

Managers have a responsibility to ensure that this policy is adhered to and consistently applied.

Training All Managers are expected to read the policy and be knowledgeable of their responsibilities in order to apply the policy correctly

Dissemination Intranet

Resource implication Consultation Loss of productivity and risk to service areas during periods of inclement weather and transport disruption.

Equality and Diversity Statement

This policy aims to meet the requirements of the Equality Act 2010 and ensure that no employee receives less favourable treatment on the grounds of gender, sexual orientation, transgender, civil partnership/marital status, appearance, race, nationality, ethnic or national origins, religion/belief or no religion/belief, disability, age, carer, pregnancy or maternity, social status or trade union membership.

1. Introduction

This policy covers instances where:

- Staff are prevented from attending or arriving on time for duty
- Staff leaving their place of duty early due to inclement weather or the disruption of public transport
- Staff are sent home on the grounds of health and safety

2. Responsibilities

It is the contractual obligation of all employees to ensure that they attend for duty at their place of work at the appointed time. It is also the contractual obligation of all employees to attend for duty for the period of contracted hours as defined in the contract of employment (statement of main terms and conditions) in order to qualify for full payment in accordance with the terms of the contract of employment.

It is the duty of each individual member of staff to make their own arrangements to get to work at the normal time. It is, however recognised that some staff may, at times, experience severe difficulties in getting to and from work as a result of inclement weather and/or disruption to travel services.

Staff are expected to make all reasonable attempts to attend work in order for services to be maintained even if this means they will arrive late.

There may be instances where it is necessary for staff to be sent home on the grounds of health and safety. Examples of this are where the premises become dangerous, or where essential services such as water are not available for a prolonged period of time. Where the risk assessment determines that it is unsafe to remain inside the workplace and no suitable alternative workplace is available, staff will be sent home on full pay.

Managers have a responsibility to ensure that this policy is adhered to and consistently applied.

3. Definitions

Disruption to travel services can be defined as: -

- Severe weather conditions which result in delays/cancellations to public or private transport

- Major disruption to public services and private transport due to major accidents
- Industrial action by public transport services i.e. road/rail
- Fuel crisis
- Other major incidents involving police, fire and ambulance services

“Inclement weather” can be defined as snow, ice, fog, floods, which render extremely hazardous journeys by road. This can be to both public and/or private transport.

“Extremely hazardous” is defined as those conditions in which the police and/or appropriate motoring organisations advise people not to travel at all as a result of local weather conditions.

Staff will be expected to make every effort to use alternative modes of travel to get to work if their normal arrangements are disrupted.

4. Action to take when staff are unable to attend for work or need to leave early

Where members of staff are unable to attend for work, will be late or need to leave work early as a result of any of the above situations they should inform their manager as soon as possible through the normal notification channels.

In order that staff do not suffer a reduction in earnings the following action shall be taken by the appropriate manager:-

Record any absence from duty and/or:-

- a) Agree for the individual to work from home or other location if appropriate
- b) Approve the use of annual leave or time in lieu hours outstanding
- c) Arrange for the individual to take time off in lieu and make up the time owed on another occasion

5. Extended working

Where managers request staff to extend their hours of work to maintain services during inclement weather these staff may choose to be paid or take time off in lieu.

6. Sending Staff Home on Health and Safety Grounds

If it is decided by managers in accordance with the organisation’s risk assessment processes that there is a significant risk to employees if they remain in the building because of any Health and Safety reason then this must be agreed with the appropriate Director.

If, as a consequence, staff are either sent home or advised not to attend for duty, then the Director should communicate how this time will be reimbursed - i.e, if staff should work from home, receive full pay or take annual leave/Time Off in Lieu as in points a) to c) above. This should be clearly communicated by the Director and cascaded by way of e-mail to all the relevant managers, who will then notify employees affected and confirm working arrangements

with them in accordance with this policy.

If the nature of the job is such that patient care is predominant then emergency contingency plans will come into being in accordance with the command control process.

7. Monitoring

Records of absences should be recorded as per any other absences by way of individual timesheets or attendance records. Where appropriate debriefing of any instances should take place in order to ensure that the most effective action was taken and that any lessons learned are taken into account in the event of any similar future occurrences.

Appendix 1

Monitoring Template

Minimum requirement to be monitored	Process for monitoring e.g. audit	Responsible individuals/ group/ committee	Frequency of monitoring/audit	Responsible individuals/ group/ committee (multidisciplinary) for review of results	Responsible individuals/ group/ committee for development of action plan	Responsible individuals/ group/ committee for monitoring of action plan
Effects on service provision due to inclement weather, ie, absence.	Monitor and put contingency plans in place where necessary	Service Area Management Teams	Whenever services may be potentially affected by inclement weather	Service Area Management Teams	Service Area Management Teams	Service Area Management Teams

Equality Analysis

Name of Policy/Procedure/Function*	
Equality Analysis Carried out by:	Clare Nock
Date:	6th July 2018
Equality & Human rights Lead:	Rachel Higgins
Director\General Manager:	Maz Fosh

***In this template the term policy\service is used as shorthand for what needs to be analysed. Policy\Service needs to be understood broadly to embrace the full range of policies, practices, activities and decisions: essentially everything we do, whether it is formally written down or whether it is informal custom and practice. This includes existing policies and any new policies under development.**

Section 1 – to be completed for all policies

A.	Briefly give an outline of the key objectives of the policy; what it's intended outcome is and who the intended beneficiaries are expected to be	<p>This policy is intended for all members of staff including employees outside Agenda for Change such as Doctors and Dentists.</p> <p>The policy offers guidance to managers and staff regarding action that should be taken when it is difficult to attend the workplace due to severe weather conditions or other relevant major incident..</p>		
B.	Does the policy have an impact on patients, carers or staff, or the wider community that we have links with? Please give details	This policy will have an impact on staff. Following this policy should ensure things are put in place to ensure patient care is not impacted.		
C.	Is there is any evidence that the policy/service relates to an area with known inequalities? Please give details	No		
D.	Will/Does the implementation of the policy/service result in different impacts for protected characteristics?	No		
		Yes	No	
Disability			X	
Sexual Orientation			X	
Sex			X	
Gender Reassignment			X	
Race			X	
Marriage/Civil Partnership			X	
Maternity/Pregnancy			X	
Age			X	
Religion or Belief			X	
Carers			X	
<p>If you have answered 'Yes' to any of the questions then you are required to carry out a full Equality Analysis which should be approved by the Equality and Human Rights Lead – please go to section 2</p>				
The above named policy has been considered and does not require a full equality analysis				
Equality Analysis Carried out by:		Clare Nock		
Date:		6 th July 2018		