



Bwrdd Iechyd Prifysgol
Cwm Taf Morgannwg
University Health Board

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Adverse Weather Conditions Policy

Introduction

The Policy will provide a framework ensuring that Cwm Taf Morgannwg University Health Board (CTMUHB) is able to maintain services to patients, and to manage the attendance of staff during periods of adverse weather and other adverse conditions.

Objectives

There are a number of objectives, including:

- Providing clarity to staff members on their options during Adverse Weather Conditions.
- Highlighting staff responsibilities during Adverse Weather Conditions.

Operational Date

00/00/0000

Expiry Date

Formal – three years
Informal – one year

Scope

This policy applies to all staff on all locations across CTMUHB.

Equality Impact Assessment

An Equality Impact Assessment has been undertaken.

Distribution

All staff via internet and team briefings.

To be read by

All staff will need to be aware of the policy.

Documents to read alongside this Policy

Special Leave Policy

Approved by

Workforce Policy Review Group,
Local Partnership Forum, People and
Culture Committee.

Accountable Executive / Lead Director

Director of Workforce and Organisational
Development

(responsible for formal review every three years)	
Author / Management Lead (carries out informal review annually)	Workforce Policy Review Group
Freedom of Information Status	Open
<p>If the review date of this policy has passed, please ensure that the version you are using is the most up to date either by contacting the document author or the Corporate Services Department.</p> <p>To avoid use of out of date policies please do not print and then store hard copy of this document.</p> <p>Out of date policies cannot be relied upon.</p>	

Max 2 pages to this point

Amendment Record

If a change has been made to the document, the changes must be noted and circulated to the appropriate colleagues.

Detail of change	Why change made?	Page number	Date of change	Version	Name of Policy Author

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1. Purpose

The purpose of this policy is to provide a framework, ensuring that Cwm Taf Morgannwg University Health Board (CTMUHB) is able to maintain services to patients and to manage the attendance of staff during periods of adverse weather and other adverse conditions.

2. Policy Statement

Under normal circumstances all staff are expected to attend work in accordance with their contracted hours and agreed working patterns.

There are however circumstances when staff have difficulty in attending work due to adverse weather or other adverse conditions, for example heavy snowfalls, flooding and/or disruption to travel. In these circumstances all staff are expected to make a reasonable attempt to attend work, and must communicate any difficulties in attending for work to their line manager (or equivalent if their line manager is unavailable) as soon as practically possible.

All CTMUHB staff have a responsibility to support the provision of services during adverse weather.

3. Principles

All staff are expected to make a reasonable effort to attend for work. Staff unable to attend for work due to adverse weather conditions will be treated fairly and consistently across CTMUHB. All staff should make themselves aware of their department's Business Continuity Plan.

Other circumstances may be taken into account including weather and road conditions where staff reside, the availability of public transport, child care responsibilities, other caring responsibilities, the time of travelling, health and/or pregnancy and police advice on travelling.

The Special Leave Policy will not normally apply where failure to attend for work is due solely to adverse weather conditions.

4. Scope

This policy will apply to all staff working for CTMUHB. Students and volunteers should contact their supervisor for instructions. Agency staff unable to attend work due to adverse weather should contact their line manager.

5. Legislative and NHS Requirements

Staff are not automatically entitled to pay if they are unable to attend for work as a result of adverse weather.

6. Procedure

6.1 Definition of Adverse Weather Conditions

There can be no single definition of adverse weather. For the purposes of this policy, adverse weather is any weather that affects the ability of staff to attend work or travel to and from work, for example heavy snowfalls or major flooding. Circumstances may be different at different locations within the CTMUHB area and locations where staff reside. Appendix 1 provides Planning Advice in the Event of Snowfalls.

6.2 Attending Work during Adverse Weather

All staff should make a reasonable attempt to attend for work as normal. It is expected that staff residing close to their place of work will walk to work (if safe to do so, depending on personal circumstances) during adverse weather, and allowances will be made for staff who arrive late for work. Close is defined as "within a 1 mile radius of the place of work", however this will depend upon the weather conditions, the terrain and the individual's health.

All staff experiencing difficulty in attending work must inform their line manager in the first instance, or the nominated contact for adverse weather such as the Site Manager, Clinical Service Group Manager, Senior Nurse, Head of Service or equivalent. Failure to notify work and subsequently fail to attend for work will result in staff being marked as absent, and therefore they will not receive any pay for that day.

Where possible, staff may wish to liaise with their colleagues who might be able to use their own vehicle in order to meet at main roads to be transported to and from work. If so, they should check their motor insurance to ensure they have appropriate cover.

Staff who arrive at work late as a result of adverse weather conditions should not be expected to make up any lost time and will receive full pay for that day. Staff who are unable to attend for work should inform their line manager and agree one of the following options:

- Annual Leave (annual leave may be deducted from the next year's entitlement if the current year's entitlement has been exhausted).
- Making up the lost hours at another time.
- Swapping shifts.
- Working from home by agreement (wherever possible prior agreement should be made).
- Unpaid leave.
- Special Leave if there are other circumstances that meet the criteria for granting special leave.

Staff with a disability or other health problems, or staff who are pregnant should discuss with their line manager whether arrangements can be made to get them to and from work safely. This should be covered by a risk assessment. Disabled staff should have a risk assessment updated annually, and for pregnant staff this should form part of the normal risk assessment process. If it is agreed that the employee would be at undue risk by attempting the journey, then full pay should be maintained.

6.3 Staff already at work during Adverse Weather Conditions

Staff should not leave work during adverse weather conditions without prior authorisation, and may be recorded as absent if they do so.

Decisions to release staff should be made on a locality basis to take account of the variations in conditions at each site and locality.

Advice should be taken from the Adverse Weather Lead, the Site Manager and Bed Manager where applicable, and the Executive responsible for the Locality.

Before staff are released, Managers should take account of:

- The weather conditions within the locality.
- The weather conditions where individual staff reside.
- The need to maintain services.
- The possibility that staff may need to be re-deployed to maintain services.
- The likely duration of the adverse weather conditions, and whether the conditions are forecast to worsen or improve.
- Where staff reside, any commitments staff have outside of work and the health and safety of staff in travelling home.

In taking a decision to allow staff to leave work early, consideration should be taken of the effect this will have on the wider community and other agencies. For example during heavy snowfall, the local council's attempts to clear snow and grit roads, the Ambulance, Police and Fire Services in attempting to attend emergencies and attempts to maintain public transport and social service provision. In such circumstances consideration should be given to staggering the release of staff.

The same health and safety concerns apply to staff travelling to and from work and, in some circumstances, it may be safer for staff to remain in work.

Staff who request to leave work early as a result of adverse weather conditions will be expected to make up any working time lost or take annual leave/TOIL. This will however not apply where staff are released early by CTMUHB.

Payment for staff who are asked to work on in order to maintain services will be made in line with Agenda for Change Terms and Conditions.

6.4 Getting Staff to and from work during Adverse Weather Conditions

During certain circumstances transport support is invoked to support the business continuity of CTMUHB.

All staff should make a reasonable attempt to attend for work as normal. It is expected that staff residing close to their place of work will walk to work (if safe to do so, depending on personal circumstances) during adverse weather and allowance will be made for staff who arrive late for work. Close is defined as "within a 1 mile radius of the place of work", however this will depend upon the weather conditions, the terrain and the individual's health.

CTMUHB will make every effort to provide transport to key service delivery staff (who provide a direct service to hospital patients) and who have no other alternative means of travel to or from their place of work.

Staff need to be aware that Transport provided by CTMUHB Facilities Unit cannot always be guaranteed, and that advice on non-attendance for work during adverse weather conditions should be sought from their line manager and the Workforce and Organisational Development Department.

In addition, Adverse Weather transport will not be able to collect staff from their residential address. The nearest designated collection point will be provided by the Facilities Unit Adverse Weather Transport Co-ordinator.

Should a staff member be asked to attend their place of work as the shift is essential, and request transport from the Facilities Unit Adverse Weather Transport Co-ordinator which then fails to arrive despite the staff member being told to continue to wait, then the staff member shall not be penalized.

Staff wishing to request this transport must:

- Contact their line manager to ensure that the shift is still required/cannot be covered.
- The line manager must advise the Facilities Unit Adverse Weather Transport Co-ordinator on the priority for the journey.
- Contact the Facilities Unit Adverse Weather Transport Co-ordinator in their region to make a request for transport and provide a contactable phone number and designated collection point.
- For staff requiring transport Adverse Weather Hubs will be located at Prince Charles Hospital, Royal Glamorgan Hospital, Princess of Wales Hospital, Ysbyty Cwm Cynon Hospital. In addition there will be a virtual hub.
- Staff brought into work on hospital transport will also be taken home.
- Staff are required to advise the Adverse Weather teams if they no longer need transport to or from work.
- Staff are required to contact the adverse weather teams approximately 1 hour before the start of the shift so that efforts can be made to get staff in and home as close as possible to start and finish times.

Staff requiring this transport must be as flexible as possible as it is likely that there will be high demand for transport during adverse weather.

Staff should follow the guidance contained in the advice leaflet for staff (Appendix 3) this contains contact telephone numbers for the Adverse Weather Hubs.

6.5 Closure of Schools

Schools may be closed during periods of adverse weather. Staff who have childcare issues will be expected to be pro-active in

seeking information on school closures as it affects them and where possible make alternative arrangements where schools are closed to enable them to attend work.

Where staff are unable to attend work as a result of school closures due to adverse weather, line managers should apply the guidance contained in point 6.2.

Paid Special Leave will not normally be granted to staff unable to attend work following the closure of schools due to adverse weather.

6.6 Health & Safety Issues

Staff should take account of their own and others' health and safety during adverse weather conditions and manage risks, particularly those associated with travelling to and from work.

Staff who are pregnant or have a known disability should have a risk assessment completed covering attendance in work during adverse weather. This risk assessment will need to be provided to the adverse weather hub leads to confirm transport arrangements.

6.7 Maintaining Services

CTMUHB has a duty to maintain services during periods of adverse weather and therefore expects all staff to make reasonable efforts to attend work and to remain on duty unless given permission to leave work during their normal shift.

Some staff may be asked to remain on duty beyond the end of their normal shift either in their normal place of work or elsewhere within CTMUHB. In such circumstances they will receive appropriate payment or TOIL whichever is preferred. CTMUHB will also provide meals and refreshments to those staff, and also accommodation if required.

6.8 Reporting to Other CTMUHB Sites or Other Health Boards

During periods of adverse weather, staff should take the following steps:

- Contact their line manager or nominated contact.
- Attend their normal place of work if able to do so and it is safe to do so.
- Attend their normal place of work via hospital transport.

- Attend or be redeployed to another CTMUHB site as agreed with their line manager or nominated contact.
- Consider one of the options contained in 6.2 above.

As a last resort only, and once all of the options above have been exhausted, staff may consider reporting to another CTMUHB premises located closer to their home.

Staff reporting to other CTMUHB sites should make contact with the lead for that site and ensure that they have their identity card.

Staff reporting to another Health Board/Trust should only do so with agreement with their line manager or nominated contact within the Health Board/Trust they are reporting to.

They may report to another Health Board/Trust if they make a request for staff, and staff members should notify their line manager that they will be reporting to another Health Board/Trust. As a minimum staff members reporting to another Health Board/Trust should:

- Wear their uniform (where applicable).
- Take their own Health Board identity card.
- Have a contact name at that site to register their attendance
- Provide confirmation of their identity (i.e. a passport or driving license).
- Provide confirmation of their professional registration (where applicable).

The Health Board/Trust that staff report to will be asked to confirm with a member of staff from CTMUHB that the staff member has reported for work. They are likely to be asked to confirm that the individual is employed by CTMUHB, and confirm their identity. The member of staff will receive their normal pay.

6.9 Working from Home

In some circumstances, dependent on the job role and type of work carried out, staff may be able to perform their duties from home. It is recognised that not all staff can fulfil their duties, in full or part, by working from home.

The policy statement as at Section 1 above makes it clear that staff should be treated fairly and consistently regarding whether or not they are able to work from home, and that all staff have a responsibility to support the provision of services during adverse weather.

Any home working must be approved by the line manager, and where possible this should be planned in advance of potential adverse weather. The member of staff will receive pay as if their normal working hours had been completed in the workplace. Working from home may be an opportunity to undertake core and mandatory training and revalidation work.

The Application for Approval to Work from Home as a Result of Adverse Weather Conditions Form should be completed as soon as possible and authorised (Appendix 2).

6.10 Staff from another Health Board/Trust reporting to work in CTMUHB

Where staff from another Health Board/Trust reports to a CTMUHB site during adverse weather, they would be expected to:

- Wear their uniform (where applicable).
- Produce their own Health Board identity card.
- Have a contact name to register their attendance on site
- Provide confirmation of their identity (i.e. a passport or driving license).
- Provide confirmation of their professional registration (where applicable).

Such staff should be provided with appropriate work that does not put patients and staff at risk. CTMUHB will also contact their employing Health Board/Trust to confirm that the individual is employed by them, confirm their identity and inform the employing Health Board/Trust that the individual has reported to CTMUHB for work.

CTMUHB also reserves that right not to accept staff from another Health Board/Trust.

7. Training Implications

Any training implications in the implementation of this policy will be provided as required.

8. Review, Monitoring and Audit Arrangements

This policy will be reviewed every 3 years, additional reviews may be required if any changes are made to Legislation or Terms and Conditions of Service apply.

9. Managerial Responsibilities

Managers must take overall responsibility for ensuring that this policy is implemented and monitored effectively, they must ensure that all of their employees are aware of their responsibilities.

10. Retention/Archiving

The Director of Workforce and Organisational Development will ensure that copies of this policy are archived and stored in line with CTMUHB records management policy, and are made available for reference purposes should any situation arise where they are required.

11. Non Conformance

All employees are expected to comply with this policy, failure to comply with the policy is a serious offence and could result in disciplinary action.

12. Equality Impact Assessment Statement

This policy has been subject to a full Equality Impact Assessment and no implications found.

13. Privacy Impact Assessment Statement

A full Privacy Impact Assessment has been undertaken and no impact identified.

Appendix 1

This is a controlled document. Whilst this document may be printed, the electronic version posted on the SharePoint / intranet is the controlled copy. Any printed copies of this document are not controlled. As a controlled document, this document should not be saved onto local or network drives but should always be accessed from the SharePoint / intranet.

Planning Advice in the Event of Snowfall

When a Met. Office NSW advisory/advanced warning is received indicating a 40% (or more) risk of snowfall, the situation must be assessed within Cwm Taf Morgannwg UHB (CTMUHB).

The warning will indicate the amount of snow forecast and its geographical spread. This information will inform the decision to:

- deploy/hire 4X4 vehicles in terms of both the numbers to be hired and base location(s) to which transport will be arranged.
- ensure staff are informed of the risk and advised to make suitable arrangements (e.g. alternative child care).
- begin to send clear safety messages to managers to cascade to staff.
- allow community services to plan for service prioritisation/disruption.

In the event of a protracted period of snowfall being forecast, the following planning actions are required **in addition** to the above:

- a review of the planned activity that may need to be suspended (both inpatient and outpatient) at a senior level.
- a review of rotas and off duty to ensure staff cover for the duration of the event.
- identification of accommodation for staff who may have to stay on site.
- contingency arrangements for patients whose discharge is delayed due to the lack of transport.
- a review of the supplies and provisions in stock to ensure that these are temporarily increased if necessary.

These provisions could apply equally to other anticipated problems.

Disruption to Travel

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Public Transport

During periods of widespread disruption to public transport, the guidance in Section 6.2 of this policy will apply.

Decisions on the application of Special Leave must not be taken without seeking advice from the Workforce and Organisational Development Department.

Disruption of Travel

Travel may be disrupted for reasons other than adverse weather including (but not limited to):

- Accidents.
- Road Closures.
- Industrial Action.
- Civil Disorder.
- Major Incidents.
- Conditions when people are abroad e.g. Volcanic Ash.

During periods of significant disruption, then the guidance in Section 6.2 of this policy will apply, unless a Corporate Decision is taken.

Decisions on the application of Special Leave must not be taken without seeking advice from the Workforce and Organisational Development Department.

Appendix 2

CWM TAF MORGANNWG UHB
APPLICATION FOR APPROVAL TO WORK FROM HOME AS A
RESULT OF ADVERSE WEATHER CONDITIONS

Employee Name	
Post Title	
Contact Details	

DATES/TIMES REQUESTED TO WORK FROM HOME			
Date	From	To	Total Hours

Work to be undertaken:

Employee Signature :

Date :

Please pass for approval to the Manager to whom you are accountable.

FOR COMPLETION BY APPROPRIATE MANAGER

APPROVED*	NOT APPROVED*
*Delete one of the above. If <u>NOT APPROVED</u> please state reason:	
Manager Signature:	
Date:	

If the home working request is approved, the member of staff must notify the Line Manager and/or support team, and provide a contact telephone number

Appendix 3

Adverse Weather Conditions
What you need to do (Staff Responsibilities)

Staff are required to contact the Adverse Weather Hubs directly on the morning or afternoon of their shift on the telephone numbers below, and **NOT** via the main Switchboard.

Royal Glamorgan Hospital, Old Coffee Shop
(01443) 443443 Ext. 74051
(01443) 443443 Ext. 74054

Prince Charles Hospital, Estates Block, Facilities Office
(01685) 728688 (Selecting Option 1, 3 or 4)

Ysbyty Cwm Cynon
(01443) 715294

**Ysbyty Cwm Rhondda, Ysbyty George Thomas, Y Bwthyn,
Pinewood House and Central Production Unit**
(01443) 443443 Ext. 72642

**Princess of Wales Hospital, Glanrhyd Hospital, Maesteg
Hospital**
(01656) 752752 Ext. 57154 or 52999

Staff members will be asked a series of questions when booking transport to ensure ease of pick up. Staff should also identify at this point if they are pregnant or disabled. You will be asked :

1. Full Name.
2. Location needing to be picked up from (Adverse Weather transport cannot pick up or drop off individuals at their home address - all pickups and drop offs will be on main roads at central points).
3. What time does your shift start.
4. Where do you work e.g. site, ward department.
5. Designation.
6. Contact number (mobile or land line) so that we can call them back to advise of pick up time. Please make sure phones are switched on, and that landlines and mobiles accept incoming calls from withheld numbers.

- ❖ You are advised **NOT** to leave the house until you have been notified transport is on the way.
- ❖ If you are unable to make it to the designated pick up point then you **MUST** contact your line manager as soon as possible to look at alternative options.
- ❖ If you find alternative ways to get in or from work after booking hospital transport, you are required to contact the hub to remove your name from their list.
- ❖ You are advised to bring a change of clothes and sleeping bag with you in case conditions deteriorate and you are unable to be transported home.