



Adverse Weather Policy and Procedure

Notice to employees using a paper copy of this policy
The company Policies folder on the shared drive holds the most recent version of this document and all employees must ensure that they are using the most recent guidance.

Document Control

Document Name	Adverse Weather Policy and Procedure
Author	Karen Hodgkinson
Purpose	To provide guidance to LHG staff and support workers on safe working practices and expectations on how service will be maintained during periods of cold and inclement weather
Compliant with CQC Regulation	12
Approval Date	20.11.2019
Publication Date	20.11.2019
Review Date	November 2022
Distribution	All staff

Version Control

Version	Date	Amended by	Comments
V1.0	20.11.2019	Karen Hodgkinson	New document created

Contents

Subject	Page Number
Policy statement	4
Aim	4
Scope	4
Roles and Responsibilities	4
Arrangements for home working	5
Weather Warnings	5

POLICY STATEMENT

During periods of adverse weather Libertatem Healthcare Group continues to provide a service to our clients. Whilst we recognise that some employees may experience difficulty in reporting for work and appreciate the efforts made by employees to do so, it is the responsibility of every employee to make their own arrangements to get to work in the event of adverse weather conditions. Libertatem Healthcare Group expects that all employees will make every reasonable effort to attend work when their normal transport arrangements have been disrupted due to extreme weather conditions.

AIMS

The aim of this policy is to ensure that when employees do face exceptional difficulties as a result of adverse weather conditions that all employees are treated in a fair and consistent manner.

SCOPE

The Adverse Weather Policy and Procedure is designed to give guidance and support to managers and employees in the event of adverse weather conditions which cause major disruption to travel services i.e. rail, road or air thus severely affecting the ability of employees to attend work, or where weather conditions deteriorate significantly whilst employees are at work. Adverse weather conditions usually arise from very heavy snowfalls and drifting snow but may also include exceptionally high winds, volcanic ash or flooding. This policy applies to all employees.

Roles and responsibilities

Employees:

- Have a responsibility to make every reasonable effort to attend work in circumstances where adverse weather has struck and is affecting travel.
- Have a responsibility to familiarise themselves with the weather warning system and how to interpret the advice contained in a weather warning.
- Have a responsibility to plan ahead, particularly where a weather warning has been issued and consider alternative options for travelling to and from work.
- Have a responsibility to maintain effective channels of communication with their line manager (or designated manager) and colleagues.
- Have a responsibility to take account of their own health, safety and wellbeing in making decisions about setting out to and from work, and in circumstances where travel is a routine part of the job.
- Have a responsibility to consider alternative options for child care arrangements in case of early closure of schools.
- Have a responsibility to consider the health, safety and wellbeing needs of their colleagues.
- Staff who do not make contact will be registered as absent without authorisation and their pay may be withheld.

Line Managers:

- Have a responsibility to ensure that all decision making is guided by the principle of reasonableness, taking into account relevant individual circumstances, as necessary.
- Have a responsibility to maintain effective channels of communication with their teams and to ensure that staff have the opportunity to see any severe weather notifications issued by the organisation.

- Have a responsibility to make all reasonable endeavours to maintain awareness of the circumstances of their team members, including their whereabouts and proposed travel arrangements.
- Have a responsibility to liaise with the Directors and Registered Manager to ensure that timely action can be taken.
- Have a responsibility to consider the health, safety and wellbeing needs of their workforce.
- Have a responsibility to make team members aware of arrangements for maintaining essential service provision.

Directors and Registered Manager

- Have a responsibility to set out clearly what staff and managers should do when Met Office weather warnings are issued and to advise staff where a weather warning has been issued.
- Have a responsibility to reflect the information and advice that is given in Met Office weather warnings and alerts.
- Have a responsibility to make this policy visible in the workplace and encourage staff at all levels to consider its implications for them.
- Have a responsibility to do all that is practicable to maintain effective communications with all staff.
- Have a responsibility to identify, where possible alternatives to support employees to safely attend arranged work for example use of local hotels
- Have a responsibility to encourage flexible working practices for those who can, to work from home.
- Have a responsibility to ensure managers are aware of resilience arrangements being put into place to maintain essential service provision.
- Have a responsibility to consider the health, safety and wellbeing needs of all staff.

Arrangements for working at home

Home working may be an appropriate alternative to reporting for work, where staff are unable to reach their normal place of work or an alternative base. In these cases, arrangements for working at home should only be made following agreement with line management. Decisions about whether home working is appropriate will depend on the staff member's role, whether they have the equipment to work safely from home.

In adverse weather conditions, working from home should not be viewed as an alternative to normal working arrangements if staff are able to attend work.

Weather Warnings

The Met Office issues weather warnings when severe weather has the potential to impact the UK.

The Met Office issues warnings for rain, thunderstorms, wind, snow, lightning, ice and fog. These warnings are given a colour depending on a combination of both the impact the weather may have and the likelihood of those impacts occurring

Weather Warnings Key

Yellow Warning: Yellow warnings can be issued for a range of weather situations. Many are issued when it is likely that the weather will cause some low level impacts, including some disruption to travel in a few places. Many people may be able to continue with their daily routine, but there will be some that will be directly impacted and so it is important to assess if you could

be affected. Other yellow warnings are issued when the weather could bring much more severe impacts to the majority of people but the certainty of those impacts occurring is much lower. It is important to read the content of yellow warnings to determine which weather situation is being covered by the yellow warning.

Amber Warning: There is an increased likelihood of impacts from severe weather, which could potentially disrupt your plans. This means there is the possibility of travel delays, road and rail closures, power cuts and the potential risk to life and property. You should think about changing your plans and taking action to protect yourself and your property. You may want to consider the impact of the weather on your family and your community and whether there is anything you need to do ahead of the severe weather to minimise the impact.

Red Warning: Dangerous weather is expected and, if you haven't already done so, you should take action now to keep yourself and others safe from the impact of the severe weather. It is very likely that there will be a risk to life, with substantial disruption to travel, energy supplies and possibly widespread damage to property and infrastructure. You should avoid travelling, where possible, and follow the advice of the emergency services and local authorities

Procedure

- The senior management team will disseminate weather warnings as appropriate to the healthcare coordinators.
- The Registered manager will support the healthcare coordinators to identify the areas affected and establish which clients and teams this will affect.
- Contact will be made with members of the team who are rostered to work to establish the travel and childcare arrangements they have in place.
- Where travel may be perceived to be difficult managers may consider use of local hotels within walking distance of the client to facilitate staff being able to undertake allocated shift.
- In some cases accommodation may be available at the client's house and this will be organised in consultation with the client and support teams.
- The rota may be adjusted as necessary to ensure that safety of all employees is considered
- Clients will remain informed of any changes to the rota.
- The Coordinators where possible will ensure they have a contingency plan for changes in employee's ability to attend rostered shift.