



EXTREME WEATHER CONDITIONS POLICY AND PROCEDURE.

This document may be made available in alternative formats and other languages, on request, as is reasonably practicable to do so.

The policy has been screened for relevance to equality. No potential negative impact has been identified so a full equality impact assessment is not required.

Policy Owner: Director of Workforce and OD

Approved by: Health Board Partnership Forum

Issue Date: December 2009

Revised: January 2020

Review Date: February 2021

Policy ID: HB69

Revised February 2015: Amendments:

Section 3.1b- Staff are required to attend a Swansea Bay University Health Board site if they are able to do so. They should not report to health care sites outside of Swansea Bay University Health Board.

Section 5.1- Staff employed by another NHS Health Board who attend premises within Swansea Bay University Health Board, must not be a permitted to work.

(Agreed by HBPF 10th February 2015)

Revised March 2018 Amendments:

Section 4.3. The decision to pay staff for additional hours worked will be made by the Service Director or their designated representative.

Section 4.8. Clarifies the position in the policy that where employees are not entitled to paid leave for their absence in accordance with section 3, and annual leave, time in lieu or working back the hours at another time are not available, the time off will be unpaid.

(Agreed – HBPF- 1st March 2018)

Revised January 2020: Amendments:

Section 3.1 and section 5.1 amended to make reference to the Interim Procedure for Volunteer Staff Deployment during Adverse Weather.

Policy includes link [to Interim Procedure for Volunteer staff Deployment during Adverse Weather.](#)

(Agreed – HBPF- January 2020)

1. POLICY STATEMENT.

- 1.1 The purpose of this policy is to ensure essential patient services are maintained as far as possible taking into account the circumstances that occur during extreme weather conditions.

NOTE The terms of this policy are NOT invoked where roads are blocked due to road traffic accidents or staff are delayed in attending work due to traffic congestion.

- 1.2 The policy aims to reinforce staff's personal responsibility for travel to and from work. The policy also minimises hardship to staff, financially or otherwise, where conditions unavoidably prevent them from reporting to their normal place of work, or where staff are prevented from returning home after a period of duty.
- 1.3 Before the terms of the policy can be invoked the Director of Workforce and OD, or nominated Executive Director will issue specific guidance through the Health Board Intranet site and or any other means that an Extreme Weather Event has been designated. The notification will contain a summary of the main terms of this policy. Paid leave can only be granted if that guidance has been issued.

2 ATTENDANCE OF STAFF

- 2.1 It is the duty of every member of staff to regularly attend work, even during periods of extreme weather, to ensure services are not unduly disrupted. Staff have a duty make every reasonable effort to attend work and will be expected to demonstrate that they have made an effort. No assumption should be made that extreme weather always triggers the approval of paid leave.
- 2.2 In situations where public transport and or travel by car is affected by extreme weather conditions such as snow or flood, staff will be expected to attempt a reasonable journey on foot, depending on individual circumstances (see section 4.7 below), weather conditions, and distances involved.

3. REPORTING PROCEDURE.

- 3.1 Where a journey to the normal place of work is not possible or is delayed, staff will be expected to adhere to the following procedure:
- a) Staff **MUST** notify their line manager of the difficulties in attending for work. Managers **MUST** make a record of the time and content of calls. Managers must ensure that their staff know who to contact if they are not

available to take the calls personally or if it is outside of their normal working hours.

- b) Staff MUST discuss with their manager the feasibility of them attending their own workplace or a more convenient Swansea Bay UHB health unit (hospital, clinic, office, etc). If it is agreed that it is reasonable for the member of staff to attend another Swansea Bay UHB premises, the member of staff MUST first contact the unit concerned to see if their services are required, and attend or not as agreed. Staff MUST NOT simply present themselves at another Swansea Bay UHB establishment unannounced. Details of this contact must be recorded.

Registered Nursing staff employed within the Emergency Unit, Theatres or Intensive Care who are unable to get to their normal place of work can agree with their manager to report, by arrangement, to a hospital outside of Swansea Bay UHB, if it is reasonable to do so, in line with the [procedure for Volunteer Staff Deployment during Adverse Weather](#).

- c) If, in discussion with their manager, it is agreed that it is not feasible for them to attend for work within this Health Board, (or another Health Board for those covered included in the procedure for Volunteer Staff Deployment during Adverse Weather) permission will be granted for the individual to receive paid special leave.
- d) Weather conditions must be regularly reviewed and as soon as conditions permit the member of staff should make every effort to return to work
- e) Staff who can work effectively from home must notify their line manager and obtain permission to work from home on the day/s concerned.
- f) This procedure must be repeated daily if the extreme weather conditions continue.

4. PAYMENT

- 4.1 Where staff attend their normal place of work, or another Health Board facility they will receive a normal day's pay.
- 4.2 Staff who arrive late or agree with their manager that they should finish early because of deteriorating weather conditions will be paid a normal day's pay. However where staff ask to leave early for other reasons (such as school closures) then they will be required to facilitate this in accordance with section 4.8 below.

- 4.3 Staff who work in excess of their normal hours will normally only receive time off in lieu for the additional hours. The decision to pay staff for additional hours is a matter for the appropriate Service Director or their designated representative and must be agreed in advance.
- 4.4 Staff who remain on site beyond the end of their shift but are not working will not be paid for those additional hours nor receive time in lieu.
- 4.5 Staff who are unable to attend work at a Swansea Bay UHB site will not automatically receive payment for the time lost, but will receive payment if they satisfy the terms in paragraphs 3.1(a) through (f).
- 4.6 In deciding whether payment is appropriate managers must satisfy themselves that staff made their best endeavours to get to their place of work or alternative Swansea Bay UHB health facility. Staff are expected to undertake a reasonable journey on foot, depending on the conditions, the individual's circumstances and the distance involved.
- 4.7 Staff who are pregnant, have a disability affecting mobility or suffer from a known health condition which makes it unreasonable to attempt to attend work in the circumstances, are not expected to undertake the journey on foot and will receive pay as normal.
- 4.8 If payment for absence is not appropriate then individual members of staff may:
- a) Designate their absence as annual leave (if such leave is available to them).
 - b) Take time off in lieu (if such time has been accrued).
 - c) Part time staff may agree with their manager to work the hours lost at a later date.

Where none of these options apply the time taken will be unpaid.

5. STAFF EMPLOYED BY OTHER HEALTH BOARDS.

- 5.1 If staff employed by another NHS Health Board attend premises within Swansea Bay UHB, they MUST not be a permitted to work, unless they are registered nursing staff employed within the Emergency Unit, Theatres or Intensive Care in which case the procedure for [Volunteer Staff Deployment during Adverse Weather](#) must be observed.

6. APPEAL.

6.1 In the event of any question as to the application of this policy in respect to a member of staff the matter will be dealt with through the Swansea Bay UHB's Grievance Policy and Procedure.

7. MONITORING ARRANGEMENTS.

7.1 The application and utilisation of this policy will be monitored periodically to identify trends and ensure consistency of application.

8. REVIEW OF PROCEDURE.

8.1 This procedure will be reviewed as necessary but within 3 years of implementation.

From: SBU Inquiries

Sent: 03 February 2020 12:38

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Subject: Policies

I write to advise that the following policies have been updated and added to the Corporate Policies database:

- Adverse Weather
- Employment Break

The policies are available to view via the [corporate policy database](#)

Gwasanaethau Corfforaethol / Corporate Services

Bwrdd Iechyd Prifysgol Bae Abertawe/ Swansea Bay University Health Board

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Bwrdd Iechyd Prifysgol Bae Abertawe yw enw gweithredu Bwrdd Iechyd Lleol Prifysgol Bae Abertawe

Swansea Bay University Health Board is the operational name of Swansea Bay University Local Health Board