

## ADVERSE WEATHER POLICY

<b>POLICY NUMBER:</b>	HR53
<b>VERSION NUMBER:</b>	2
<b>KEY CHANGES FROM PREVIOUS VERSION</b>	Section 3 updated with new Procedure references
<b>AUTHOR:</b>	HR Business Partner
<b>CONSULTATION GROUPS:</b>	Policy Sub-Group Workforce Transformation Committee Joint Partnership Committee
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<b>POLICY SUMMARY</b>	
<p>The Adverse Weather policy sets out the framework for the Trust's approach to circumstances when severe adverse weather may impede the ability of Trust staff to get to their place of work at their usual start time and to remain at work until their usual leave time. Maintaining high standards of care to patients/clients/service users at all times is a priority of the Trust.</p>	
<b>The Trust monitors the implementation of and compliance with this policy in the following ways:</b>	
<p>Reports are produced on an ad hoc basis in response to any internal / external audit requests, in particular Business Continuity responses.</p>	

Services	Applicable	Comments
Trust Wide	✓	

**The Director responsible for monitoring and reviewing this policy is  
the Executive Director of People & Culture**

**ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST**

**ADVERSE WEATHER POLICY**

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SAMPLE ONLY

**ESSEX PARTNERSHIP UNIVERSITY NHS FOUNDATION TRUST**

**ADVERSE WEATHER POLICY**

**Assurance Statement**

The Adverse Weather policy sets out the framework for the Trust's approach to circumstances when severe adverse weather may impede the ability of Trust staff to get to their place of work at their usual start time and to remain at work until their usual leave time. Maintaining high standards of care to patients/clients/service users at all times is a priority of the Trust.

**1.0 POLICY STATEMENT**

- 1.1 This policy sets out the Trust position in the event of adverse weather conditions; examples of adverse weather conditions can be defined as snow, ice, fog, floods, storms and extreme heat.
- 1.2 Adverse weather conditions may cause disruption and result in extremely hazardous conditions to normal forms of transport that people rely on to get to and from their place of work. Transport affected may be both public and private.
- 1.3 This procedure also covers extreme heat, the equipment that can be used and the adjustments to uniform
- 1.4 The purpose of the policy is to ensure that the Trust adopts a fair and consistent approach, when normal travelling arrangements of staff to and from their normal work place are disrupted by adverse weather conditions and managing whilst at work with adverse weather conditions.
- 1.5 Each case will be dealt with on an individual basis, as the need to provide a service to our clients, even in adverse weather/acts of nature is the priority for the Trust.

**2.0 SCOPE**

- 2.1 This policy applies to all employees of the organisation.
- 2.2 This policy only applies in the worst weather conditions where there is severe disruption to normal forms of transport and working conditions. This policy also applies to severe unusual incidences, sometimes referred to as "acts of nature" and their impact on all forms of transport and working arrangements.
- 2.3 Where applicable this Policy should be considered in conjunction with local Business Continuity Plans.

**3.0 REFERENCE TO OTHER TRUST POLICIES AND PROCEDURES**

- Adverse Weather Procedure (HRPG53)
- Flexible working Policy and Procedure (HR39 and HRPG39A)
- Annual leave Procedure (HRPG24A)
- Special Leave Procedure (HRPG24C)
- Dress Code and Uniform Procedure; Staff working in Clinical Areas (CPG41a)
- Infection Control in Clinical Practice: ICPG1 Section 3 Appendix 12

**END**

SAMPLE ONLY