

# Adverse Weather & Travel Disruption Policy

## W20.4

Additionally refer to:

Leave Policy (Chapter 8: Special Leave Policy)

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## C Version Control Sheet

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### Version history

Version	Date	Author	Status	Comment – include reference to Committee presentations and dates
V1	2006	HR Divisional Manager	Archived	
V2	May 2021	Denise Gibbons / Chris Goulding	Draft	Draft discussed at WPPG on 4 May. Agreed to keep as separate policy rather than incorporate into Special Leave Policy. Policy simplified and benchmarked against other NHS Trusts.

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## **1 Policy on a page**

This Policy document outlines the principles, responsibilities and procedures for employees when adverse weather affects travelling to and from work and in circumstances when there is disruption to transport services which also causes difficulties getting to and from work.

## **2 Document Statement**

Delivering patient care is of the utmost importance and is at the heart of decisions about attendance at work, we also recognise this must be balanced against the health and safety of our employees. Employees are responsible for making every reasonable effort to get to work during periods of severe weather, or travel disruption and should not put themselves at unnecessary risk.

## **3 Scope**

All staff that are full or part time employees of the Trust and Trainee professionals hosted by the Trust.

## **4 What Action should I take when faced with travelling difficulties?**

In certain circumstances severe weather or travel disruption may limit or risk the ability of the member of staff to get to work and return home. In these circumstances staff should discuss with their line manager and agree what action should be taken.

If having made every effort and explored all options to come to work, employees are unable to come in or will be late for work then the normal procedures for reporting their absence should be followed and the line manager should be informed of their absence by telephone as soon as practicably possible. In all instances this should be done before the employee's shift is due to start, or in line with local reporting procedures. If the line manager is not available, then their deputy or another senior member of staff should be informed.

Notification by text message, e-mail or any form of social media is not acceptable unless this has been pre-agreed with the manager.

## **5 Alternative forms of travelling to work.**

In some situations, alternative forms of transport may be available (e.g. lifts from other members of staff, public transport etc) need to be utilised where available. In some cases walking to work should also be considered (a 3-mile radius of the hospital site is reasonable) but this needs to be balanced against the prevailing weather conditions, the time of day, the age and health of the member of staff and any other relevant circumstances.

## **6 Working at an alternative site or from home**

If it is not possible for staff to attend at their normal place of work, but they are able to reach another Trust site which is nearer to their home they should discuss with their line manager whether to report to a more local site subject to the practicalities of being able to work from that site i.e. access to IT.

Staff should also discuss with their line manager whether it is possible to work from home.

## 7 Emergency situations

In emergency situations the Trust may coordinate the use of specific transport to support front line staff getting to and from work in severe adverse weather conditions or when there is travel disruption.

## 8 How will any time lost due to travelling difficulties be covered?

Having explored the options above, if it is not possible to either attend work or work from home; the member of staff should agree with their line manager how the non-attendance and the absence will be covered. Options include:

- Change the shift (if rostered to work to a later date)
- Make the time up (within one month of the date concerned)
- Using Time Off In-Lieu (if already accrued)
- Annual leave
- Unpaid Leave.

## 9 Can I be asked to stay at work late or overnight?

In exceptional circumstances, the Manager may request a member of staff to stay beyond their normal shift times, including overnight, to maintain an essential service. In such circumstances there should be a discussion and agreement between the manager and the employee, and any additional accommodation and meal charges will be met by the department.

## 10 Review process

The Workforce Directorate will review this policy at regular intervals and make changes as appropriate.

## 11 Process for monitoring compliance

Aspect of compliance or effectiveness being monitored	Monitoring method	Responsibility for monitoring (job title)	Frequency of monitoring	Group or Committee that will review the findings and monitor completion of any resulting action plan
Accurate advice provided to managers in line with policy	Review of HR Advice logs	HR Team manager	Annual	JNCC

## 12 Equality Impact Assessment (EQIA)

This applies to all employees and does not discriminate positively or negatively between protected characteristics.