

Inclement Weather Policy (H7)

If you require a copy of this policy in an alternative format (for example large print, easy read) or would like any assistance in relation to the content of this policy, please contact the Equality and Diversity team on 01803 656680.

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|---|--|--------------------------|--------------|
| Date of Issue: | October 2016 | Next Review Date: | October 2018 |
| Version: | 1.1 | Last Review Date: | October 2016 |
| Author: | HR Manager | | |
| Directorate: | Workforce and Organisational Development | | |
| Approval Route | | | |
| Approved By: | | Date Approved: | |
| JCNC | | 21 October 2014 | |
| LCNC | | 23 October 2014 | |
| Links or overlaps with other policies: | | | |
| H9 Special Leave Policy | | | |
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Amendment History

| Issue | Status | Date | Reason for Change |
|-------|--------|----------|--|
| V1 | | Nov 2014 | Integrated with Torbay & Southern Devon and South Devon Healthcare |
| V1.1 | | Oct 2016 | General Review due – change of logo and new policy template |
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Rapid Equality Impact Assessment

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|--|----|---------------------------|----|-----------------------------|-----|
| Policy Title (and number) | | Inclement Weather Policy | | | |
| Policy Author | | HR Directorate | | | |
| Version and Date (of EIA) | | V1.1 October 2016 | | | |
| Associated documents (if applicable) | | | | | |
| RELEVANCE: Does the aim/purpose of the policy relate to each of the aims of the Public Sector Equality Duty? | | | | | |
| • Eliminate unlawful discrimination or other conduct prohibited by the Equality Act 2010 | | | | | Yes |
| • Advance equality of opportunity between people from different groups | | | | | No |
| • Foster good relations between people from different groups | | | | | No |
| SIGNIFICANCE AND IMPACT: Consider the nature and extent of the impact, not the number of people affected. | | | | | |
| Does the policy affect service users, employees or the wider community? (if no, proceed to sign off) | | | | | Yes |
| Does the policy affect service delivery or business processes? | | | | | No |
| Does the policy relate to an area with known inequalities (deprivation/unemployed/homeless)? | | | | | No |
| EQUALITY ANALYSIS: How well do people from protected groups fare in relation to the general population? | | | | | |
| <i>PLEASE NOTE: Any 'Yes' answers may trigger a full EIA and must be referred to the equality leads below</i> | | | | | |
| Is it likely that the policy/procedure could treat people from protected groups less favorably than the general population? (see below) | | | | | |
| Age | No | Disability | No | Sexual Orientation | No |
| Race | No | Gender | No | Religion/Belief (non) | No |
| Gender Reassignment | No | Pregnancy/ Maternity | No | Marriage/ Civil Partnership | No |
| Is it likely that the policy/procedure could affect particular 'Inclusion Health' groups less favorably than the general population? (substance misuse; teenage mums; carers; travellers; homeless; convictions; social isolation; refugees) | | | | | No |
| Please provide details for each protected group where you have indicated 'Yes'. | | | | | |
| | | | | | |
| What if any, is the potential for interference with individual human rights? (consider the FREDA principles of Fairness/ Respect/ Equality/ Dignity/ Autonomy) | | | | | |
| N/A | | | | | |
| RESEARCH AND CONSULTATION | | | | | |
| What is the reason for writing this policy? (What evidence/ legislation is there?) | | | | | |
| provides arrangements to ensure that where an employee is unable to attend their normal place of work as a consequence of inclement weather, they are able to attend an alternative, appropriate, more accessible workplace or, where this is impossible, are able to work from home | | | | | |
| Who was consulted when drafting this policy/procedure? What were the recommendations/suggestions? | | | | | |
| JCNC | | | | | |
| ACTION PLAN: Please list all actions identified to address any impacts | | | | | |
| Action | | Person responsible | | Completion date | |
| | | | | | |
| | | | | | |
| AUTHORISATION | | | | | |
| Name of person completing the form | | HR Manager | | | |
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1 Policy Statement

- 1.1 Torbay and South Devon NHS Foundation Trust (hereafter referred to as the Trust) recognises that there will be occasions when, because of the geographical location in which they live or, because of particular transport difficulties, employees will be unable to attend their normal place of work as a consequence of inclement weather. This policy covers all employees of the Trust who find themselves in such circumstances.

2 Purpose

- 2.1 This policy provides arrangements to ensure that where an employee is unable to attend their normal place of work as a consequence of inclement weather, they are able to attend an alternative, appropriate, more accessible workplace or, where this is impossible, are able to work from home. Where neither of these is a practical alternative because of the nature of the work in which the employee is engaged, the aim will be to ensure that staff are treated equitably.

3 Scope

- 3.1 This policy applies to all staff employed by Torbay & South Devon NHS Foundation Trust under Agenda for Change terms and conditions of service.

4 Equality and Diversity Statement

- 4.1 The Trust is committed to preventing discrimination, valuing diversity and achieving equality of opportunity. No person (staff, patient or public) will receive less favourable treatment on the grounds of the nine protected characteristics (as governed by the Equality Act 2010): sexual orientation; gender; age; gender re-assignment; pregnancy and maternity; disability; religion or belief; race; marriage and civil partnership. In addition to these nine, the Trust will not discriminate on the grounds of domestic circumstances, social-economic status, political affiliation or trade union membership.
- 4.2 The Trust is committed to ensuring all services, policies, projects and strategies undergo equality analysis.

5 Roles and Responsibilities

5.1 Line manager responsibilities:

It is a management responsibility to ensure departments are adequately staffed and managers should therefore have early discussions with employees who may have difficulty attending work due to inclement weather to ensure suitable plans are in place to deal with any problem should it arise.

5.2 **Employee responsibilities:**

It is the responsibility of individual employees to attempt to overcome difficulties in order to attend work. Circumstances will vary from place to place and individual to individual and whilst accepting that employees should not take unreasonable risks in attempting to get to work, there should not be a disincentive to those who make particular effort.

6 **General Principles**

- 6.1 Where an employee considers they may have difficulty in the future as a consequence of inclement weather, they must discuss this with their line manager and agree an alternative working arrangement. This might include working from home or registering their name and contact details with an appropriate alternative workplace, which is more accessible to their home.
- 6.2 Employees with particular social/domestic or caring responsibilities which might, at times of inclement weather, prevent them from attending work should ensure their manager is fully aware of the circumstances beforehand and may use the benefits of this policy or of the Trust's Special Leave Policy H9.
- 6.3 Staff are expected to take annual leave/flexi time to cover the shortfall in hours worked. Alternatively individuals may choose to take unpaid leave.

7 **Procedure**

- 7.1 If an individual is unable to attend work because of adverse weather conditions they should contact their manager or nominated person as early as possible.
- 7.2 Staff wishing to leave work early because of the weather should consult their manager, who should be aware of any worsening conditions, obviously encouraging staff to leave early if necessary.
- 7.3 Employees arriving late (or with the permission of the line manager leaving early) because of inclement weather will be paid at the rate they would have received for that day if normal conditions prevailed.

8 **Training & Awareness**

- 8.1 Advice and support will be provided by the HR team to support staff and managers in adhering to this policy.
- 8.2 The HR team will raise awareness of this policy through the publication of information on iCare and Contact and to advise staff of changes to the policy through the staff bulletin and ratification processes.

9 Contact Details

9.1 Any queries regarding this policy should be directed to the HR team of the Directorate of Workforce and Organisational Development.

- HR Helpline – 01803 655754 (ext. 55754)
- HR department – 01803 654506

10 Monitoring, Audit and Review Procedures

10.1 This policy will be monitored and audited on a regular basis. A full review will take place every two years by the Directorate of Workforce and Organisational Development unless legislative changes determine otherwise.