

Adverse Weather Conditions/Transport Disruption Policy

Policy Statement

Although PHW expects and appreciates employees' efforts to get into work during times of adverse weather/planned travel disruption, it recognises that during certain weather conditions, some staff may experience difficulty attending work. This policy is designed to ensure that all staff are treated fairly and consistently if such conditions do occur, ensuring sufficient flexibility to address individual circumstances and also showing a regard for their health and safety, as well as endeavouring to provide adequate levels of service to patient/service users.

Policy Commitment

The main aim of the policy is to provide clear guidance/information to staff and guidance to managers during times of adverse weather/travel disruption.

The objectives of the policy are to reinforce staff's personal responsibility for travel to and from work, to minimise 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.

Supporting Procedures and Written Control Documents

Other related documents are:

Annual Leave & Bank Holiday Policy, Maternity, Adoption, Paternity and Maternity Support and IVF Policy, Home working policy, All Wales Grievance Policy, All Wales Disciplinary Policy, Special Leave Policy, Remote working Policy

Scope

This policy applies, without exception, to all employees of Public Health Wales, including those within hosted bodies, those with honorary contracts, agency staff, temporary and fixed term staff, secondees and students and will apply during times of adverse weather for example, snow, floods, extreme heat and times of planned travel disruption for example, NATO summit. It is not feasible to give an exhaustive list for every situation and flexibility will need to be applied.

It is acknowledged that Public Health Wales is an All Wales Service where different weather conditions could affect different regions and so each case should be considered on their own merit.

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.

In accordance with the Equality Act (2010) this policy supports the principles of equality and diversity and no individual will be treated less favourably than others because of any of the following protected characteristics:

- Age
- Gender
- Ethnicity
- Disability
- Religion / Belief
- Sexual Orientation
- Pregnancy / Maternity
- Marriage / Civil Partnership
- Gender Re-assignment status

Equality and Health Impact Assessment	An Equality, Welsh Language and Health Impact Assessment has been completed and can be viewed on the policy webpages.
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Group with authority to approve supporting procedures	People and Organisational Development Committee

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Disclaimer

If the review date of this document has passed please ensure that the version you are using is the most up to date either by contacting the document author or [Corporate Governance](#).

Summary of reviews/amendments

Version number	Date of Review	Date of Approval	Date published	Summary of Amendments
v1	N/A	7 February 2017	20 February 2017	N/A

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1. Introduction/Background

The purpose of this document is to provide guidance/information for a clear understanding of the procedure to follow if staff cannot attend work, or will be late attending work due to adverse weather / transport disruption. It also advises who should make decisions regarding sending staff home early or advising non-attendance for work

2. Roles and responsibilities

2.1 Staff responsibility

Staff should not take unacceptable risks with their personal health and safety when taking actions under this policy and should consider advice from the emergency services or the media and any available advice from PHW.

Employees have a responsibility to make every reasonable effort possible to attend their place of work during adverse weather conditions/planned travel disruption. Reasonable effort to attend work includes lift sharing, using public transport, and walking where appropriate. N.B if employees decide to 'car share' for example, this is an agreement between those employees and not an instruction from PHW.

Staff should re-assess the weather situation during their working period, i.e. if the weather conditions improve, they should go into work, even for part of a day

2.2 Manager responsibilities

Staff will look to managers for a lead in times of adverse weather conditions/planned transport disruption and line managers need to be clear on the procedure to be followed taking into account what options are available to staff in line with their individual circumstances. Where possible, Managers should look to support home working, however, it is recognised that not all staff can fulfil their duties, in full or part, by working from home. The policy statement above makes it clear that staff should be treated fairly and consistently whether or not they are able to work at home. Any home working must be approved by the line manager, and agreed with the employee. In such a case the employee will receive pay as if their normal working hours had been completed in the workplace.

It is the responsibility of the line manager to treat all employees fairly and consistently and ensure adequate communication takes place with their staff where these circumstances arise taking into account the following: -

- (i) The severity of the weather conditions.
- (ii) The distance and type of journey to be travelled by the employee.
- (iii) The mode of transport available to the member of staff.
- (iv) Whether a member of staff, or their dependants, belongs to any of the categories outlined above.
- (v) Whether they have contacted their manager through the normal absence procedure.
- (vi) The attendance or otherwise of other staff living in the same geographical area.

Managers must have regard for the Health and Safety of staff, particularly where special conditions apply – see 3.1 below and must ensure staff contact lists are maintained.

It is important that managers support staff who work long hours to maintain services.

Senior managers within each Directorate need to ensure that their line managers are aware of the range of options and subsequent decisions that may need to be made at different times

3. Principles

3.1 Categories of staff with Special Consideration

Managers will be able to make their own decision whether to advise staff not to attend work or to send them home early, in relation to staff that belong to any of the categories of staff below and should discuss the situation with the staff member accordingly. They do not have to rely on the decision making process as outlined in 3.5.

Special consideration will be given to any member of staff who is: -

- (i) Pregnant and has made PHW aware of this.
- (ii) Disabled as defined under the Equality Act 2010 and that disability make it unreasonable for them to attempt to attend work during adverse weather conditions.
- (iii) Has a health condition, which is known to the Trust, which makes it unreasonable for them to attempt to attend work during adverse weather conditions.

3.2 Health and safety of staff

No member of staff should take unacceptable risks with their personal health and safety when taking actions under this policy. In turn, line managers will be sympathetic to individual needs and circumstances, and show due regard for health and safety.

3.3 Procedure for reporting non/late attendance

Where employees are prevented from attending due to adverse weather conditions or travel disruption, they must notify their line manager (or if unavailable, the nominated deputy) by either their designated start time in line with usual procedures or at the earliest opportunity. The following information should be provided: -

- Why they are unable to attend or will be late for work
- The attempts made by the employee to attend, and likely period of absence
- Any issues relevant to that day's work

Staff who despite their best efforts are unable to attend for work, should be contactable. Staff are expected to regularly update their manager regarding their ongoing situation during their absence.

Staff will be expected to make every effort to make their own way to their place of work. However at times of pre-planned situations for example, G8 summit/NATO, this should be discussed in advance with the line manager and staff should consider alternative routes/ways into work

3.4 Deteriorating weather conditions

If weather conditions appear to be worsening, or adverse weather conditions occur when members of staff are already in their workplace, any decisions taken to send staff home will be taken as set out below. Managers should raise any concerns about weather conditions known to their Divisional Director as soon as possible. Decisions will be dependent on:

- Employee's journey to their home (i.e. location, distance, mode of transport etc).
- Staffing requirements across the Division business continuity
- Reports obtained on road conditions, weather reports etc.

Employees working at a location other than their usual place of work should discuss with their manager of their intention to return home, or to their usual place of work, as soon as they feel their own health and safety may be at risk.

In exceptional circumstances, where employees are unable to return home due to worsening weather conditions, alternative solutions will be sought which may be agreed in advance by their Divisional Director or hosted organisation, or if unavailable their nominated deputy.

Where the decision is taken to send employees home early due to adverse weather conditions/travel disruption, they will be paid as if they had completed their contracted hours of work.

Where adverse weather or transport disruption has been forecast, managers and staff should have agreed contingency arrangements, prior to the event, of which site/duties individuals should attend/undertake if extreme weather or transport disruption prevents attendance in their usual site. This should include the provision of emergency accommodation where necessary.

3.5 Decision Making

It is recognised that the circumstances whereby this policy will become operational may mean that normal reporting and communication arrangements are compromised. PHW allows senior managers/department leads discretion in considering difficulties experienced by staff that, in extreme weather conditions or transport disruption, arrive late or are unable to attend their normal places of work

3.6 Contingencies

Each Directorate should have their own Business Continuity plans which take into account adverse weather/planned travel disruption.

Any member of staff who anticipates difficulty in attending his/her normal place of work or returning home in severe weather conditions/travel disruption should make this clear to his/her manager. Their manager will make known to staff what is expected should extreme weather conditions or transport disruption occur. This will consist of:-

- Who or which office should be contacted in the event of extreme weather conditions or transport disruption.
- Whether it is practical or permissible to attend work at an alternative base or home. Prior arrangements should be made in case of anticipated extreme weather conditions or transport disruption.
- Any member of staff unable to report for work because of bad weather or transport disruption should contact his/her line manager in line with absence reporting procedure. For any staff who cannot contact the appropriate line manager, a contact telephone number should be left for them to return the call, if necessary.
- Staff who fail to contact their line manager without good reason (which may include telephone line/network being down), may be regarded as being on unauthorised absence, without payment.
- Where employees are unable to attend their normal place of work, but are able to attend another appropriate workplace within PHW, and able to carry out their normal duties required, they can do so with the agreement of their manager or another senior manager/Director available

If adverse weather conditions prevail managers are advised to use the Divisional Contingency Plan.

Staff who are able to attend work during bad weather or transport disruption may be required to undertake roles, other than their normal roles, as long as these are within their capabilities and safe for them to do so.

3.7 Payment of Employees

Where staff attend their normal place of work or another PHW site they will receive a normal day's pay.

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 for example, school closures then they will be required to facilitate this in accordance with section 3.8 below.

Employees who, due to adverse weather conditions or travel disruption, attend their workplace later than their contracted start time will be paid as if they attended at the designated time, as long as they have followed the reporting procedure at point 3.3 above.

Line managers who have concerns over the employee's attempts to reach work or the reason given for their absence may designate them as being 'absent without pay'. They are advised to speak to their Divisional People Business Partner before reaching this decision.

If PHW makes a decision to close a site then employees will be paid as if they worked their full shift.

3.8 Non payment of employees

If after consideration by the line manager that a member of staff did not make reasonable efforts to attend the work place, or failed to contact their place of work, and payment is withheld, the member of staff will be informed in writing as soon as possible. Before this is done the member of staff should be given the opportunity to make up this time within a reasonable period agreed by the line manager and employee.

Failing this, the employee will be given the opportunity to take the time off against flexitime, against time owing as "time off in lieu" or as annual leave from this year's entitlement. If the member of staff has no more annual leave for the current year; they may take the time off as unpaid leave.

Records of all the above actions will be taken and kept on the employee's personal file and staff may be required to make a statement of the circumstances that prevented them from attending work.

If a line manager feels that a member of staff has repeatedly not made appropriate efforts to attend work during adverse weather conditions, and this is supported by records on their personal file such as those mentioned above and the departmental reporting form during adverse weather conditions, this matter may be taken up through the Disciplinary Policy.

4. Appeal

If an employee disagrees with a decision made by their line manager, they should first make reasonable efforts to resolve the disagreement informally; failing which they can consider using the All Wales Grievance Policy

5. Implementation Plan

All staff will be made aware of the existence of this policy upon commencement with PHW. It can be obtained on the Public Health Wales Intranet page, and will be publicised via the staff intranet. Training will not be offered on this policy however guidance must be sought from the People and OD team when following the policy.

6. Equality Statement/Information Governance Statement

The policy will be made available in Welsh should a member of staff request it. Correspondence can be made available in Welsh should a staff member request it.

This policy has been considered by the Information Governance manager who agreed that there were no special or additional implications for privacy beyond normal considerations of where records are retained and for how long

7. Audit

The policy lead will monitor and audit this policy to ensure it is compliant with current legislation, to ensure it is effectively implemented, and ensure that it is reviewed in accordance with the policy review timetable.

8. Review

This policy will be reviewed in two years time.