

# Adverse Weather & Travel Disruption Policy

## W20.4

### Additionally refer to:

Leave Policy (Chapter 8: Special Leave Policy)  
 Leave Policy (Chapter 7: Parental Leave Procedure)  
 Flexible Working Policy  
 Grievance Policy  
 Disciplinary Policy  
 Equality, Inclusion and Diversity Policy  
 Health and Well-being policy  
 Home Working Policy

Version:	V3.1
Originally issued	2006
V3 Approved by	Policy Approval Group
V3 Date approved	October 2024
V3 Ratified by:	Director of People & OD
Date Ratified	October 2024
Document lead	Workforce Manager
Lead Director	Director of People & OD
Date issued:	October 2024
Review date:	October 2027
Target audience:	All staff

### Version Control Sheet

<b>Document Lead/Contact:</b>	Annabelle Wilkie
Document ID	W20.4
Version	3
Status	Final
Date EqIA completed	August 2024
Issue Date	October 2024
Review Date	October 2027
Distribution	Please refer to the intranet version for the latest version of this policy. <b>Any printed copies may not necessarily be the most up to date</b>
Key Words	Travel, travelling, snow, traffic, flight, commute
Dissemination plan	HR Intranet and Internet Pages, email to users of Managers Resources folder

### 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. JNCC approved June 21, SLC ratified Jan 22
V3	August 2024	Annabelle Wilkie	Draft	Updated policy in line with current practice and feedback from staff.
V3.1	October 2024	Chris Goulding	Final	Updated policy following feedback from Policy Approval Group. This follows on from JNCC approved the policy V2.

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## Policy on a page

- This Policy 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.
- It does not apply to personal emergencies, which should be addressed using annual leave or, in exceptional circumstances, Special leave. Discussion with the employee's line manager will determine the most appropriate response to a personal emergency.
- Severe weather can impact directly through physical damage to buildings or indirectly via disruption to the road/rail network, school closures and other key services such as supply transport, all of which may have an effect on the Trust's staffing levels and/or its ability to provide both clinical and corporate services. The impact of severe weather may mean disruption or cancellation of clinics or other community-based services.
- Severe weather or travel disruption may limit or risk the ability of employees to get to work and return home. Guidance will be issued to managers and employees should discuss and agree with their manager what action they should take.
- Employees unable to get into work, or will be late, should follow the normal absence reporting procedures.
- Alternative forms of transport to and from work should be considered. Walking to work should also be considered (a one mile radius of the hospital site where the employee is based is reasonable). This needs to be balanced against the prevailing weather conditions and the health and well-being of employees.
- Employees unable to attend their usual place of work should discuss with their line manager, working at another Trust site nearer to home or working from home if practical and appropriate.
- If employees are late arriving, having previously notified their line manager, it is not reasonable for those staff to make the time up i.e. between the time arriving and their normal start time.
- In emergency situations the Trust may coordinate the use of specific transport to support front line staff in particular, getting to and from work. This may also involve the use of Taxi's. Other alternative travel options available to employees include the park and ride services, employee car lift share scheme.
- If it is not possible to either attend work or work from home; the employee should agree with their line manager how the non-attendance and the absence will be covered.
- In exceptional circumstances in order to maintain an essential service managers should agree the arrangements for employees to undertake additional hours including how the employee will be recompensed i.e. time off in lieu to be taken within 3 months; or use of overtime. Any additional accommodation and meal charges will be met by the department.

## **1 Policy Statement**

- 1.1 Delivering patient care is of the utmost importance and is at the forefront of decision making about employees attendance at work. The Trust must also balance the health and well-being of our employees when taking decisions about attendance at work.
- 1.2 Employees are responsible for making every reasonable effort to get to work during periods of severe weather, or travel disruption but should not put themselves at unnecessary risk to their health and well-being.
- 1.3 Employee' with dependent children and or adults should consult with their line manager if adverse weather conditions impacts on their ability to care for their dependents.
- 1.4 The policy sets out the procedures and actions employees should take in response to adverse weather or travel disruption.

## **2 Scope**

- 2.1 This policy applies to all employees of the Trust, including Bank staff and Trainee professionals hosted by the Trust.
- 2.2 Managers are responsible for the implementation of this Adverse Weather and Travel Disruption Policy.
- 2.3 All employees must be made aware of any plans due to the adverse weather or travel disruption that may affect their department/directorate, service or role.

## **3 Action to be taken in the event of adverse weather or travel disruption**

- 3.1 Severe weather or travel disruption may limit or risk the ability of employees to get to work and return home. In these circumstances the Trust will either issue guidance to managers and staff and/or staff should discuss with their line manager and agree what action should be taken in their particular circumstance.
- 3.2 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 employees are due to start work, 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.
- 3.3 Notification by text message, e-mail or any form of social media is not acceptable unless this has been pre-agreed with the manager.

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

4.1 In some situations, alternative forms of transport may be available (e.g. lifts from other members of staff, public transport etc). Walking to work should also be considered (a 1- 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 and well-being of the employee and any other relevant circumstances.

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

5.1 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 near 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.

5.2 Staff should also discuss with their line manager whether it is possible to work from home. Managers and employees should refer to the Trust's Home Working policy for further details.

5.3 If staff have made every effort to attend work and as a result of adverse weather or travel disruption they are late arriving, having previously notified their line manager, it is not reasonable for those staff to make the time up i.e. between the time arriving and their normal start time.

## **6 Emergency situations**

6.1 In emergency situations the Trust may coordinate the use of specific transport to support front line staff in particular getting to and from work in severe adverse weather conditions or when there is travel disruption. This may also involve the use of Taxis particularly for front line staff if public transport is severely affected.

6.2 Alternative travel options available to employees include:

- The park and ride services are available to employees.
- The employee car lift share scheme.
- Staff discounts for public transport.

## **7 Covering time lost due to travelling difficulties**

7.1 Having explored the options above, if it is not possible to either attend work or work from home; the employee 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.

## 8. Working additional hours

8.1 In exceptional circumstances, line managers may request an employee to stay beyond their normal finishing times, including overnight, to maintain an essential service. In such circumstances line managers should first consult with their staff and agree the arrangements for the employee to undertake additional hours. This should include how the employee will be recompensed for the additional hours worked i.e. time off in lieu to be taken within 3 months; or overtime and any additional accommodation and meal charges will be met by the department. Further, if requested, the department should arrange transport for the employee to return home after working additional hours, given the exceptional circumstances that resulted in the need for the employee to work additional hours i.e. adverse weather or severe travel disruption.

## 9. Training

Management and monitoring of training will be in accordance with the Trust's Development and Training Policy (W11).

## 10 Review process

The policy will be reviewed every three years.

## 11 Equality Impact Assessment (EQIA)

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

## 12 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/staff in line with this policy	Review of HR Advice logs	People Projects and Governance Manager	Annual	JNCC

## 13 References

Guidance on Health Well-being of employees: [SaTH Intranet - Health and Wellbeing](#)

Lift Share scheme: [SaTH Liftshare community - part of the Liftshare network](#)

Home Working Policy: SaTH HR Home Page Policies