

Adverse Weather Policy

This policy provides guidance to managers and employees in the event of adverse weather conditions such as heavy snowfall, high winds, flooding or excessively hot weather.

Key words: Weather, snow, heat, heatwave, hot weather, bad weather, high winds, flooding

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Approved by: Workforce Development Group

Ratified By: People and Culture Committee

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SUMMARY & AIM

The purpose of this policy is to ensure a fair and consistent approach is adopted when normal daily travelling arrangements of employees are disrupted by events such as adverse weather conditions.

KEY REQUIREMENTS

This policy will be applied when staff are unable to attend work or have to work a shorter day than normal, due to adverse weather conditions.

TARGET AUDIENCE:

This policy applies to all employees of the Trust including those on secondment to the Trust.

TRAINING

There is no training requirement identified within this policy.

1.0 Quick look summary

Please note that this is designed to act as a quick reference guide only and is not intended to replace the need to read the full policy.

1.1 Version control and summary of changes

Version number	Date	Comments (description change and amendments)
1	17 January 2012	Adopted and updated the Former LCR Policy
2	May 2012	
3	March 2016	Policy copied into new template. Added Section 3: Purpose and Section 4: Scope. Added sentence in paragraph 2.2 'While accepting that staff should not take unreasonable risks in attempting to get to work in difficult conditions'... Added Due Regard; Appendix 2.
4	May 2019	5.1 – Updated the Public Health Heatwave Plan for England to latest version 2019. 6.1.1 – Deleted reference to the Major incident Plan – no requirement for this as all appropriate actions are listed in the Business Continuity Plans that are already referenced
5	June 2022	Added within Introduction section 3.5: Leadership Behaviours. Added within Responsibility of staff Section 7.5 Health and Wellbeing. Replaced Strategic Work Group and Workforce and Wellbeing Group with Strategic Workforce Committee.
6	May 2025	Policy copied on to new template. 2.6 - Added an explanation of 'unreasonable risk'. 2.6 - added that employees should explore alternative methods and routes of travel if safe to do so. 3.1 - Updated definition of excessively hot weather. 3.1 Added 'Reliable sources for weather warning/s will be considered when assessing the impact of adverse weather conditions and guidance will be reviewed in line with any updates.' 4.1.1 - Additional responsibility added for Line Managers/ Team Leaders to 5.5 - Added responsibility of staff to monitor their route of travel with the use of reliable sources. 5.5 – Replaced 'inclement' with 'adverse'.

For Further Information Contact: Human Resources lpt.hradvisoryteam@nhs.net

1.2 Key individuals involved in developing and consulting on the document

Name	Designation
Accountable Director	Sarah Willis, Director of HR & OD
Author(s)	Vaishali Tailor, Senior HR Advisor
Consultation	Trust Policy Experts
	Staffside
	All LPT Employees Bands 7 and above

1.3 Governance

Level 2 or 3 approving delivery group	Level 1 Committee to ratify policy
Workforce Development Group	People and Culture Committee

1.4 Equality Statement

Leicestershire Partnership NHS Trust (LPT) aims to design and implement policy documents that meet the diverse needs of our service, population and workforce, ensuring that none are placed at a disadvantage over others. It takes into account the provisions of the Equality Act 2010 (Amendment) Regulations 2023 and promotes equal opportunities for all. This document has been assessed to ensure that no one receives less favourable treatment on the protected characteristics of their age, disability, sex (gender), gender reassignment, sexual orientation, marriage and civil partnership, race, religion or belief, pregnancy and maternity.

If you would like a copy of this document in any other format, please contact lpt.corporateaffairs@nhs.net

1.5 Due Regard

LPT will ensure that due regard for equality is taken and as such will undertake an analysis of equality (assessment of impact) on existing and new policies in line with the Equality Act 2010 (Amendment) Regulations 2023. This process will help to ensure that:

- Strategies, policies and procedures and services are free from discrimination.
- LPT complies with current equality legislation.
- Due regard is given to equality in decision making and subsequent processes.
- Opportunities for promoting equality are identified.

Please refer to due regard assessment (Appendix 3) of this policy.

All staff should act in accordance to our Trust leadership behaviours for all and be able to evidence adherence in situations that involve adverse weather. A fundamental approach to developing our Leadership behaviours for all is our ability to both give and receive feedback in a positive and insightful way. The feedback method is based on defining; Context, Understanding, Behaviour and Effect (CUBE).

1.6 Definitions that apply to this policy.

Adverse weather	Adverse weather conditions usually arise from heavy snowfalls and drifting but may also include exceptionally high winds, flooding or excessively hot weather.
Due Regard	Having due regard for advancing equality involves: <ul style="list-style-type: none">• Removing or minimising disadvantages suffered by people due to their protected characteristics.• Taking steps to meet the needs of people from protected groups where these are different from the needs of other people.• Encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.
Dependents	Children or other persons for whose care the staff member is responsible.

2.0 Purpose and Introduction/Why we need this policy

- 2.1 The purpose of this policy is to ensure a fair and consistent approach is adopted when normal daily travelling arrangements of employees are disrupted by events such as adverse weather conditions.
- 2.2 It will be applied when staff are unable to attend work or have to work a shorter day than normal, due to adverse weather conditions.
- 2.3 It does not apply to personal emergencies, which should be addressed requesting annual leave or other forms of leave as outlined in the Special Leave Policy. Discussion with the employee's line manager will determine the most appropriate response to a personal emergency.
- 2.4 The Policy provides the principles which apply to all staff in the event of adverse weather conditions.
- 2.5 The Adverse Weather Policy and Procedure applies to all employees of Leicestershire Partnership Trust which will be referred to throughout as 'the Trust'.
- 2.6 During periods of adverse weather, the Trust still needs to provide services and appreciates the efforts made by its employees to get in to work. While accepting that staff should not take unreasonable risks, such as deviating from official guidance, in attempting to get to work in difficult conditions the Trust reminds staff that they are expected to make reasonable efforts to attend work during adverse weather conditions. It is the contractual duty of each employee to make their own arrangements to get to work in the event of adverse weather conditions. This may mean exploring alternative methods or routes of travel, if it is safe to do so. The Trust recognises and appreciates that, in the vast majority of cases; staff make every effort to attend their place of work at the correct time.
- 2.7 This policy is designed to give guidance, advice and support to managers and employees in the event of adverse weather conditions which prevent staff members from making normal journeys to and from their place of work and in consequence affects the ability of employees to attend work or have to work a shorter day

- 2.8 This policy applies to all employees who are unable to attend work due to adverse weather conditions regardless of grade, hours, length of service and any protected characteristic(s).
- 2.9 This policy applies to all employees of the Trust including those on secondment to the Trust.

3.0 Policy Requirements

3.1 Definition of Adverse Weather

Adverse weather is where the weather conditions are unusual and are such that working conditions are affected and employees are prevented from attending work or have significant problems getting home from work. Adverse weather conditions usually arise from heavy snowfalls and drifting but may also include exceptionally high winds, flooding or excessively hot weather. Excessively hot weather for the East Midlands is defined by the Met Office as 28° Celsius during the day or 15° during the night (Met Office, 2022). Reliable sources for weather warning/s will be considered when assessing the impact of adverse weather conditions and guidance will be reviewed in line with any updates.

- 3.2 The Trust accepts that bad weather may affect different localities within a geographical area with different degrees of severity.

4.0 Applicable Situations

4.1 Where Employees are unable to reach their usual base

- 4.1.1 If due to the adverse weather conditions, employees are unable to attend work at their usual base, then the following procedure should be followed:

Clinical Employees

Clinical employees must in the first instance contact their Line Manager/Team Leader to agree that they will contact their nearest base to report for duty or to offer their assistance as appropriate in accordance with the arrangements set out in the local Business Continuity Plan(s). Where practicable Managers/Team Leaders may agree to clinical staff working from home.

Non Clinical Employees

Non clinical employees should liaise with their Line Manager/Team Leader so that an agreement can be made as to whether they are able to work from home, or if they are able to access a base near to their home to work from there.

Home Visiting Clinical Employees

Home visiting employees should contact their Line Manager/Team Leader to agree that they will contact their nearest base to offer their assistance. Employees will also need to discuss their caseloads with their Line Manager/Team Leader to identify any urgent and non-urgent visits, paying particular attention to patients needing drug therapy, palliative care or essential equipment. Where practicable Managers/Team Leaders may agree to home visiting clinical staff working from home.

Line Manager's/Team Leader's Responsibility

- Line Managers/Team Leaders must make every effort to ensure that normal services are provided by using all available resources, for example in the event of clinic cancellation, moving clinical employees to "in patient areas".
- Line Managers/ Team Leaders will take responsibility for service staffing, considering those greater affected by adverse weather conditions and guidance.
- Line Managers/Team Leaders must be aware of local Business Continuity Plans and ensure that the actions detailed in those plans are followed through.
- Managers need to ensure that all staff are also aware of the business continuity plan in relation to adverse weather.
- If clinical services are disrupted, Line Managers/Team Leaders must inform their Manager as appropriate.
- Line Managers/Team Leaders must ensure that they hold up to date contact details for their staff.

4.1.2 Employees Unable to report for Duty

Where employees are unable to report for duty, even if they have attempted to fulfil their duties by trying to travel to an alternative base, they must take the time they are not at work as time in lieu, flexi time or annual leave. Where applicable and agreed by the manager, the employee may be able to work from home. Where none of these options are available, the employee will be expected where practicable to agree with their manager to work additional hours to make up for the time lost or alternatively take unpaid annual leave.

4.2 Where employees have to leave work earlier than normal in order to ensure a safe journey home.

- 4.2.1 Where adverse weather conditions are worsening during the day Line Managers/ Team Leaders will have discretion to decide whether employees should be released early.
- 4.2.2 Line Managers/Team Leaders should consider service needs and employees individual circumstances such as genuine travel difficulties when making the decision to release employees early.
- 4.2.3. Employees permitted to leave early should take the time they are not at work as time in lieu, flexi time or annual leave. Alternatively, where it is practicable to do so, employees may with the agreement of their Manager/Team Leader leave early and make up their hours by working from home on agreed pieces of work. When working from home employees must have due regard to personal safety, data security and confidentiality.

4.3 Where employees are unable to attend work at the usual time due to adverse weather conditions.

- 4.3.1 Employees will not be penalised for arriving late for work due to travel difficulties or where they have had to make alternative care arrangements for dependents. However, Managers will assess service needs and may request employees to complete their normal working hours where it is appropriate to do so.

4.4 Dependent Responsibilities

School closures

- 4.4.1 In the event of schools being closed, employees should in the first instance exhaust all options for alternative child care arrangements. However, it is accepted that in these circumstances child care may not be immediately available and where this is the case employees may be entitled to Carer's Leave as defined within the LPT Special Leave Policy. Carer's leave should only be used in an emergency situation. It is therefore expected that employees will make alternative child care arrangements during periods of prolonged adverse weather conditions.
- 4.4.2 The principles above will also apply to employees with other dependent responsibilities.

4.5 Closure of Base

- 4.5.1 Where a decision has been taken to close a base, Managers must ensure that every effort is made to contact members of their team(s) who have not yet arrived at work in order to notify them of the decision and any alternative arrangements which may have been agreed.
- 4.5.2 In the event that an employee arrives at work to find that their base is closed, they must in the first instance contact their Manager to agree the appropriate course of action to take.

5.0 Duties within the Organisation

- 5.1 The Trust Board has a legal responsibility for Trust policies and for ensuring that they are carried out effectively.
- 5.2 Trust Board Sub-committees have the responsibility for ratifying policies and protocols. The Workforce and Development Group have the responsibility for ratifying this policy.
- 5.3 Divisional Directors and Heads of Service are responsible for ensuring the development and implementation of appropriate guidance to support managers with this policy.
- 5.4 Managers and Team leaders are responsible for:
- Ensuring that individuals are treated in a fair and consistent way
 - Ensuring that this policy is adhered to
 - Offering a range of options to staff unable to attend their normal location work location
 - Ensuring accurate recording of attendance at work on ESR/e-roster
 - In exceptional circumstances, should arrangements such as overnight stays for staff, costs of food or transports be considered to be required, a manager should discuss this in the first instance with the manager who is co-ordinating the emergency response.
- 5.5 Responsibility of Staff:
- All employees are responsible for making their own arrangements to get to work on time.

- All employees are responsible for monitoring their usual travel routes, through reliable sources, in advance of their scheduled shifts or working hours, particularly during adverse weather conditions.
- All employees are expected to make all reasonable attempts to attend work in order for services to be maintained, such as utilising public transport, even if this means they may arrive late. In these circumstances employees must contact their manager, as soon as possible to advise them of the situation and reason for delay. Where reasonably possible this must be prior to the commencement of their shift. At this time both the manager and employee will agree when contact will be made again (by either the manager or the employee) to update on the progress of their journey. The employee will notify their manager when they arrive at work.
- Employees who are unable to attend work on their normal base/site will be expected to make every reasonable effort to attend work at an alternative base/site within the Trust. In these circumstances arrangement to work on an alternative site/base must be discussed and agreed with their manager and reference should be made to the Trust/department's relevant Service Contingency Plan.
- When adverse weather or major disruption to travel links can be reasonably foreseen and, depending on the role, if it is possible for work to be undertaken at home then the home working option may be agreed with their manager.
- Staff will follow the guidance contained within the policy.
- All employees are responsible for their own health and wellbeing and should escalate any support required at the earliest convenience.

6.0 Monitoring Compliance and Effectiveness

Page/ Section	Minimum Requirements to monitor	Method for Monitoring	Responsible Individual / Group	Where results will be reported to, implemented and monitored. Frequency of monitoring
Section 5	Employees will be treated in a fair and consistent way.	Review of disputes received.	HR / Workforce Development Group	Workforce Development Group As appropriate.

7.0 Standards/Performance Indicators

TARGET/STANDARDS	KEY PERFORMANCE INDICATOR
Care Quality Commission registration standards (outcome 13) <i>Staffing</i> (21) of the Health & Social Care Act (2008) (Regulated Activities Regulations 2010 CQC essential standards)	That the trust maintains compliance with CQC registration standards, this policy supports outcome standards 13

8.0 References and Bibliography

The policy was drafted with reference to the following:

NHS Leicester City – Policy regarding Adverse Weather

Conditions LCR – Adverse Weather Policy

Met Office – UK Climate Change in action 2022

9.0 Fraud, Bribery and Corruption consideration

The Trust has a zero-tolerance approach to fraud, bribery and corruption in all areas of our work and it is important that this is reflected through all policies and procedures to mitigate these risks.

Fraud relates to a dishonest representation, failure to disclose information or abuse of position in order to make a gain or cause a loss. Bribery involves the giving or receiving of gifts or money in return for improper performance. Corruption relates to dishonest or fraudulent conduct by those in power.

Any procedure incurring costs or fees or involving the procurement or provision of goods or service, may be susceptible to fraud, bribery, or corruption so provision should be made within the policy to safeguard against these.

If there is a potential that the policy being written, amended or updated controls a procedure for which there is a potential of fraud, bribery, or corruption to occur you should contact the Trusts Local Counter Fraud Specialist (LCFS) for assistance.

Appendix 1 Training Needs Analysis

Training required to meet the policy requirements must be approved prior to policy approval. Learning and Development manage the approval of training.

Training topic/title:	Adverse Weather		
Type of training: (see Mandatory and Role Essential Training policy for descriptions)	<input checked="" type="checkbox"/> Not required <input type="checkbox"/> Mandatory (must be on mandatory training register) <input type="checkbox"/> Role Essential (must be on the role essential training register) <input type="checkbox"/> Desirable or Developmental		
Directorate to which the training is applicable:	<input type="checkbox"/> Directorate of Mental Health <input type="checkbox"/> Community Health Services <input type="checkbox"/> Enabling Services <input type="checkbox"/> Estates and Facilities <input type="checkbox"/> Families, Young People, Children, Learning Disability and Autism <input type="checkbox"/> Hosted Services		
Staff groups who require the training			
Governance group who has approved this training:		Date approved:	
Named lead or team who is responsible for this training:			
Delivery mode of training: eLearning/virtual/classroom/informal/ad hoc			
Has a training plan been agreed?			
Where will completion of this training be recorded?	<input type="checkbox"/> uLearn <input type="checkbox"/> Other (please specify)		
How is this training going to be quality assured and completions monitored?			
Signed by Learning and Development Approval name and date	N/A	Date:	

Appendix 2 The NHS Constitution

- The NHS will provide a universal service for all based on clinical need, not ability to pay.
- The NHS will provide a comprehensive range of services.

Shape its services around the needs and preferences of individual patients, their families and their carers	<input type="checkbox"/>
Respond to different needs of different sectors of the population	<input type="checkbox"/>
Work continuously to improve quality services and to minimise errors	<input type="checkbox"/>
Support and value its staff	X
Work together with others to ensure a seamless service for patients	<input type="checkbox"/>
Help keep people healthy and work to reduce health inequalities	X
Respect the confidentiality of individual patients and provide open access to information about services, treatment and performance	<input type="checkbox"/>

Appendix 3 Due Regard Screening Template

Section 1			
Name of activity/proposal		Adverse Weather Policy	
Date Screening commenced		May 2025	
Directorate / Service carrying out the assessment		Enabling/Human Resources	
Name and role of person undertaking this Due Regard (Equality Analysis)		Vaishali Tailor, Senior HR Advisor	
Give an overview of the aims, objectives and purpose of the proposal:			
AIMS: The aim of this policy is to ensure a fair and consistent approach is adopted when normal daily travelling arrangements of employees are disrupted by events such as adverse weather conditions.			
OBJECTIVES: It will be applied when staff are unable to attend work or who have to work a shorter day than normal, due to adverse weather conditions.			
Section 2			
Protected Characteristic	If the proposal/s have a positive or negative impact please give brief details.		
Age	This guidance is deemed to be equality neutral.		
Disability	The guidance is applicable to all staff regardless of any protected characteristic who are unable to attend work due to Adverse Weather conditions.		
Gender reassignment	Appropriate methods of communications will be included to ensure anyone with accessibility or communication challenges are made aware of relevant information in an appropriate format.		
Marriage & Civil Partnership	As above		
Pregnancy & Maternity	As above		
Race	As above		
Religion and Belief	As above		
Sex	As above		
Sexual Orientation	As above		
Other equality groups?	As above		
Section 3			
Does this activity propose major changes in terms of scale or significance for LPT? For example, is there a clear indication that, although the proposal is minor it is likely to have a major affect for people from an equality group/s? Please <u>tick</u> appropriate box below.			
Yes		No	
High risk: Complete a full EIA starting click here to proceed to Part B		Low risk: Go to Section 4. ✓	
Section 4			
If this proposal is low risk please give evidence or justification for how you reached this decision:			
Signed by reviewer/assessor	Vaishali Tailor	Date	May 2025
<i>Sign off that this proposal is low risk and does not require a full Equality Analysis</i>			
Head of Service Signed	<i>Clayton</i>	Date	May 2025

Appendix 4 Data Privacy Impact Assessment Screening

<p>Data Privacy impact assessment (DPIAs) are a tool which can help organisations identify the most effective way to comply with their data protection obligations and meet Individual's expectations of privacy.</p> <p>The following screening questions will help the Trust determine if there are any privacy issues associated with the implementation of the Policy. Answering 'yes' to any of these questions is an indication that a DPIA may be a useful exercise. An explanation for the answers will assist with the determination as to whether a full DPIA is required which will require senior management support, at this stage the Head of Data Privacy must be involved.</p>		
Name of Document:	Adverse Weather Policy	
Completed by:	Vaishali Tailor	
Job title	Senior HR Advisor	Date: May 2025
Screening Questions	Yes / No	Explanatory Note
1. Will the process described in the document involve the collection of new information about individuals? This is information in excess of what is required to carry out the process described within the document.	No	
2. Will the process described in the document compel individuals to provide information about them? This is information in excess of what is required to carry out the process described within the document.	No	
3. Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information as part of the process described in this document?	No	
4. Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?	No	
5. Does the process outlined in this document involve the use of new technology which might be perceived as being privacy intrusive? For example, the use of biometrics.	No	
6. Will the process outlined in this document result in decisions being made or action taken against individuals in ways which can have a significant impact on them?	No	
7. As part of the process outlined in this document, is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For examples, health records, criminal records or other information that people would consider to be particularly private.	No	
8. Will the process require you to contact individuals in ways which they may find intrusive?	No	
<p>If the answer to any of these questions is 'Yes' please contact the Data Privacy Team via Lpt-dataprivacy@leicspart.secure.nhs.uk In this case, ratification of a procedural document will not take place until review by the Head of Data Privacy.</p>		
Data Privacy approval name:	Hannah Plowright	
Date of approval	20/05/2025	

Acknowledgement: This is based on the work of Princess Alexandra Hospital NHS Trust