

27<sup>th</sup> February 2020

### **Adverse weather guidance**

CPRCCG HR02

The CCG Headquarters at both Rayleigh and Southend will make every effort to remain open and accessible during adverse weather.

#### Health and safety advice

Please note the following health and safety advice for when you are moving around the CCG's premises:

- Grounds, car parks, walkways: grit will be put down covering such areas however, should you encounter any problems please report them to the Performance and Corporate Services Team.
- Building: every effort will be made to ensure that the building is fully operational (heat, light, power). Should you encounter any problems please report them to the Performance and Corporate Services Team/ Director on Call.
- when driving/cycling: please carry out some preparedness winter checks, reduce your speed, allow space to brake and manoeuvre gradually
- When walking: do take your time, wear sensible footwear and try to walk on the gritted areas

#### HR guidance for members of staff

The CCG recognises that adverse weather conditions may occasionally make travel to and from work difficult. However, the priority of all employees when this happens should be to maintain service delivery wherever possible, whilst taking into account their own personal safety. Mutually agreed arrangements and the flexibility and co-operation of managers and employees will help to achieve this. All staff are encouraged to follow guidance issued by the appropriate authorities.

#### Weather deterioration during the day and leaving work early

Staff who are able to attend work in spite of the adverse weather condition should keep themselves informed of the developing situation and make any decision about leaving work early with their line manager, taking into account the need to maintain service delivery and their own personal safety.

Staff whose roles enable them to effectively work from home (from VPN, NHS.net etc), where practical and with agreement from their Line Manager/Head of Department, they should take work home for that day and for following days if the weather conditions are expected to persist. They should take security and confidentiality of data into account in doing this.

#### Staff experiencing travel delays or having difficulties

Where adverse weather conditions cause delays or difficulties in travelling to work, staff should take all reasonable steps to attend their normal place of work as soon as they possibly can, taking into account their personal safety. Alternative means of transportation should be considered, such as travelling on the train, bus or walking as deemed appropriate.

#### Staff unable to attend work

Staff who are unable to get into work, should telephone their line manager at the earliest possible opportunity to explain the situation and agree on the next line of action. They should continue to monitor the weather conditions during the day to see if they can attend work later.

An alternative base of work may be agreed and arranged between the employee and their line manager or working from home may be agreed.

Where it is not possible to work from an alternative base of work or from home then it may be possible to account for the hours as time off in lieu owing, which would need to be made up at a later stage or in exceptional circumstances it may be appropriate to take annual leave or unpaid leave.

#### Domestic emergencies

Short-term leave may be required to support unforeseen breakdown in an individual's personal circumstances that are linked to adverse weather condition, this may include, but is not limited to a school closure, requiring the member of staff to make alternative child care arrangements.

In such circumstances, line managers should be sympathetic to such requests and have discretion to authorise working from home where appropriate or one day paid special leave and additional unpaid leave, where it is deemed reasonable.

#### Closure of Pearl House and/or Civic Offices

In exceptional circumstances, NHS Castle Point and Rochford CCG and/ or NHS Southend CCG may consider it necessary to close an establishment. If this becomes necessary, all staff will be informed. Suitable means of communication will be used

to inform staff and members of the public about the closure such as, the use of the internet, emails, notices displayed at the entrance of premises and instructions on how they may obtain emergency assistance if required.

If you require any further guidance, please contact ourselves or the Associate Director of Governance and Performance.

**Terry Huff**  
**Accountable Officer**