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**Adverse Weather**

**Supplementary Guidance**

**Reviewed December 2020**

1. **Introduction**

NHS Greater Glasgow and Clyde and its employees are required to ensure continuity of healthcare services (all year round, 24 hours a day) to the population. It is recognised that there may be exceptional periods when this becomes more challenging as a result of adverse weather, major transport issues or major incidents.

The efforts of all employees in making all efforts to attend work are hugely vital and appreciated.

This Guidance should be read in conjunction with the Adverse Weather Policy.

It is intended as a supplementary guide to the implementation of the National Policy, for NHS Greater Glasgow and Clyde Mangers and Staff.

**2. Roles and Responsibilities (Page 2 of National Policy)**

2.1 Within the Policy there are specific responsibilities related to NHS Employers. Within NHSGGC we will implement as follows:

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| Have a responsibility to set out clearly what staff and managers should do when Met Office weather warnings are issued and to advise staff where a weather warning has been issued.  | Weather updates will be provided by the Emergency Planning Team. Staff and Manager advice will be posted by the HR Support and Advice Unit on HR Connect and StaffNet. The Policy will also be made available on HR Connect. |
| Have a responsibility to clearly identify who designated decision makers are within the organisation, ensuring that there is clear delegated authority at the appropriate level to ensure that timely decisions can be made.  | The Director of Human Resources and Organisational Development will lead communications and engagement in liaison with the Corporate Management Team and Board. |
| Have a responsibility to do all that is practicable to maintain effective communications with all staff.  | Communications will be issued by the HR Advice and Support Unit through HR Connect, Core Briefs and Staff Net. |
| Have a responsibility to identify, where possible alternative places to work in the event that weather conditions prevent employees from getting to their usual places of work; this should be an appropriate, safe and viable alternative.  | Engagement will take place across HR Leads in the West Region to consider and agree alternative locations and arrangements. Guidance will be issued to staff including any considerations in relation to COVID-19. |

**3. Further Clarification**

3.1 The following table provides specific guidance on operational aspects of the Policy.

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|  | Defining adverse weather | Rearranging/swapping shifts - engagement should take place with staff, following consideration of rotas, to establish whether they are able to swap shifts or rearrange these to ensure appropriate service cover. This should be updated on SSTS. |
|  | Provision for Paid Special Leave  | Managers must assess each individual employee’s circumstances and be able to support their decision. In considering the employees individual circumstances, the manager should assess the following criteria: * Whether other employees living in the same locale, using the same methods of transport, were able to attend work, taking into account any specific personal circumstances of the staff member concerned.
* Whether the individual could have attended work later in the day or at another time, including whether there was the opportunity to work to an alternative rostering pattern or conclude a voluntary shift-swapping arrangement with other staff.
* Whether alternative work arrangements were considered; including attending another appropriate NHS premises locally, or working from home.

Special leave will be applied once the above criterion has been fully explored and the manager is satisfied that this is appropriate. Where this is not satisfactorily demonstrated the leave should be taken as a, or a combination of more than one, of the following:* Working up the hours lost
* Taking the hours lost as part of annual leave
* Processing the hours lost as unpaid leave

The manager must discuss this with the employee and record the reason for their decision. |
|  | Provision of other forms of paid leave – Carers leave | This should only be considered where the circumstances are unforeseen.In circumstances where it is known in advance that normal care arrangements are likely to be disrupted, the employee should explore reasonable alternatives.If weather conditions become so severe that schools, nurseries and/or day centres are closed suddenly and with very little or no prior warning, staff required to take time off to look after dependants may be given Carers Leave on the first day of absence.  |

**4. Communication**

4.1 This Guidance and the Adverse Weather Policy will be re-distributed and posted on HR Connect and StaffNet accordingly.