

GWENT POLICE INCLEMENT WEATHER PROCEDURE



1.0 Procedure

Gwent Police recognises that in cases of extreme weather conditions members of staff may experience difficulty in reporting for duty at their normal workplace and that some individuals, despite good intentions, may be prevented from reporting for duty at any location. However, as an emergency service it is essential that we continue to provide a service to the people of Gwent. (In relation to agency staff they should seek the advice of their agency regarding working arrangements and payment during inclement weather).

Area/LPU/Departmental Heads will manage such circumstances by ensuring that the following procedures are complied with:-

1. Personnel who are unable to get to their normal place of work should report for duty at a main Gwent Police station/location and may be required to perform duty which may not necessarily form part of their role. [A list of the main stations/locations are shown in Appendix A.](#) Individuals should contact their line manager at the earliest opportunity to inform them of their whereabouts. In applying this procedure careful consideration will be given to the needs of disabled colleagues and nothing will be done which is likely to discriminate against personnel because of their disability. [In relation to Police Staff undertaking other duties please see Appendix B.](#)
2. Members of staff who are able to attend work as at 1 above, will be regarded as having completed their normal working hours even if they arrive late or leave early, subject to 4 and 5 below. In a minority of cases it might be appropriate for the manager to approve a very short period of home working. This decision will be at the managers discretion.

PRINTED VERSIONS SHOULD NOT BE RELIED UPON. THE MOST UP TO DATE VERSION CAN BE FOUND ON THE INTRANET POLICIES SITE

3. Where members of staff are unable to attend work as at 1 above, they will be required to make up the lost time (subject to the general duty to make reasonable adjustment under the Disability Discrimination Act). This may be by taking, for example, annual leave, flexi-time, time recovered or time to be worked back at a later date. The method of working the time back will be at the discretion of the Area/LPU/Departmental head in consultation with the individual concerned. Time sheets must be completed accordingly.

4. When extreme weather conditions necessitate leaving work early at the organisation's discretion, members of staff will be regarded as having completed their normal working hours. The decision to send staff home will be taken at local level based on weather conditions; however, line managers must contact the Silver cadre prior to giving authority to send operational staff home. This is to ensure that the force continues to provide a service to the people of Gwent.

5. When extreme weather conditions commence and members of staff leave early at their own discretion (with the permission of managers) the provisions at paragraph 3 above will apply.

6. Normal working hours are seven hours 24 minutes for police staff, although some will be working a variable shift pattern of longer hours. In relation to police officers working hours will be dependent on their shift pattern. There will be specific arrangements for part time workers according to the hours they work.

7. Managers are entitled to make the necessary enquiries and base decisions on information available, relating to attendance. Any action must be proportionate, necessary, reasonable, legal and will involve the principle of least intrusion.

8. Key steps that all officers and staff can take during adverse weather conditions to increase their chance of being able to get to and from work safely are shown in Appendix C.

9. Departmental Managers and Supervisors particularly those who have 'mission critical' or 'immediate' functions identified in their Business Continuity Plans, should ensure they have arrangements in place to continue to provide these functions. The following acts as a reminder:

a) Read your business continuity plan to remind yourself what your 'mission critical' and 'immediate' functions are, and how many staff you will need actually in work. If you can not find a copy contact Emergency Planning at HQ.

b) Is there anything that needs to be done at your place of work to deal with the weather? Do you have de-icer for police vehicles, is there grit in the grit bin at the station? (contact the Estates Department if not)

c) Discuss with your staff how they can get to work before, not after, the event. Who lives locally and will be able to walk in? Can others share transport, particularly if one has a vehicle more suitable for use in bad weather, such as a 4x4?

d) If some of your staff are unlikely to be able to get to their main place of work, what will they be able to constructively do at an alternative location? Do they need to move anything they are working on to a networked drive so that they can access it from another building? Do they know how to pick up their answerphone messages / amend their answerphone greeting remotely? Can you task them with work now? If it starts to snow during your working hours, before you allow staff home, will this prevent you carrying out your critical functions? Supervisors must remember to contact the Silver cadre before agreeing that operational staff can go home early.

e) Look at the weather forecast and check the roads on the Traffic Wales cameras at <http://www.traffic-wales.com/>. It may be safer for your staff to stay in work until the initial rush of traffic has gone and the roads are clearer.

f) Make sure your staff are aware of this procedure and the advice in Appendix C about getting to work. Discuss with them beforehand where they will report to if they can't get to their normal place of work. If you have any questions about the inclement weather procedure speak to your HR advisor.

2.0 The Legal Basis and Legitimate Aims

To secure an efficient and effective **Police Service (Section 6, Police Act 1996)**.

3.0 Human Rights Certification of Compliance

The procedure has been checked for compliance with the Human Rights Act; with particular reference to the legal basis of its precepts: the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision making process's and outcomes of actions.

4.0 Compliance with The Welsh Language Scheme

This procedure aims to comply with the organisations Welsh language Scheme in terms of dealing with the Welsh speaking public, impact upon the public image of the organisation and the implementation of the language scheme.

5.0 Risk Assessment and health and safety Considerations

The Gwent Police Service Dynamic Assessment should be applied as necessary. A training package in the use of risk assessment will be provided to all police personnel if requested or required.

6.0 Procedure Identification Section

Procedure Title: Inclement Weather Procedure

Reference: 102/3 b issue 5

ACPO Lead: Business Support

Department Responsible: Human Resources

Links to other Policies/Procedure: Force's Equal Opportunities Policy and Strategy Information Security, Data Protection, Fairness at Work, Race Equality Scheme, Health and Safety, Compassionate, Dependant and Emergency Leave procedure

Procedure Implementation Date: PSG 20th December 2006 reviewed 30th October 2009. Amended 11th Jan 10. Reviewed 19th Nov 2010.

Procedure Review Date: 2 years from last review

APPENDIX A

Main police stations/locations

It is not possible to list all locations which will be open during inclement weather, but the following can be classed as main police stations/locations, **provided they are open** (If in doubt, staff should phone ahead first to check that they are open). Please note the times shown below are normal opening hours for information, but may differ during inclement weather, and access may also be available outside these hours.

Police Headquarters - reception open 8am – 5pm

Vantage Point - reception open 8.30am – 5pm (8.30am – 4pm Friday)

Mamhilad 8.30am – 5 pm (no reception)

Newport Central 24 hours/7days
Alway 9am – 5pm (Monday to Friday)
Bettws 9am – 5pm (Monday to Friday)
Maindee 9am – 5pm (Monday to Friday)
Pill 9am – 5pm (Monday to Friday)

Pontypool 9am – 5pm (Monday to Friday)
Cwmbran 8am – 8pm (7 days)

Ebbw Vale 8am – 8pm (7 days)
Abertillery 9am – 5pm (Monday to Friday)
Brynmawr 9am – 5pm (Monday to Friday)
Tredegar 9am – 5pm (Monday to Friday)

Abergavenny 8am – 8pm (7 days)
Chepstow 9am – 5pm (Monday to Friday)
Caldicot 9am – 5pm (Monday to Friday)
Monmouth 9am – 5pm (Monday to Friday)

Blackwood 8am – 8pm (7 days)
Bargoed 9am – 5pm (Monday to Friday)
Bedwas 9am – 5pm (Monday to Friday)
Risca 9am – 5pm (Monday to Friday)
Rhymney 9am – 5pm (Monday to Friday)
Ystrad Mynach 9am – 5pm (Monday to Friday)
Caerphilly 9am – 5pm (Monday to Friday)

APPENDIX B

Inclement weather - Police Staff Undertaking Other Duties

Police Staff who are unable to get to their normal place of work should report for duty at a main Gwent Police station/location and may be required to perform duty which may not necessarily form part of their role.

One of the key roles during the current period of inclement weather is to provide essential services and provide reassurance to the public.

Clearly communication is an essential part of this to provide safety messages to the public and to ensure the health and welfare of our senior and vulnerable members of the community are safe.

Police Staff may be requested to volunteer to assist Police Officers and or PCSOs communicate these messages to the public and an initiative has been developed where a leaflet has been prepared to hand out to members of the public attending supermarkets and other suitable premises which could be identified. Police Staff will undertake these duties on a voluntary basis only.

Police Staff undertaking this duty will at all times be accompanied by a Police Officer or PCSO who will be in possession of personal airwave radio and Personal protection equipment.

The supervisor requesting the Police Staff member will ensure that a dynamic risk assessment is carried out of the location that the member of staff is going to attend; there are no reasons why the member of staff should not undertake this voluntary duty and also ensure that the staff member has appropriate warm clothing and footwear.

A Police Staff member who declines will not be questioned as to the reason for their refusal.

Police Staff will be conveyed to and from the location by Police transport to minimise any risk to the member of staff.

Police Staff should be clearly identifiable by wearing their Gwent Police identity card on their outer clothing.

APPENDIX C

Advice to officers and staff

There are a number of simple steps you can take to increase your chances of being able to get to work safely.

1. If you drive to work, consider whether you can safely park your car somewhere that allows easier access to a main road. Primary routes will normally be gritted by Local Authorities, and most people find the most difficult part of their journey is getting off their driveway or side roads near their home. You may find it helpful to have a shovel in your car. Remember that roads may become more icy after a few days if adverse weather persists.
2. Allow extra time for your journey, wear appropriate footwear and take warm clothing and a mobile phone with you in case you need to walk.
3. Check to see if public transport is available if you do not feel confident to drive. You may want to consider getting a taxi to work and arranging for the driver to collect you from a gritted main road near your home; if you live near other colleagues see if you can share the taxi - and the cost - between you.
4. If your colleagues live near you, or their journey will take them along main roads near your home, discuss the possibility of travelling in with them.
5. You can see what the primary roads are like on your journey to work by looking at the traffic cameras covering South Wales. You can do this from home by visiting <http://www.traffic-wales.com/> and following the 'Live Eye View' link.
6. Officers and staff are reminded of the Gwent Police Emergency telephone number which is detailed on the rear of their identity cards 0800 028 6326. This will give advice and guidance on what to do during these severe weather conditions.
7. If you anticipate reporting for duty at a local police station or location, phone ahead to make sure it will be open beforehand. Police officers who anticipate going to a local station should leave their appointments, Tetra, PAVA etc at that station at the end of the preceding shift so that they will have them available for the next tour of duty. Again, phone ahead to make sure the station will be open and to confirm that there is appropriate storage available.
8. Officers should also ensure that they have access to their waterproof and high visibility clothing by either leaving it at a local police station or location, following the steps outlined in 7 above, or by taking it home.
9. If you have children who are of pre-school or school age or you care for an disabled/elderly person, check relevant information such as school or council websites for information or closures so you can plan ahead as much as possible and make alternative care arrangements.