

# Bad Weather Policy

This is the statement of general policy and arrangements for:		<b>THE RIGHT TO WORK</b>
Debbie Lyall Sharron de Abreu Faria Louise Macmillan		<b>has overall and final responsibility for this policy</b>
All Senior Job Coaches and Job Coaches		<b>has day-to-day responsibility for ensuring this policy is implemented when needed</b>
Statement of general policy	Responsibility of: Director / Senior Job Coach	Action/Arrangements (What are you going to do?)
<p>In the event of Severe Weather Conditions - or warnings received thereof - the Directors will discuss what actions to take.</p> <p>In the event of guaranteed heavy snow, the likely outcome will be that <u>TRTW will close all of its provisions for the day.</u></p> <p>In the event of severe winds – the likely outcome would be that the outside <u>working at Staunton</u> would be suspended until the threat was removed.</p> <p>In each example of Severe Weather – Team Leaders would not work unsupported by a Job Coach at Staunton .</p> <p>In the event of extreme high temperatures – the likely outcome would be that fans and drinking water will be supplied where appropriate for AI and</p>	<p>Debbie Lyall Louise Macmillan Sharron de Abreu Faria</p> <p>All Senior Job Coaches / Job Coaches</p>	<p>Once the decision to close provisions has been made – timely consideration has to be given to this – bearing in mind the distances that some of our SVs travel – ALL staff would be rung and told. They would then be sent a selection of SVs (and others) to ring ASAP – its likely that this would fall before their usual start time – time would be allowed at other times for this inconvenience (ie during the day, as they will not be at work)</p> <p>JC &amp; SJC would ring everyone on their list – trying numerous numbers if they failed to get through. Staff would then ring their director to confirm that all had been reached.</p> <p>Each Director should have a list of all SV who attend each provision for each day, volunteers, taxi companies and HCC and PCC Numbers in a format which allows for easy distribution.</p> <p>The Directors would</p>

<p>Hewitt's and that the job roles were closely evaluated to ensure the teams were kept safe and as cool as possible. <u>Sun cream and water would be readily available to all</u> – Regular breaks and monitoring would take place throughout the day. If necessary the Café would be shut – Senior staff member to discuss this with a Director before implementing. SVs would remain at Hewit's until home time but would not complete any kitchen tasks.</p> <p><u>Staunton</u> in Severe Heat – the likely outcome after discussion would be that:</p> <ul style="list-style-type: none"> <li>• All work in the poly tunnels is suspended – if the temperature rises above 27 degrees</li> </ul> <p>There is NO government minimum or maximum temperature for people working OUTSIDE</p> <p>*Job Coaches to fulfill necessary duties</p> <ul style="list-style-type: none"> <li>• Team Leaders would not work alone with a team</li> <li>• All teams would keep away from areas where fire is a risk – very dry grasslands where the public access</li> <li>• Team Leaders would ONLY work when supported by a Job Coach – even at The Cottage</li> <li>• <u>All vital routine work would be completed before 9.30 and after 3.00 by Job Coaches</u> – leaving one to welcome and 1 to arrange transport home</li> <li>• Regular breaks, sun cream and water would be readily available to all</li> </ul> <p>When an emergency such as these examples occurs, the sites will be closed.</p>	<p>Directors to decide</p>	<p>email HCC and PCC to inform them that we are shutting <a href="mailto:LDTeam@portsmouthcc.gov.uk">LDTeam@portsmouthcc.gov.uk</a> <a href="mailto:havant.east.hants.integrated.ld@hants.gov.uk">havant.east.hants.integrated.ld@hants.gov.uk</a></p> <p>If our provisions are closed, then by 2.00 that afternoon a decision will be made regarding the following day – to ensure that everyone has the opportunity to be contacted - the same process as that morning will then take place – i.e. all Job Coaches will be involved in ringing around and informing people. Staff have to remain contactable throughout the day.</p> <p>During Closures – staff can be requested to work form home completing administrative duties or on-line training – Directors to discuss and agree.</p> <p>A note to be placed on Facebook and Our website to confirm we have decided to close and why.</p> <p>Staunton – If severe hot weather is forecast - notes would be issues and sent home reminding parents / carers / Supported Volunteers to use sun cream and to bring hats to work</p> <ul style="list-style-type: none"> <li>• A Note will also be posted on Facebook</li> </ul> <p>The above process would be implemented</p>
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- Heavy Snow fall making road travel dangerous
- Electricity is out due to weather
- Flooding affects transportation or site buildings

or

The local authorities advise not to travel due to a weather emergency

We will keep the sites closed for the briefest period of time possible.

Signed: \* Debbie Lyall

Managing Director

Date:

July 2019