



Please Note: This policy is currently under review and is still fit for purpose.

Severe Weather Plan

This Procedural Document supersedes: CORP/RISK 27 v.4 – Severe Weather Plan



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Executive Sponsor(s):	Chief Operating Officer
Author/reviewer: (this version)	Jeannette Reay, Emergency Planning Officer
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Target audience:	All staff of Doncaster and Bassetlaw Teaching Hospitals NHS FT; Local Resilience Partners for information

Version Control and Amendment Form

Please record brief details of the changes made alongside the next version number. If the procedural document has been reviewed **without change**, this information will still need to be recorded although the version number will remain the same.

Version	Date Issued	Brief Summary of Changes	Author
Version 5	14 January 2021	<ul style="list-style-type: none"> • NHSE/I contact details updated • References to Emergency Planning Support Officer removed • References to Cold Weather Plan for England – date removed • Appendix 3 updated 	Jeannette Reay, Emergency Planning Officer
Version 4	18 April 2018	<ul style="list-style-type: none"> • References to Cold Weather Plan for England – 2017 (had been 2015) • The National Severe Weather Warning Service was updated in December 2017 • References to EPL changed to EPO • Trust name/initials updated throughout • Updated telephone numbers • Appendix 3 updated 	Jeannette Reay, Emergency Planning Officer
Version 3	March 2016	<ul style="list-style-type: none"> • Updated telephone numbers. • Included reference to PHE Cold Weather and Heat wave Plan • Reference to Trust Guide to PHE plans as above • Inclusion of a Summary Guide to National Heat and Cold weather plans 	Jean Yates, Emergency Planning Lead
Version 2	September 2014	<ul style="list-style-type: none"> • Updated to include the Trust reorganisation • Role of the Met Office in weather alerts added 	Jean Yates Emergency Planning Lead
Version 1	December 2013	This is a new procedural document. Please read in full.	Jean Yates. Emergency Planning Lead

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USEFUL TELEPHONE NUMBERS

INCIDENT CONTROL ROOM

DRI: 01302 644690

EMAIL: dbh-tr.Doncaster-EPRR@nhs.net

COMMUNICATION ROOM (KILTON ROOM)

BDGH: 01909 572245

NHS ENGLAND/IMPROVEMENT NORTH EAST AND YORKSHIRE REGION - SINGLE POINT OF CONTACT:

Joint Regional Operations Centre (JROC)

Operational Hours - 08.00 to 20.00

Email: england.eprney@nhs.net

Phone: 07702404046

Outside of Operational Hours - 20.00 to 0800 i

Phone: 03330124267

CLINICAL COMMISSIONING GROUPS (CCG)

In hours only:

NHS Bassetlaw CCG: 01777 274400

NHS Doncaster CCG: 01302 566300

Out of Hours CCGs would not expect to be routinely contacted outside of normal business hours by Providers. However if this is deemed necessary, they can be contacted on: 01709 820000 asking for "South Yorkshire and Bassetlaw CCG On-Call Officer".

Email: epr@doncasterccg.nhs.uk

LOCAL AUTHORITIES

DMBC Resilience and Emergency Planning **01302 341628** (24 hours)
emergency.planning@doncaster.gov.uk

Bassetlaw DC **01909 533533** (not 24 hours)

1. INTRODUCTION

Doncaster and Bassetlaw Teaching Hospitals NHS Foundation Trust provides a wide range of services to the public.

Failure to provide any of these services would have a significantly detrimental effect on both the public and the Trust.

A robust framework of business continuity plans provides assurance that the Trust can continue with the provision of the most critical services and functions; enhances the Trust's ability to withstand a range of disruptive influences and supports the Trust's Corporate objectives.

One common service disrupter is severe weather and the Trust is required to have suitable plans in place to ensure that service priorities are protected. This plan is a sub-category of the Trust's Business Continuity Policy and Strategy and outlines how the Trust will ensure that sufficient staff are available to maintain core services during severe weather.

2. PURPOSE

The United Kingdom (UK) has been experiencing increasingly severe weather fronts over the last decade. There have been extremes of severity particularly with flooding and ice/snow weather.

When such adverse weather occurs, it has the capability of causing considerable service disruption, affecting significantly on the Trust's ability to deliver 'business as usual'.

The Trust therefore needs to have in place special arrangements that differ to the normal requirement for staff to be at work.

This plan aims to ensure that equal and fair treatment is applied as far as possible to members of staff during severe weather occurrences. It is acknowledged that individual circumstances will vary considerably, and therefore it is unlikely that this plan will cover all eventualities.

Management discretion may be necessary if there are exceptional circumstances not covered by the plan. The plan is a dynamic plan and will be added to and amended as necessary to ensure currency.

The decisions to be made in the event of severe adverse weather conditions arising will be a balance between:

- Ensuring that patient care is not compromised;
- Ensuring the safety of staff at work is not compromised; and
- Ensuring business continuity for essential services.

3. NATIONAL SEVERE WEATHER PLANS

Public Health England publishes plans for adverse weather, outlining action to be taken during periods of cold or during a heatwave:

- **The Cold Weather Plan for England** - “Protecting health and reducing harm from cold weather”.
- **Heatwave Plan for England** – “Protecting Health and reducing harm from severe heat and heatwaves”.

The principles that apply to the Trust in these plans have been condensed into a guidance document to which staff can refer when dealing with either event and in line with this severe weather plan.

4. ROLES AND RESPONSIBILITIES

Severe weather incidents place additional burdens and responsibilities on all staff within the Trust. It is essential therefore that all staff are aware of the Trust’s expectation in responding to severe weather.

The roles and responsibilities described give an indication of minimum expectations of staff in order to continue to delivery critical services, ensuring that the Trust meets its obligations to patients, staff and the public as well as its statutory and regulatory obligations.

4.1 Chief Executive and Executive Team

The Chief Executive (CE) has overall responsibility for business continuity arrangements within the Trust, supported by the Executive Team and the Emergency Planning Officer (EPO).

The main responsibility for the CE and Executive Team is to ensure that they are able to respond to a significant adverse weather event, by activating the Severe Weather Plan if necessary, and supporting the Divisions and Departments to deliver their critical services.

If the plan is activated, the CE or designated deputy will set up the Incident Control Room and assume command and control of the incident, as described in the Major Incident Plan CORP/RISK 1.

4.2 Chief Operating Officer – Accountable Emergency Officer

The Chief Operating Officer (COO) is designated the Trust Accountable Emergency Officer (AEO) under the requirements of NHS England Emergency preparedness Resilience and Response Framework (2013).

A thrice-daily operational meeting is held every day, where operational pressures are monitored and managed. Service disruption from any adverse weather incident is likely to become apparent first through these meetings.

Based on intelligence gathered at the operational meetings, the COO or her deputy will confirm if any subsequent actions are required, including escalation of the incident, and whether activation of the Severe Weather Plan is required.

4.3 Clinical Site Management Team /Duty Matron

The Clinical Site Management (CSM) Team/Duty Matron have an overall view of daily operational pressures and are likely to be the first to recognise the effects, as severe weather will affect outpatient attendances, theatre admissions, patients being discharged from the hospital and of staff availability.

The CSM/Duty Matron is therefore pivotal to the intelligence gathering and to the escalation of the incident. The CSM/Duty Matron will receive and share any Met office reports at the operational team meetings, and will receive and share communications from the Ambulance Service in the form of emailed Commonly Recognised Information Pictures (CRIP).

4.4 Divisional Directors and Heads of Departments

Divisional Directors and Heads of Departments have the responsibility to ensure that robust business continuity plans are in place for identified critical services and priorities and, within the severe weather plan, robust plans must be in place to ensure that such services are able to be run when severe weather impacts dependencies (such as staff attendance, supplies and services), albeit at an agreed acceptable minimum.

Divisional Directors and Heads of Departments need to:

- Ensure that service business continuity plans are up to date, which identify their critical services and plan to protect the delivery of such services. This must include a process of how to ensure sufficient staff are able to attend for duty. This may include, where agreed with staff, extension of working hours with agreed time in lieu; the contact details of staff who have vehicles appropriate for adverse weather travelling, and who would be prepared to offer car sharing/buddy travelling arrangements to colleagues who live on the said member of staff's route to work;
- Have in place a system whereby staff contact details are up to date, including mobile telephone numbers in order to be able to liaise appropriately with them. This list needs to be tested every six months in line with compliance with the Major Incident Plan Call out schedule requirements and any corrections made. It needs to be accessible by General Managers and their designated senior staff out of hours;

- Include a list of where staff live so that those who live closest to any of the Trust sites would be able to walk in to work, if safe and appropriate to do so. Use of an area map and postcode identification is one such method;
- Be sensitive to the needs of all staff. This includes ensuring that messages/explanations are given using plain language and are easily understood;
- Ensure that staff are aware of their responsibilities for communicating with the Trust about potential problems caused by inclement weather in accordance with this plan;
- Ensure that appropriate records are kept relating to time lost due to inclement weather, and that all appropriate request forms eg annual leave/short-term unpaid leave are received and actioned accordingly (see Appendix 1);
- Ensure that, where appropriate, notification is properly and promptly provided to payroll via the appropriate notification mechanisms as specified by Payroll;
- Consider each case on its merits whilst ensuring a fair and consistent approach – take advice according to this policy from People and Organisational Development advisors; and,
- In exceptional circumstances, consider whether an individual could safely undertake their duties from home. If they agree that an individual could temporarily work from home they must ensure that the individual has clear duties/ objectives agreed for the home working period, a telephone and/ or other contact arrangements are agreed. Staff must be advised that this is a temporary arrangement that will not normally exceed three consecutive working days and will be reviewed on a daily basis, and that the individual has confirmed that 'home' provides a safe and confidential environment to enable them to continue with their duties.

4.5 Department of People and Organisational Development

The Department of People and Organisational Development (P&OD) is responsible for:

- Keeping the provisions within this policy in line with employment legislation, best practice people management principles and NHS guidelines;
- Providing advice and encouraging consistent and fair management;
- Providing advice on the managing of individual cases as appropriate; and,
- Supporting and advising the hospital Incident Control Team should it be set up.

4.6 Employees

Employees are required to:

- Attend work and perform the duties of their post unless they have an authorised absence, for example - sickness absence, parental leave or annual leave;
- Make reasonable efforts to attend work during periods of inclement weather;
- Be aware of, and comply, with the principles of this policy;
- Make sure they know who to contact when reporting absence or lateness due to inclement weather. Their contact person may be for example their supervisor, line manager or department manager;
- Contact the appropriate person as soon as they are aware that they will be unable to attend work at the expected time, and at least within one hour of the start of the shift;
- Complete appropriate documentation (eg annual leave request form) as soon as reasonably practical on return to work;
- In exceptional circumstances, seek approval from their line manager to work from home, and confirm the tasks expected of them.

For those staff who cannot attend, then a number of options may be applied, following advice in this plan from P&OD advisors such as, time off in lieu or time owing; take annual leave for the time lost; unpaid leave or work additional hours back to make up for time lost. The Trust will apply a consistent approach to available options to ensure all staff are treated fairly and equally.

4.7 Business Resilience Steering Group

The Business Resilience Steering Group (BRSO) members have the following roles and responsibilities to ensure the Trust is compliant with the statutory requirements of Category 1 responders under the Civil Contingencies Act 2004:

- The members of the BRSO will contribute actively to the objectives of the BRSO, ensuring that compliance is achieved and risk is reduced by the development and review of appropriate business continuity plans, and emergency preparedness plans;
- The members of the BRSO will act as link personnel within their own Division or Department, ensuring that Clinical Management Teams and Departmental Teams are kept apprised of the actions and functions of the group, and that training is cascaded throughout the Division or Department; and,

- The BRSG will ensure that all plans relating to business continuity and emergency preparedness are reviewed on an annual basis, as a minimum.

4.8 The Role of the Met Office

The Met Office provides a number of services, on behalf of the Cabinet Office, that help authorities prepare for, and respond to, emergencies that are caused, or influenced, by the weather. These include severe weather warnings, plume predictions and tidal alerts.

Linked to these services is advice, available from teams of Met Office forecasters, specialist scientists and advisors, on the interpretation and impact of the weather during an emergency.

The Met Office's Public Weather Service provides a range of basic weather information and related warnings that enable the UK public (and public sector partners as appropriate) to make informed decisions in their day-to-day activities (to optimise or mitigate the impact of the weather) and to contribute to the protection of life, property and basic infrastructure.

National Severe Weather Warning Service provides severe weather alerts and warnings to the general public and emergency responders, giving up to four days advance notice of disruptive weather conditions. These are updated daily in the run up to the weather event and include maps showing the risk of disruption across the UK.

Met Office weather alerts are received and cascaded throughout the Trust by the Trust's EPO. The Clinical Site Management Team also receive the alerts from the Met Office.

5. ESCALATION

5.1 Triggers

- Met Office alerts advising of increasingly inclement weather within the region and locally;
- Increasing numbers of staff unable to attend work due to adverse weather affecting road/rail systems;
- Increasing operational pressures identified as a result of adverse weather through the routine operational meetings;
- Another partner activating their own plans as a result of their inability to provide all but critical services, which then impacts on the Trust ability to deliver services as normal eg Ambulance Service activation of its plan to run emergency services only;
- Essential supplies unable to be delivered; and,
- A combination of all or any of the above.

5.2 During Office Hours

The decision to activate the severe weather plan will be at the discretion of the CE or the COO (AEO) during normal working hours. If necessary, the Hospital Incident Control Team will be activated as identified in the Major Incident Plan (REF. CORP/RISK 1) Section 5.6.

The CE or designated deputy will be advised by the COO, her deputy or the CSM following the operational meeting at which it is evident that pressures are building beyond the capacity of that group. In the event that neither the CE nor COO or deputies are available, the CSM will make contact with any of the following:

- Director of Nursing, Midwifery and Allied Health Professionals;
- Medical Director or deputies;
- Director of People and Organisational Development or deputy.

Intelligence from previous severe weather events suggest that an executive led control room should be set up earlier rather than later – it can always be stood down if the event does not escalate beyond what is anticipated.

5.3 Out of Hours

Out of hours any changes to severe weather alert levels are escalated by the CSM to the Senior Manager On-Call. The Senior Manager will, if necessary, escalate to the On-Call Executive.

Activation will be at the discretion of the On-Call Executive Director who will have been informed of anticipated problems by the CSM/Senior Manager On-Call.

If necessary, the Hospital Incident Control Team will be activated as identified in the Major Incident Plan (REF. CORP/RISK 1) Section 5.6. and On-Call Managers will attend the hospital to manage the incident.

5.4 External Escalation

It is likely in any severe weather situation, that the NHS England / Improvement North East and Yorkshire Region (NE&Y) will be fully aware of prevailing circumstances. However, should the Trust decide to activate the Severe Weather plan, then NHS England / Improvement must be informed.

It would also be beneficial to contact Local Authority Emergency Planning Teams in case they may be able to provide assistance.

(See Useful Telephone Numbers on page 4).

6. THE INCIDENT CONTROL ROOM

In accordance with the actions agreed in Major Incident Plan (REF. CORP/RISK 1) Section 5, the Incident Control Room will be set up at the DRI site and the incident will be managed from there, across all sites. In addition to the CE or his deputy, and Loggists, there will be a requirement for the COO, Director of Nursing, Midwifery and Allied Health Professionals, and the Medical Director (or nominated deputies) to be available to support the Incident Control Room. The first executive on site will become the Incident Director.

A senior representative from the Department of People and Organisational Development to support decision making about staff attendance/non attendance issues, will be a key representative in the Incident Control Room. Other staff may be called in to assist as requested by the CE/Executive On-Call, eg Estates and Facilities.

Divisional Directors and Heads of Departments or deputies, will provide service updates into the Incident Control Room in order to contribute to decision making about service delivery.

As well as supporting divisions and departments to manage business continuity arrangements, the Incident Control Team will liaise with Clinical Commissioning Groups (CCGs), Local Authorities and other external partners as necessary. This is to ensure they are aware of the impact of severe weather on the Trust's ability to continue to deliver services and seek mutual aid where appropriate.

7. COMMUNICATIONS

The Head of Communications and Engagement and team will ensure that all key messages are cascaded as appropriate to staff at timely intervals, using whatever means are most appropriate, to reach the widest audience.

These channels include: intranet homepage (news section and alert bar); all-user emails; Twitter; Trust website; and posters/flyers.

7.1 Immediate Actions/Process:

- Incident Control Room to inform Head of Communications and Engagement, copied to Communications Team.
- Head of Communications and Engagement (or deputy) will activate cascade. (In Head of Communications and Engagement absence, any executive director, Control Room Lead, or most senior person in charge can authorise the Communications Team cascade.)
- Nominated Communications Team representative to attend Incident Control Room briefings so Communications can be updated as appropriate.

7.2 Next Steps:

- Communications Team to post 'Severe Weather' message in News section of intranet and create new 'Severe Weather' page on intranet. [There will be a link to this page from the scrolling alert bar and News story.] News story will explain Trust is coping with severe weather and that all important updates will be posted on intranet, so please keep checking it.
- Communications Team to send all-user email (with link to intranet info) explaining all information will be posted on intranet and asking staff to make sure they keep colleagues not on email informed.
- Communications Team to post guidance for patients, visitors and non-confidential staff information in News section of external website, with message explaining it will be updated regularly as situation develops.
- If required, special 'major incident' pages can be activated on intranet/website so that information is more visible.
- Communications Team to use Twitter as additional cascade for any information that can be in the public domain.
- Communications Team representative to attend Control Room briefings and post agreed updates on intranet (and website, where appropriate) following briefings or changes to the situation. [Content to be approved by Head of Communications and Engagement/CE/ Control Room Lead.]
- Communications Team to send all-user emails when key updates posted on intranet.
- All managers and Teams to cascade information and updates to colleagues, especially those not on email – print information where staff don't have access to computers and place in areas they will be able to access it.
- Managers and Teams to inform Communications Team of any updates or information that needs to be posted on intranet/website where they do not have the ability to do this themselves. [Note: Most Teams/departments should have a nominated representative trained to use Punch and able to add or edit content on the intranet/website.]

8. PROCEDURES

8.1 General Principles

If there are extreme weather conditions, employees are expected to make every reasonable effort to get to work, adapting means of travel if necessary, even if this means they may arrive late. Managers will exercise discretion when approving late arrival for and early departure from duty. In exceptional circumstances, staff may be required to carry out duties not normally associated with their normal role. Staff should not be permitted to undertake duties that would require them to undertake additional training or would put them or others at risk. Staff should ensure that they do not undertake tasks/roles outside their normal competence levels.

This plan is not intended to be prescriptive but should be used as an additional resource to supplement divisional/departmental Business Continuity plans, and aid pragmatic decisions that may need to be taken by managers and staff depending on the prevailing incident.

8.2 Absence Reporting

If staff find they are definitely unable to attend work because of the weather conditions, they must notify their manager within one hour of the usual start time. In this case, if the normal work base is open, staff would normally be expected to take the time as annual leave/flexi time to cover the time lost. Any exceptions to this would be at the discretion of the line manager.

Failure to notify an appropriate manager that a member of staff is unable to attend work would count as unauthorised absence and could therefore be unpaid.

Staff may be required to work from an alternative base or it may be possible for staff to work from home. These options should be discussed and agreed with line managers in advance and included in service business continuity plans.

8.3 Late Arrival/Early Departure

If staff arrive late because of inclement weather, they will not normally be expected to make up the time lost. Some staff, such as those with dependents, medical conditions or those with long homeward journeys may need to be released from duty earlier than others. This will be at the discretion of individual line managers.

Regular updates of weather and road conditions will be obtained by the Communications Team who will ensure that regular communications are made available to the Senior Management Team and other line managers, in order to assist with decisions about releasing staff earlier. Line managers are responsible for keeping their staff informed, monitoring staffing levels and using discretion where necessary depending on individual staff circumstances.

These decisions may need to be taken on a site by site basis depending on the prevailing conditions. Staff dismissed early from duty will not be required to make up lost hours.

8.4 Alternative Working Arrangements

In some circumstances staff may be able to provide assistance at the nearest appropriate site of the Trust, eg if the normal base is Doncaster Royal Infirmary, but a staff member lives at Worksop, then that individual could work at Bassetlaw. They may also make themselves available at other local NHS establishments, not directly managed by the Trust eg GP practice.

Staff should agree this with their line manager in the first instance before approaching an appropriate manager in the alternative workplace to establish if they can be of assistance. Staff will not be asked to provide any services or undertake any tasks that they are not qualified to do.

Staff should carefully assess whether it is safe to travel to work on foot due to the increased risk of slips, trips and falls.

Staff with access to appropriate IT capability that enables them to work from home should contact their line manager to seek agreement and agree a schedule of work where appropriate.

8.5 Staff Returning from Holiday Destinations

If a member of staff's return from a holiday is disrupted by severe weather, they must make contact with their manager at the earliest opportunity to let him/her know that the staff member's return to work is delayed and when the likely return date will be. On return to work of the staff member, the line manager will discuss how this leave can best be managed.

8.6 Temporary Accommodation

In some circumstances it may prove difficult or unsafe for members of staff to return home from work. Similarly, there may also be a requirement to ensure that some members of staff are temporarily accommodated close to their place of work in order to guarantee that essential services can keep running.

In these exceptional situations, Trust accommodation will be provided where available. Staff who have to stay over due to dangerous travelling conditions, or because they volunteer to be available for the early shift, will be provided with meals and beverages at no cost. This will require discussions between individual members of staff and their line managers for proof of authorisation to catering services.

It may be that additional accommodation needs to be found off site. This will be authorised through the Incident Control Room and a search of available appropriate accommodation locally will be undertaken, the cost of which will be paid for by the Trust.

8.7 Transport

During severe weather conditions, the Transport department will endeavour to maintain a normal service as long as possible, dependant on the severity of the weather conditions and staff availability.

The Transport department have a limited number of vehicles that will primarily be used for patient care (Appendix 2).

The severe weather and highway conditions will be continually assessed in accordance with the plan and will be communicated to the Trust's Control Team. Where necessary the Transport department will also utilise approved vehicle accessories to assist with the conditions eg snow tyres and snow chains.

Decisions prioritising vehicle utilisation about movement of patients, staff, specimens or other requests will be coordinated by the Transport department in consultation with the Incident Control.

Volunteer 4 x 4 Responders

Locally there are voluntary response drivers who can offer support. Nevertheless, it should be remembered that these are volunteers who generally work full time at other jobs. Their response times may not be as swift as we might want them to be and their criteria must be adhered to when requesting support. The contact details and criteria can be found at Appendix 3.

Volunteer Staff

Another option is for staff who have suitable vehicles for driving in adverse weather, to agree to pick up colleagues who live along their route. Each Division will keep a list of their own staff who have agreed to this option and this will be made available to the Incident Control Room if requested.

A list of corporate staff who have available transport, and are able to offer transport to other colleagues, will be kept in the Incident Control Room.

8.8 Insurance Arrangements for Staff who Volunteer to Pick up Other Colleagues

It is a requirement of Employee Services that staff who volunteer to undertake such assistance, must be registered with their insurance company for Business use of their vehicle. This is necessary to ensure the right level of insurance for carrying passengers for the purposes of work, whether that is in relation coming to work, or undertaking additional travelling on behalf of the Trust.

Similarly, any payment for additional journeys or additional passengers will be claimed via the normal route using the standard Trust expenses form and submitting via their general manager to Employee Services.

8.9 Site Maintenance in Adverse Weather

During the winter period, the Estates department monitors weather conditions and has a number of staff On-Call, and contractors available for recall to work to undertake snow clearing and road and footpath de icing.

9. TRAINING

It is the responsibility of each Division and department to ensure that this plan is understood by members of their Teams. Training and testing of local service continuity plans and how they link with this plan will be undertaken by the BRSG representative.

The EPO is responsible for ensuring that training and testing of the overall plan in accordance with the Business Continuity Policy and Strategy CORP/RISK 9 has taken place and is recorded electronically on the DBTH Shared Library 'B' drive.

10. MONITORING COMPLIANCE WITH THE PROCEDURAL DOCUMENT

The effectiveness of the plan will be monitored and amended according to the findings of any post activation debrief process following an adverse weather event. It is the responsibility of the EPO through the Business Resilience Steering Group, to ensure the plan is amended and updated as necessary and as a minimum, will be reviewed every two years.

Service and general managers will use the guidance within this plan alongside their own service continuity plans for staff shortages and will apply the guidance during adverse weather situations to ensure that equity in managing staff is paramount.

11. EQUALITY IMPACT ASSESSMENT

An Equality Impact Assessment (EIA) has been conducted on this procedural document in line with the principles of the Equality Analysis Policy (CORP/EMP 27) and the Fair Treatment For All Policy (CORP/EMP 4).

The purpose of the EIA is to minimise and if possible remove any disproportionate impact on employees on the grounds of race, sex, disability, age, sexual orientation or religious belief. No detriment was identified. See Appendix 4.

12. DATA PROTECTION

Any personal data processing associated with this policy will be carried out under 'Current data protection legislation' as in the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016.

For further information on data processing carried out by the trust, please refer to our Privacy Notices and other information which you can find on the trust website:

<https://www.dbth.nhs.uk/about-us/our-publications/information-governance/>

13. ASSOCIATED TRUST PROCEDURAL DOCUMENTS

This plan should be read in conjunction with:

- Business Continuity Policy and Strategy - CORP/RISK 9
- Major Incident Plan - CORP/RISK 1 (only accessible via the Intranet)
- Service Business Continuity Plans for reduced staffing levels/adverse weather conditions.
- National Severe Weather Plans – a guidance document for DBTH staff.

APPENDIX 1 – STAFF LOG

WARD/DEPT... ..

Please list all staff that have been unable to present to work due to weather conditions. Note reason eg Lives in Sheffield, childcare, no transport etc.

DATE	NAME and role	SHIFT	REASON/Comment
<u>MONDAY</u>			
<u>TUESDAY</u>			
<u>WEDNESDAY</u>			
<u>THURSDAY</u>			
<u>FRIDAY</u>			
<u>SATURDAY</u>			
<u>SUNDAY</u>			

APPENDIX 2 –TRUST VEHICLES AND OTHER TRANSPORT ACCESS

1. VEHICLES

DBTH Trust Owned Vehicles

DRI	1 x Ambulance Vehicles	STR / WC / W	For all Trust Owned Vehicles Contact Transport Booking on 01909 572424
	2 x Wheelchair Vehicles	WC / W	
	-	-	
	1 x 15 Seat Minibus (Shuttle)	W	
BDGH	1 x Wheelchair Vehicle	WC / W	
	1 x 15 Seat Minibus (Shuttle)	W	
MMH	1 x Ambulance Vehicle	STR / WC / W	

Contracted Ambulance Providers

Arriva / Ambuline	Multi-Mobility Vehicles	0121 543 2549
B.N Gibson's	Multi Mobility Vehicles	01623 870 312
ERS Medical	Multi Mobility Vehicles	08455 202 999
PCD	Multi Mobility Vehicles	07500 335 460

All Above Providers have Qualified Clinical Staff

Contracted Taxi Providers

DRI	Apple Mini Cabs	10 X Cars	01302 342 000
		1 x WC access 1 x 8 Seat Vehicle 3 x 6 Seat Vehicle	
	Mick's Cabs	200 x Cars 3 x WC access	01302 820 282
BDGH	Nunn's	16 x Cars	01909 500 005
		1 x WC access	01909 533 001
		1 x 7 Seat Vehicle	
		1 x 6 Seat Vehicle	

2. NON-CONTRACTED EXTRA TRANSPORT RESOURCES

Dial-a-cab	17 x Cars 4 x WC access	Doncaster	01302 323 737
Town Taxis	28 x Cars 4 x WC access 2 x 8 Seat Vehicles	Worksop	01909 488 333
Parish Elite	14 x Cars	Rotherham	01709 544 544
A1	150 x Cars 1 x WC access 8 x 6 Seat Vehicles	Rotherham	01709 555 555
Fast	200 x Cars 1 x 12 Seat Vehicle 1 x 6 Seat Vehicle	Rotherham	01709 444 444
Stage Coach Bus Company		Worksop Chesterfield	01909 473 421 01246 207 103
First Group Bus Company		Doncaster and Rotherham	01709 566 000
Rotherham Community Transport		Rotherham	01709 516 092 07946 390 056

3. TRUST NON-PATIENT SUPPORT VEHICLES

Transport Department	BDGH	2 x Small Vans 1 x 3.5t TL Van
Hotel Services Laundry / Porters	BDGH	1 x MWB Van 1 x 3.5t TL Van
	DRI	1 x 3.5t TL Van
HSDU	DRI	2 x 3.5t TL Van
Estates	BDGH	1 x SWB Van 1 x 4wd Vehicle
	DRI	1 x SWB Van 1 x 4wd Vehicle 1 x Tractor

Vehicle Hire

Doncaster

Beer House Self Drive (15% discount for organisation, staff and relatives)	Doncaster	01302 322 321
	Doncaster	01302 853 200
NorthGate		
	Doncaster	01302 369 351
Northside		

Worksop

Perry's Ltd	Worksop	01909 500 000
Worksop Van Hire	Worksop	01909 478 777

Other Areas

O and H Facilities (Patient Access)	Goole	01405 769 867 01405 721 913
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APPENDIX 3 – VOLUNTEER SUPPORT VEHICLES

YORKSHIRE 4x4 RESPONSE

CALL OUT NUMBER 08712 181 020

Your call will be forwarded to one of a small team of volunteer call handlers as quickly as possible. You may be on hold for some time before you are connected during high demand. In the event of a failure of the above number please use one of the following numbers (please only use these direct numbers if the above number fails, as these people might be resetting after being on call for a long time):

Josh Milner 07985 454154

Jonathon Ford 07807 280599

Dave Watson 07713 246393

We monitor our callout@yorkshire4x4response.org email during a major incident or weather event and it may be beneficial to send co-ordinating information here, you might be asked to confirm details via email after phoning so that the controllers can get accurate information, or where a paper trail is required.

In the highly unlikely event of a telephone network failure this email provides an alternative contact method.

If a major incident starts where you anticipate requesting our help please inform us by one of the above methods as soon as possible so that we can contact our volunteers and in preparation:

What do I need to do?

- Please contact your Emergency Planning Team to coordinate any requests for our help.
- keep us updated with what you require of us or stand us down as soon as possible, especially during a major weather event when other agencies may request our help.
- Our volunteers give their time freely but not their fuel, please ensure your Emergency Planning Team is aware that you will be incurring costs.
- Mileage costs may have been agreed in a Memorandum of Understanding with your organisation, please check with your Emergency Planning Team.

What can Yorkshire 4x4 Response do for me?

All our volunteer responders carry photographic identification with an expiry date. We'll help you wherever we can and here is a short list of some examples during both the response and recovery phases:

- We can move or retrieve your key staff in adverse weather (flood/snow etc).
- We can move your equipment when you are too stretched or in extreme weather/terrain.
- We can assist in moving stuck vehicles blocking traffic in the road (eg during snow).
- We can provide you with extra vehicles and drivers during an incident.
- We can provide vehicular access to places in extreme weather (for logistics or emergency evacuation).
- We can assist you with access to extreme terrain.
- We can assist with beach recovery operations.
- We can provide extra logistics capability in the recovery phase of an incident.
- We are not just here for the snow, we're here all year round.

Yorkshire 4x4 Response is part of a national network of 4x4 Response organisations, has access to other volunteers during long running incidents or recovery phases and is covered by 3rd party liability insurance.

What is Yorkshire 4x4 Response unable to help me with?

- We are not a commercial vehicle recovery company and will not recover vehicles which have left the road.

Yorkshire 4x4 Response is a Registered Charity number: 1144928
Yorkshire 4x4 Response is a Limited Company Registered in England and Wales number: 07647604
Registered Office: 30 Rowena Drive, Thurcroft, Rotherham, S66 9HT

<http://www.yorkshire4x4response.org>

APPENDIX 4 – EQUALITY IMPACT ASSESSMENT – PART 1 INITIAL SCREENING

Doncaster and Bassetlaw Hospitals 
NHS Foundation Trust

Service/Function/Policy/Project/Strategy	Division/Executive Directorate and Department	Assessor (s)	New or Existing Service or Policy?	Date of Assessment
Severe Weather Plan v.5	Jodie Roberts Deputy Chief Operating Officer	Jeannette Reay	Revision of version 4	31 December 2020
<p>1.1 Who is responsible for this service / function / policy / project/ strategy? (Name of Division/Directorate) The Accountable Emergency Officer for Emergency Preparedness, Resilience and Response (EPRR) and the Emergency Planning Officer who has delegated responsibilities.</p>				
<p>1.2 Describe the purpose of the service / function / policy / project/ strategy? Who is it intended to benefit? What are the intended outcomes? The purpose of the plan is to provide for the potential consequences of severe weather on the Trust capabilities to deliver normal services. The key purpose is to mitigate the risk of severe weather and enable the Trust to deliver key services. It describes the roles of key staff groups and the expectations of the Trust in such conditions that may prevent staff getting to work or getting home from work. It also outlines alternative ways of transporting staff.</p>				
<p>1.3 Are there any associated objectives? Eg National Service Frameworks, National Targets, Legislation Statutory requirements to have Business Continuity arrangements in place under the CCA 2004; NHS Improvement Compliance Framework; CQC essential Standards; NHS England Core Standards; NHS England EPRR Framework; National Standard Contract Compliance.</p>				
<p>1.4 What factors contribute or detract from achieving intended outcomes? Non-compliance with the Plan.</p>				
<p>1.5 Does the service / policy / function / project / strategy have an impact in terms of age, race, disability, gender, gender reassignment, sexual orientation, marriage/civil partnership, maternity/pregnancy and religion/belief? Details: [see Equality Impact Assessment Guidance] NO</p>				
<p>01.6 If yes, please describe current or planned activities to address the impact [eg Monitoring, consultation]</p>				
<p>1.7 Is there any scope for new measures which would promote equality? [any actions to be taken] No, this plan has been previously agreed with Staff Side to ensure fair and equitable treatment of all staff in severe weather conditions where action may be taken to ensure sufficient staff can attend to manage priority services. No changes to staff treatment have been made in this version update.</p>				

1.8 Are any of the following groups adversely affected by the service/ function/policy /project / strategy?

Protected Characteristics	Affected?	Impact
Age	N	
Disability	N	
Gender	N	
Gender Reassignment	N	
Marriage/Civil Partnership	N	
Maternity/Pregnancy	N	
Race	N	
Religion/Belief	N	
Sexual Orientation	N	

Please provide the Equality Rating of the service/ function/policy /project / strategy - tick (✓) outcome box

Outcome 1	Outcome 2	Outcome 3	Outcome 4
✓			

**If you have rated the service/functions/ policy/project/strategy as having an outcome of 2, 3 or 4, it is necessary to carry out a detailed assessment and complete a Detailed Equality Analysis form in Appendix 4*

1.9 Date for next review: November 2021

Checked by: Jodie Roberts

Date: 31 December 2020