



**Newquay**Council

**Corporate**Service

**Name of Policy:**

**Severe Weather**

**Date of Inception:**

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This is a Policy or Procedure document of Newquay Town Council and as such must be fully adhered to by both councillors and employees.

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## **1.0 Policy Background**

- 1.1 This procedure defines the manner in which the Town Council approaches severe weather conditions.

## **2.0 Policy Statement**

- 2.1 Newquay Town Council is committed to safeguarding the safety of its staff, councillors, public and visitors; particularly in times of extreme weather.

## **3.0 Scope**

- 3.1 Severe weather is defined as extreme high winds, flooding, heavy snow and icy conditions, and heat waves. The policy applies to Town Council owned or managed land only. Individual landowners are responsible for dealing with their own property and Cornwall Council for highways, pavements, schools etc.

## **4.0 Responsibilities**

### **4.1 Town Clerk**

- 4.1.1 Identify and prioritise where action is required and allocate the Councils' resources as effectively as possible.
- 4.1.2 Undertake any reasonable operational decisions to safeguard staff, members, visitors and the public. This may include procuring emergency resources or contractors or deploying staff or Council assets as deemed necessary.
- 4.1.3 Instruct and manage any communications through the Communications Officer or other relevant staff. This includes ensuring members and staff are kept updated on any critical issues/developments.

### **4.2 Staff**

- 4.2.1 Unless there are exceptional circumstances, employees will be expected to report for work, unless on pre-arranged leave.
- 4.2.2 Employees need to ensure that their line manager is notified and kept informed of the position where they are experiencing difficulties in travelling to work.
- 4.2.3 In the event that such extreme conditions occur that roads are dangerous, impassable and/or public transport is stopped, permission must be sought from the line manager to stay at home and the employee is to take the day as annual leave, lieu time, un-paid leave or make up the lost hours within a specified period. The line manager must seek permission from the Town Clerk before authorising such absence.
- 4.2.4 Administrative staff within the Town Clerk's office may be authorised to work from home provided they have access to the Council's IT and Phone system from their residence. Permissions for such arrangements should be sought from the Town Clerk first.
- 4.2.5 The Town Clerk's decision is final.

### **4.3 Councillors**

- 4.3.1 Ensure sufficient resources are allocated to deal with severe weather conditions.
- 4.3.2 Recognise that employees may have difficulties in travelling to and from work and the effect on their starting and finishing times.

## **5.0 Procedure**

- 5.1 A list of sites in which the Council is responsible and which are most likely to be affected by severe weather will be compiled and updated periodically.
- 5.2 Sufficient numbers of staff dealing with issues arising from severe weather will be adequately trained e.g. gritting, first aid etc.
- 5.3 High Winds – following periods of high wind the following sites will be inspected for damage: recreation grounds, woodlands,

public toilets, public buildings, allotments, other owned assets and Christmas Lights (when applicable).

- 5.4 Flooding – during and following periods of flooding, drains and ditches will be checked and cleared as necessary and if under the responsibility of the Council. If another authority is responsible, the Council will report such issues to that authority if identified as an issue.
- 5.5 Heavy snow and ice – The Council shall keep a limited supply of grit in order to deal with snow and ice on its property. Gritting shall take place as necessary and concentrate on the Town Council Offices entrance, ramps and fire escape as well as Town Council owned assets.
  - 5.5.1 The Council or indeed the Town Clerk if through the scheme of delegation; will ensure adequate provision of emergency 4x4 vehicles is procured as part of its' vehicle procurement policy. This will be on a basis of ensuring all critical services can continue to operate safely and staff/members can be transported to safety where needed.
  - 5.5.2 Snow chains for vehicles and footwear will be procured to cover relevant staff and vehicles.
  - 5.5.3 An operational plan will be drawn up, in conjunction with a business continuity and emergency plan to manage other aspects of safety and security of assets, staff, members and the public.
- 5.6 Heat Waves – Work patterns and tasks may be altered to avoid outside work during heat waves. This is for staff safety as well as to avoid damage to plants through watering in daytime. The Council will comply with any water restrictions.
- 5.7 Plant, equipment, signs, PPE and materials shall be checked at least every six months and prior to use in preparation of severe weather e.g. grit etc.
- 5.8 Staff will endeavour to pass on reports about severe weather problems outside of the scope of this policy to the appropriate body e.g. Cornwall Council.

5.9 Amber weather warnings or above – in such situations the following individuals will be prioritised and able to use Council vehicles that can be taken home (on the basis they are on-call for issues and may be required to pick up and/or drop off staff en-route to their normal place of work):

- 5.9.1 Town Clerk
- 5.9.2 Facilities Manager
- 5.9.3 Environment Manager
- 5.9.4 CCTV Manager

Please note: officers are not required to take vehicles home, but would be given the option to. Which vehicle type will be decided by the Town Clerk on an operational needs basis and after taking account of location of officer, service attendance, position and risks. Officers will be on-call to attend sites or assist with the securing of land or property to protect the public, staff or members.

## **6.0 Records**

6.1 The following records are to be kept in support of this procedure: -

- 6.1.1 Maintenance records
- 6.1.2 Risk Assessments
- 6.1.3 Time Sheets
- 6.1.4 Training Records

6.2 All records are to be retained for two years after the end of the period of severe weather or until any claims arising have been settled (whichever is the longer).

6.3 The Town Clerk is responsible for ensuring the above records are retained and eventually destroyed, in conjunction with managers who are responsible for compiling the records for their individual services/team members.

## **7.0 Conclusions**

- 7.1 This policy will be reviewed on a regular basis and updated as necessary. This is a framework within the Town Council and its employees can work towards making the policy a reality.
- 7.2 The Town Council has approved a complaints procedure, details of which can be found on the Town Councils website, [www.newquaycouncil.co.uk](http://www.newquaycouncil.co.uk) or obtained from the Town Clerk's Office at Newquay Town Council, Municipal Offices, Marcus Hill, Newquay TR7 1AF or email [office@newquay.town](mailto:office@newquay.town)
- 7.3 For further information about this policy or the work of Newquay Town Council, please contact the Town Clerk at the above address.

## **8.0 Alternative Formats**

- 8.1 Equality Act 2010 – copies of this document in large print (A3 Format) or larger font size can be made available for those with sight impairment on request from the Council Office or by telephoning 01637 878388 or e-mailing the Town Clerk's Office.

## **9.0 Freedom of Information**

- 9.1 In accordance with the Freedom of Information Act 2000, this Document will be posted on the Council's Website [www.newquaycouncil.co.uk](http://www.newquaycouncil.co.uk).

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