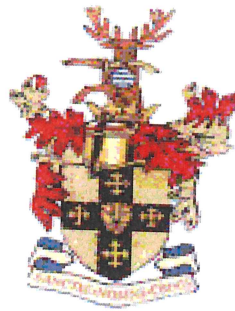


WALTHAM ABBEY TOWN COUNCIL



SEVERE WEATHER POLICY

Waltham Abbey Town Council
The Town Hall
Highbridge Street
Waltham Abbey
EN9 1DE

Introduction

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

Scope

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 Wiltshire Council for highways, pavements, schools etc.

Responsibilities

Town Clerk	Identify and prioritise where action is required and allocate the Councils' resources as effectively as possible.
Staff	Unless there are exceptional circumstances, employees will be expected to report for work, unless on pre-arranged leave. 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. 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, unpaid leave or make up the lost hours within a specified period.
Councillors	Ensure sufficient resources are allocated to deal with severe weather conditions. Recognise that employees may have difficulties in travelling to and from work and the effect on their starting and finishing times.

Procedure

1. A list of sites which are most likely to be affected by severe weather will be compiled and updated periodically.
2. Sufficient numbers of staff dealing with issues arising from severe weather will be adequately trained e.g. chainsaw use, gritting, first aid.
3. High Winds – following periods of high wind the following sites will be inspected for damage: recreation grounds, sports grounds, allotments, cemeteries, and Christmas Lights (when applicable).
4. Flooding – during and following periods of flooding, drains and ditches will be checked and cleared as necessary.
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 Hall entrance, ramps and fire escape, Parts of the cemetery shall be gritted if a burial or cremation is planned.

6. Heat Waves – Work patterns and tasks may be altered to avoid outside work during heat waves. This is for staff safety and as well as to avoid damage to plants through watering in daytime. The Council will comply with any water restrictions.
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, chainsaws.
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. Wiltshire Council.

Records

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

- Maintenance records
- Time Sheets
- Training Records

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

The Town Clerk is responsible for ensuring the above records are retained and eventually destroyed.