



people policies

Civil Emergencies – HR Matters Policy





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Policy

Purpose of the policy

Local Authorities have statutory duties under the Civil Contingencies Act 2004 to risk assess, plan for and train personnel to respond to emergencies and major incidents and maintain critical council functions.

Any emergency may impact upon the authority's resources, both human and material. The council has identified the critical services that are vital in their support of the community.

The civil emergencies policy informs managers and employees of the specific policies which could be applied in the event of the council responding to a major incident or emergency.

Employee's responsibilities

- Employees may be required to provide support in an emergency situation - this may include undertaking alternative duties and / or working from alternative locations.
- Unless instructed otherwise, employees are expected to continue to deliver their roles regardless of emergencies or business disruptions, as far as is reasonably practicable.
- Employees will be expected to follow reasonable management instructions.
- Employees must maintain contact with their manager if they are unable to attend the workplace.
- Any employee with a role or responsibilities under particular emergency plans or arrangements must be able to deliver those roles as required.

Manager's responsibilities

- Line managers are responsible for the application of this policy.
- As far as possible, managers must maintain contact with their staff during emergencies and business disruptions.
- Managers must ensure that provision is made for the adequate welfare facilities for employees where applicable.

Trade union representative's role

- Support and advise members where applicable.



Pay arrangements

When employees are prevented from attending their normal place of work, undertaking their normal duties or are instructed to stay at home (for example buildings that are not habitable or when access is denied) they will receive their normal contractual pay and entitlements.

Alternative work location

All employees may be required to work at any council location. It may also be considered appropriate for employees to be asked to report to any other location outside of the council's own buildings at a time of emergency.

If employees are asked to work from a location outside of the city, the council will reimburse any additional travel expenses incurred.

All existing working at home arrangements will continue, unless the employee is required to attend a location other than their usual place of work for service delivery reasons.

Counselling and support

Support for staff affected by incidents is available through the Employee Assistance Programme and Occupational Health.

Employees are entitled to access confidential counselling (including trauma counselling). The Employee Assistance Programme will provide additional support for employees who have been involved in work related or external incident/disturbance, bereavement or any situation where psychological trauma has occurred.

Reserve Forces

Employees who are members of the 'Reserve Forces' can be reasonably expected to attend work unless either the government has issued emergency powers to order the council to release them or there has been an official call up in the case of the Territorial Army members.

Employees, who are members of the Reserve Forces Services, will be released from their contractual duties and responsibilities to assist in the protection of National Security if called upon. They will continue to be paid their salary during this period.

When these arrangements apply

- The arrangements are applied in situations where the normal rights and obligations in the employee contract and conditions of employment may be adversely affected by the unforeseen emergency circumstance, such as an event or situation, which threatens human welfare, the environment or which possesses a danger to the security of the people of Bristol (such as through a terrorist attack).

The arrangements will come into effect, when the council's Incident Response Plan has been activated in response to an emergency occurring. A formal declaration to this effect will be made by the Senior Leadership Team (or a nominated representative, usually the Gold Duty Officer).

Additional guidance and support

This policy provides you with an overview of the purpose of the policy and the roles and responsibilities of those for whom it is intended. It also provides guidance in the Process section on the application of the policy. There are other documents which provide more detail and helpful guidance that should be read in conjunction with the policy and these are listed below.

Additional guidance

Employee Assistance Programme
Telephone number 0800 840 6844

Incident Response Plan

Associated policies

Working Arrangements policy

Volunteering policy

Disciplinary policy



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The audience of this document is made aware that a physical copy may not be the latest available version. The latest version, which supersedes all previous versions, is available on The Source.

Those to whom this policy applies are responsible for familiarising themselves periodically with the latest version and for complying with policy requirements at all times.

History of most recent policy changes – must be completed

Version	Date	Change
V.1.00	24 July 2014	Re-formatted policy