



Severe Weather Guide

Advice for All



Introduction

This 'Severe Weather Guide - Advice for All' is aimed at providing you with essential information on how to prepare for and what to do during severe weather. The aim is to help you keep yourself and others safe.

If you are a manager or responsible for business continuity, please see the: **Advice for Managers and Business Continuity version**

For employer's expectations on you performing your role in severe weather, see your HR Severe Weather / Inclement Weather Policy.

Stay Informed

Check the Weather

We recommend checking the forecasts daily, and more frequently when severe weather is forecast.

Download the [Met Office Weather App](#) on your phone

Get Met Office Severe Weather Warnings

You can automatically get Severe Weather Warnings for your saved locations (e.g. home, work) on the [Met Office Weather App](#).

Alternatively you can receive them [via email](#).

Warnings tell you what the risks are, and what you can do to help stay safe.

Know your Flood Risk

[Find out](#) if your property is at flood risk and [sign-up](#) for warnings



Be Prepared

Car

- Keep a phone charger and charged battery pack in your car
- [Click here](#) for the RACs recommended list of items to keep in your car
- Consider getting car breakdown cover

See pages 7-8 for how to get your car ready for winter and snow

Home

- Complete your [Home Emergency Plan](#), you can use our CSW Template to help
- Try and keep a stock of at least 7-days' worth of food, medicine and anything else you need / consume
- If you are at flood risk take steps to reduce your risk. See the [National Flood Forum website](#) for advice
- Ensure your home and contents are insured

Yourself and others

Prepare a [Home Emergency Grab Bag](#). This should contain a copy of your Home Emergency Plan and other essential items which may help you in an emergency.

Ensure the things you value are insured and keep physical and digital copies of your policy documents.

Inform others of the steps they can take to help prepare themselves and help them to do this where appropriate.

Keep Safe During:

Flooding



- Drive with caution, park away from areas at risk of flooding
- Avoid going into flood water
- Turn off gas, water and electricity if at risk of flooding
- Move valuable items upstairs or to safety
- Determine how best to protect yourself and others, either:
 - A. Evacuate if you are told to and can safely do so
 - B. Move to higher ground or a higher floor
 - C. Stay where you are
- If at risk consider getting [property flood protection](#). If you have no flood protection measures consider using bin-liners filled with soil, and other materials (e.g. tarpaulin, duck-tape, towels) to try and limit the amount of water ingress.

Wind

- Secure loose objects beforehand
- Stay indoors during as much as possible
- Drive with caution and avoid parking under potential hazards

Snow and Ice

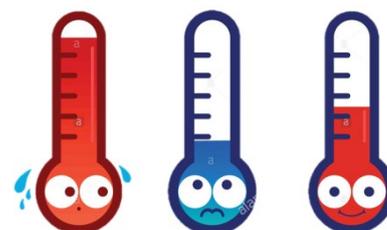
- Dress appropriately with multiple layers, hat, gloves, scarf and footwear that provide a good grip
- Consider getting a pair of Ice grips to go under the soles of your footwear for extra grip
- For more information on driving and delivering your service during snow and icy conditions see pages 7 - 11

Lightning / Thunderstorms

- Get indoors and stay indoors
- If indoors aren't an option stay in your vehicle
- Stay away from trees and open / exposed places

Extreme Temperatures

- Look out for family, friends and neighbours, especially persons who are older, younger or have health conditions.



- In the heat, try to keep room temperatures below 26°C.
- In the cold, keep room temperatures above 18 °C.
- Get your [free flu jab](#) if you're eligible

Key Advice on how to cope in heatwaves/cold weather can be found on the NHS Website:

- [NHS Advice on how to cope in Heatwaves](#)
- [NHS Advice on how to cope in Cold Weather](#)

If you work in a social care role or with vulnerable persons check your local cold weather / heatwave plans for further guidance and checklists.

Cold Weather and Heatwave Plans	
Coventry	Click here
Solihull	Click here
Warwickshire	Click here

Escalating

- **If there is a risk to life always phone 999**
- If there is a risk of flooding or damage to corporate property notify your manager (they should notify the appropriate facilities /property services team)
- If you have concerns for client welfare, raise these with your manager immediately
- If you are unable to fulfil your role during extreme weather contact your manager



Further Key Information

Met Office

[Current UK Weather Warnings](#)

[Met Office Advice](#)

Cold Weather and Heatwave Alerts

If you work in social care speak to your manager about receiving cascaded Heatwave / Cold Weather Alerts.

The current [Heat-health](#) and [Cold Weather](#) Alert Level

Flooding

[Current Flood Warnings](#)

[How to report a flood](#)

[What to do after a flood](#)

Power Failure

Western Power Distribution provide power in our area

Ring **105** for help and advice in a power cut.

[Click here](#) more information on power cuts in your area

Water Supply Issue

In an emergency, call Severn Trent Water on **0800 783 4444**

[Click here](#) more information on water supply issues in your area

Delivering your Service in snow

This short section has been developed to help frontline staff deliver their service in snow conditions.

The information contained within this document has been sourced from reputable organisations such as the AA and RAC.

At all times individuals are responsible for judging the conditions themselves and undertaking a dynamic risk assessment.

Preparing for winter

Ahead of winter you should:

- Get the [Met Office Weather App](#). This will keep you informed if snow is likely to affect you.
- Consider getting a pair of vehicle snow socks for your car, or speak to your manager to see if your service can help with this (find out more on the next page).
- Check your car's tyres - The AA and RAC recommend a minimum of 3mm of tread for winter. Check your tyres and consider switching to winter certified all-weather tyres or getting a set of winter tyres.
- Pack a [Winter Emergency Kit](#) in your car.
- As well as a shovel consider also packing a pair of sacks or old rug in your car to help gain grip.

Getting Vehicle Snow Socks

Vehicle snow socks fit around a car's powered wheels and provide grip on snow covered surfaces. They are ideal for getting out of tricky spots, such as driveways, cul-de-sacs and side roads; enabling drivers to reach snow cleared roads where they should be removed (use as per instructions).

They are available from Halfords and other good retailers. Typically costing between £40 - £60 for a pair.



Other alternatives include:

- Winter certified all-season tyres (e.g. Michelin Cross-Climate, Continental All-Season, Goodyear Vector4Seasons etc.)
- Switching to winter tyres during the winter
- Snow chains

When snow is forecast

- Try and avoid leaving your car at the bottom of a steep drive or hill and park on a flat area if possible
- Consider parking your car closer to the main road
- Keep a good reserve of fuel in your car's tank in case you need to make any unexpected detours or face delays

Before you set off

- Plan your route, often side roads and cul-de-sacs are the worst affected whilst main roads are typically ploughed and gritted.
- Councils make their gritting routes available online, use these to help you plan your journeys:
 - [Coventry](#)
 - [Solihull](#)
 - [Warwickshire](#)
- Allow yourself extra time, both to get your car ready and to compensate for any delays or detours
- Ensure you can see clearly out of all your car windows (it is a legal requirement) and remove snow from your car roof

Driving in snow

- Try pulling away in second gear, easing your foot off the clutch gently to avoid wheel-spin.
- Keep acceleration, braking and turning as smooth and gentle as possible.
- When driving uphill leave plenty of room or wait until it's clear and try to maintain a constant speed.
- When driving downhill slow down when approaching the hill, use a low gear and try to avoid braking. Leave as much room as you can to the car in front.
- If you have to use your brakes, apply them gently.
- If you drive an Automatic, check the handbook – some have a winter mode or recommend selecting '2' in slippery conditions.
- If you do get stuck, straighten the steering and clear the snow from the wheels. Put a sack or old rug in front of the driving wheels to give the tyres some grip.



Alternative ways to travel

Even if you are unable to drive in the conditions often taxis and public transport are able to continue to operating using the main roads. Consider using public transport / taxis and walking appropriate distances (with suitable footwear and clothing).

Is there a trusted friend or family member with a 4x4 or car with winter tyres that is prepared to help you get to work? Although most car insurance policies cover volunteer driving, they may need to [check with their insurer](#) first.

Making alternative arrangements

If you feel you have exhausted your options speak to your manager about the following options.

- Can the service be delivered another way (e.g. telephone check-up)
- Can visits / tasks be prioritised and rescheduled where possible
- Are alternative members of staff or other appropriate persons better placed to help

Escalate

If all the options above have been exhausted and there are potentially issues to client welfare contact your manager.

If there is a risk to life contact the emergency services on 999.