

# Cold Weather Plan

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## TRUST-WIDE DOCUMENT

2019 – Version 3

Striving for Perfect Care and a  
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## TRUST-WIDE NON-CLINICAL DOCUMENT

# COLD WEATHER PLAN

### Further information about this document:

Document name	<b>Cold Weather Plan</b>
Document summary	Mersey Care NHS Foundation Trust Cold Weather Plan to provide an overview of actions required leading up to and during cold weather.
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To be read in conjunction with	<b>IRP00 Major Incident Plan</b> <b>EP01 EPRR Policy</b>
<b>This document can be made available in a range of alternative formats including various languages, large print and braille etc.</b>	

### Version Control:

Version History:		
Version 1	EPRR/Business Continuity Group Policy Group Executive Committee	June 2016 October 2016 November 2016
Version 1.1	Updated to reflect policy template and review before 1 <sup>st</sup> June, no process change	May 2017
Version 1.2	No process change	June 2018
Version 2	Amendments following Summer 2018	September 2018
Version 3	Minor amendments – Review of action cards	August 2019

## SUPPORTING STATEMENTS

this document should be read in conjunction with the following statements:

### SAFEGUARDING IS EVERYBODY'S BUSINESS

All Mersey Care NHS Foundation Trust employees have a statutory duty to safeguard and promote the welfare of children and adults, including:

- being alert to the possibility of child / adult abuse and neglect through their observation of abuse, or by professional judgement made as a result of information gathered about the child / adult;
- knowing how to deal with a disclosure or allegation of child /adult abuse;
- undertaking training as appropriate for their role and keeping themselves updated;
- being aware of and following the local policies and procedures they need to follow if they have a child / adult concern;
- ensuring appropriate advice and support is accessed either from managers, *Safeguarding Ambassadors* or the trust's safeguarding team;
- participating in multi-agency working to safeguard the child or adult (if appropriate to your role);
- ensuring contemporaneous records are kept at all times and record keeping is in strict adherence to Mersey Care NHS Foundation Trust policy and procedures and professional guidelines. Roles, responsibilities and accountabilities, will differ depending on the post you hold within the organisation;
- ensuring that all staff and their managers discuss and record any safeguarding issues that arise at each supervision session

### EQUALITY AND HUMAN RIGHTS

Mersey Care NHS Foundation Trust recognises that some sections of society experience prejudice and discrimination. The Equality Act 2010 specifically recognises the *protected characteristics* of age, disability, gender, race, religion or belief, sexual orientation and transgender. The Equality Act also requires regard to socio-economic factors including pregnancy /maternity and marriage/civil partnership.

The trust is committed to equality of opportunity and anti-discriminatory practice both in the provision of services and in our role as a major employer. The trust believes that all people have the right to be treated with dignity and respect and is committed to the elimination of unfair and unlawful discriminatory practices.

Mersey Care NHS Foundation Trust also is aware of its legal duties under the Human Rights Act 1998. Section 6 of the Human Rights Act requires all public authorities to uphold and promote Human Rights in everything they do. It is unlawful for a public authority to perform any act which contravenes the Human Rights Act.

Mersey Care NHS Foundation Trust is committed to carrying out its functions and service delivery in line the with a Human Rights based approach and the FREDA principles of **Fairness, Respect, Equality Dignity, and Autonomy**

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## **1. Purpose and Rationale**

- 1.1 This plan will focus on cold weather and will describe the Trust's response and arrangements based on guidance from the Cold Weather Plan for England. This action plan should be a component of the Trust's Major Incident Plan, Winter Escalation Plans (where applicable) including the winter period and Business Continuity Plans.
- 1.2 The actions for each warning level are not intended to be an 'all or none' situation; instead, staff are expected to exercise professional judgement in a clinical setting and respond appropriately to ensure patient/ service user safety.
- 1.3 The Climate Change Act 2008 requires all statutory bodies, including health, to have robust plans in place to meet the challenges arising as a result of changing climate conditions.
- 1.4 The UK Climate Change Projections 2018 highlight that the climate is changing. Even given strenuous efforts to limit the cause of global warming, further climatic changes are inevitable in the future. The UK needs to manage the growing risks from climate change. In order to adapt and build resilience, up-to-date information on climate change is needed to inform decision-making.
- 1.5 Cold weather is associated with an increase in illness and injuries, increases the risk of heart attacks, strokes, lung illness, flu and other diseases. People slip and fall in the snow or ice, suffering serious injuries. Some groups, such as older people, very young children and people with pre-existing medical conditions are particularly susceptible to the effects of very cold weather. Although there are several factors contributing to winter illness in most cases, simple preventative action could avoid many of the deaths as well as the attendant illness and injury associated with cold weather and living in a cold home.
- 1.6 Preliminary findings from an evaluation of the Cold Weather Plan for England by the Policy Innovation Research Unit, London School of Hygiene and Tropical Medicine indicate that most of the health burden from cold weather occurs before the current 2°C threshold for warning level 2 or 3 is reached. This is because the negative health effects of cold weather start to occur at relatively moderate mean temperatures (5-8°C depending on region), and days at these temperatures occur much more frequently than days where the temperature is 2°C or less.

## **2. Aim**

- 2.1 The aim of the plan is to ensure the Trust is in a position to respond quickly to the needs of those groups of people who are at risk of dying or their condition being made worse during periods of severe weather changes and ensure that staff work together to reduce the risks.

## **3. Scope**

- 3.1 This plan is a Trust-wide document and it applies equally to all members of staff, either permanent or temporary and to those working within, or for, the Trust under contracted services.

## 4. Definitions

### 4.1

National Severe Weather Warning Service (NSWWS)	The National Severe Weather Warning Service provided by the Met Office operates all year and warns organisations and the public about high impact weather events, including rain, snow, ice, wind and fog.
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## 5. Roles and Responsibilities

### 5.1 The **Executive Director of Nursing and Operations (Accountable Emergency Officer)** is accountable for:

- Ensuring that Cold weather warnings and alerts are cascaded throughout the Trust
- Deciding when, and in what form, command and control arrangements need to be initiated
- Ensuring Divisional Managers are taking appropriate action to maintain continuity of service and the safety and well-being of service users, staff and visitors
- Ensuring situation reports are prepared and the Executive Team and Board of Directors are kept informed
- Ensuring external stakeholders are briefed
- Advise on messages regarding Business Continuity arrangements and disruption.

### 5.2 **Divisional Chief Operating Officers /Senior Managers and Service leads** are responsible for ensuring that:

- Plans are in place to respond to the impact of severe weather
- Managers and team leaders are taking appropriate action to maintain continuity of service and the safety and well-being of service users, staff and visitors
- Situation reports are produced and forwarded as appropriate
- Ensure all services have up to date escalation and business continuity plans to ensure that critical services are able to continue during the winter period and periods of increased activity
- Ensure that teams can identify the most vulnerable to cold weather and work with partner organisations where necessary

### 5.3 The **Head of Risk/EPRR/ Business Continuity** is responsible for ensuring:

- An effecting cascade system is in place.
- Operational support is provided to the Lead Director and other Directors as required (if incident is declared)
- Liaison with stakeholder divisional EPRR & Business Continuity Leads
- Liaison with Communications team for the development and cascade of appropriate newsletters for staff and the public.
- Engage with local Emergency Planning Response and Resilience groups and other strategic arrangements as these develop

- 5.4 **Divisional EPRR & Business Continuity Leads** are responsible for ensuring that:
- Information flows are maintained
  - Divisional / Area management team action plans are supported
  - Contingencies are supported to respond to the impact of severe weather events
- 5.5 The **Associate Director of Estates & Facilities** is responsible for ensuring:
- Identifying any potential issues relating to severe weather ensuring appropriate action is taken to reduce risks.
- 5.6 The **Chief Information Officer** must ensure that:
- effective business continuity arrangements are in place to address disruptions to service delivery during severe weather conditions.
  - IT services allow for remote access and remote support to a number of concurrent users so that identified critical services are maintained during severe weather.
- 5.7 The **Head of Communications and Marketing** is responsible for:
- Ensuring there is an effective cascade system for informing staff that the Cold Weather Alert period has started, what the preventative measures are, and the current National Severe Weather Warning Service alert level
  - Developing agreed information for the Mersey Care NHS Foundation Trust intranet and website.
- 5.8 All Mersey Care **clinical and non clinical staff** are responsible for:
- familiarising themselves with the contents of this plan and ensure that should an incident occurs they will be able to activate the appropriate action card based on their capabilities and area of work.

## 6. Process

### 6.1 The five Levels of Response

6.1.1 The Cold Weather Warning service comprises five levels (Levels 0-4), from long-term planning for cold weather, through winter and severe cold weather action, to a major national emergency. Each warning level aims to trigger a series of appropriate actions.

The Cold Weather Warning Levels are summarised below:

<b>Level 0</b>	<b>Year-round planning</b> <i>All year</i>
<b>Level 1</b>	<b>Winter preparedness and action programme</b> <i>1 November to 31 March</i>
<b>Level 2</b>	<b>Severe winter weather is forecast – alert and readiness</b> <i>Mean temperature of 2°C and/or widespread ice and heavy snow are predicted within 48 hours, with 60% confidence</i>
<b>Level 3</b>	<b>Response to severe winter weather – Severe weather action</b> <i>Severe winter weather is now occurring: mean temperature of 2°C or less and/or widespread ice and heavy snow</i>
<b>Level 4</b>	<b>Major Incident – Emergency response</b> <i>Central Government will declare a Level 4 alert in the event of severe or prolonged cold weather affecting sectors other than health</i>

#### 6.1.2 Level 0: Year-round planning to reduce harm from cold weather.

This emphasises that year-round planning is required to build resilience and reduce the impact of cold weather. This level of warning relates to those longer-term actions that reduce the harm to health of cold weather when it occurs.

#### 6.1.3 Level 1: Winter preparedness and action.

Level 1 is in force throughout the winter from 1 November to 31 March and covers the moderate temperatures where the greatest total burden of excess winter death and disease occur. This is because the negative health effects of cold weather start to occur at relatively moderate mean temperatures (5-8°C) and there are normally many more days at these temperatures each winter.

#### 6.1.4 Level 2: Alert and readiness.

Level 2 is triggered when the Met Office forecasts a 60% chance of severe winter weather, in one or more defined geographical areas within 48 hours. Severe winter weather is defined as a mean temperature of 2°C or less and/or heavy snow and



widespread ice. Although there are usually fewer days at these low temperatures, the risk of negative health impacts increases as the temperature falls. Reactive action to prevent harm to health and manage business continuity by services would be proportionately more important were we to experience an extremely cold spell for a prolonged period. Aside from cold temperatures, snow and ice are associated with an increase in injuries and severe disruption to services.

### 6.1.5 Level 3: Severe weather action.

This is issued when the weather described in level 2 actually happens, it indicates that severe winter weather is now occurring and is expected to impact on people's health and on health services.

### 6.1.6 Level 4: National emergency.

This is reached when a period of cold weather is so severe and/or prolonged that its effects extend outside health and social care and may include, for example transport or power or water shortages and/or where the integrity of health and social care systems is threatened. At this level, multi-sector response at national and regional levels will be required. The decision to go to a Level 4 is made at national level

## 6.2 Activation Triggers Summary

The issue of a Cold Weather Warning should trigger a series of actions. The action cards in Appendix A highlight staff priorities to respond to the warning level, be it preparing for, or responding to, an actual episode of severe cold weather.

This plan will be activated when the weather forecasts 60% chance of

- mean temperatures of 2°C or less
- widespread ice and heavy snow within 48 hours

## 6.3 Alerting Routes and Responses – Routine alerts

### 6.3.1 Mersey Care NHS Foundation Trust receives routine planning advice and forecast information directly from the Met Office.

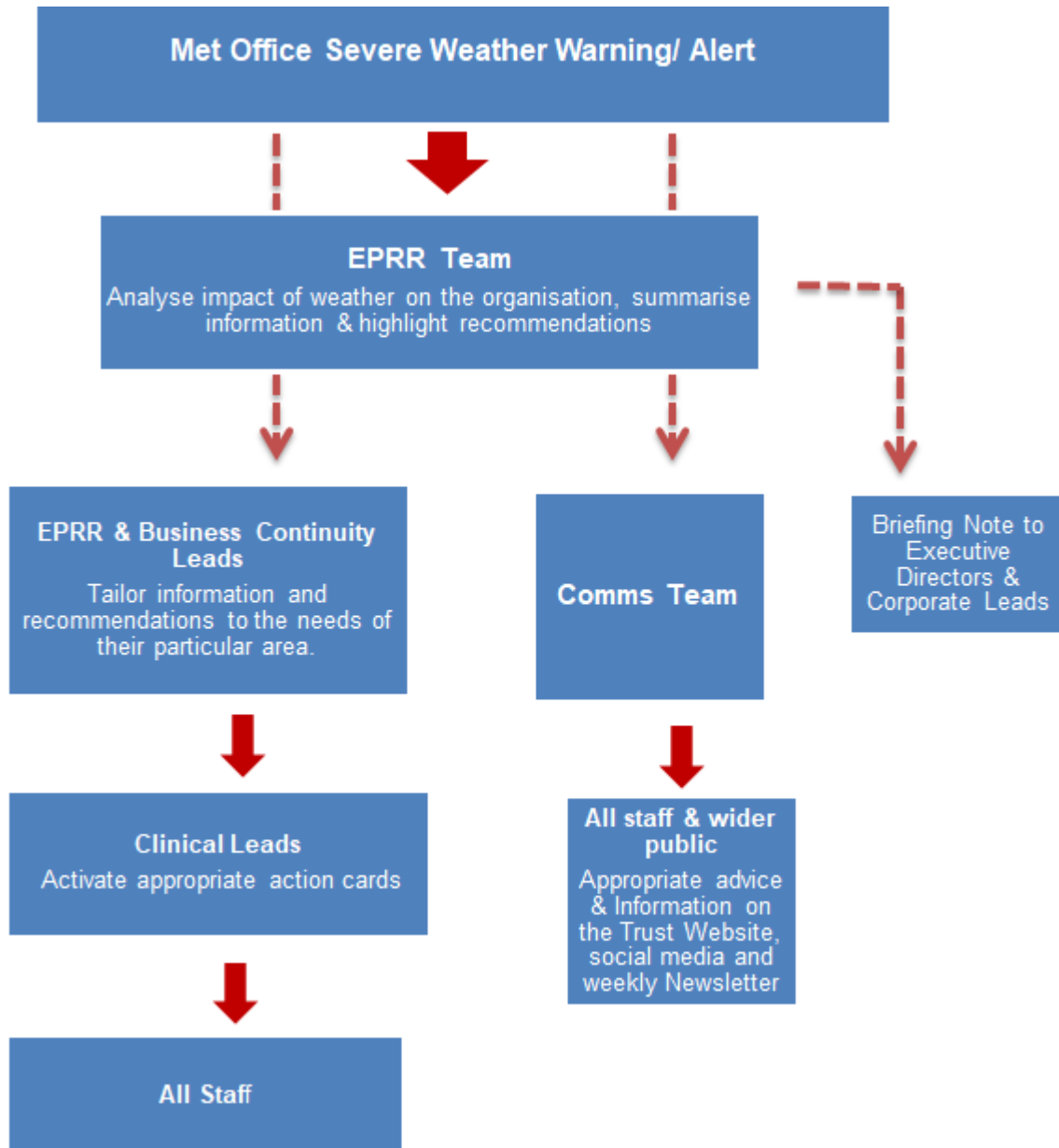
#### Met Office service and notifications

Service	Purpose	Distribution	Timing
General weather forecast	To enable the UK public to make informed decisions about their day-to-day activities	Web, TV, radio	Every day
National Severe Weather Warning Service (NSWWS)	Provision of weather warnings to: a) the public to alert in advance of high impact weather and to prompt consideration of actions they may need to take b) Civil emergency authorities and	Email, web, TV, radio, print media, Twitter, SMS, Facebook	When required

	the MoD to trigger their plans to protect the public from impacts in advance of an event, and to help them recover from any impacts after the event		
Cold Weather Alerts	To provide early warning of low temperature and or widespread ice/heavy snow to health and social care organisations and professionals registered with the service	Email, Twitter, Web	Alert issued as soon as agreed threshold has been reached and when there is a change in alert level. Issued between 1 November and 31 March.
Cold Weather Planning Advice	To provide planning advice throughout the winter period relating to low temperatures or widespread ice/heavy snow to health and social care organisations and professionals registered with the service	Email	Twice a week (9am each Monday and Friday from 1 November to 31 March.

- 6.3.2 On receipt of the formal notification, the alert will be cascaded in hours by Emergency Planning staff to the:
- Executive Directors
  - Divisional Leads who will inform staff in their areas
  - Communications Team
  - Out of hours this will be done by the Director on Call to the Divisional Managers on Call through the normal On Call structure.
- 6.3.3 During the period from 1 November to 31 March every year, On Call staff will monitor their emails for contact from the Emergency Planning email address to ensure Mersey Care NHS Foundation Trust is aware of any Met Office alerts and change in warning levels. They should also monitor the Met Office website.
- 6.3.4 Mersey Care NHS Foundation Trust staff will follow the actions described in the appropriate Cold Weather Action Card for the alert level.

## Internal Severe weather alert cascades



## 6.4 Command and Control

6.4.1 When one of the following is triggered, the Trust's command and control will be activated and arrangements will follow the response outlined in the Major Incident Plan.

### **Severe weather related Critical/ Major Incident Triggers**

- Severe weather alert level 4: The decision will be taken at a national level.
- The effects of the low temperatures and weather events (snow & ice) extend outside the organisations' remit (power or water shortages)
- The integrity of the organisation's ability to provide safe care is threatened

6.4.2 NHS England will lead the response and an internal Incident Response Team will convene to ensure monitoring, co-ordination and suitable communications

## 6.5 Vulnerabilities within Mersey Care NHS Foundation Trust during severe weather

6.5.1 Vulnerable populations

- older people (in particular those over 75 years old, otherwise frail, and or socially isolated)
- people with pre-existing chronic medical conditions such as heart disease, stroke or TIA, asthma, chronic obstructive pulmonary disease or diabetes
- people with mental ill-health that reduces individual's ability to self-care (including dementia)
- pregnant women (in view of potential impact of cold on foetus)
- children under the age of 5
- people with learning difficulties
- people assessed as being at risk of, or having had, recurrent falls
- people who are housebound or otherwise low mobility
- people living in deprived circumstances
- people living in houses with mould
- people who are fuel poor
- homeless or people sleeping rough
- other marginalised or socially isolated individuals or groups
-

## 7.1 References

### **Cold Weather Plan for England and Supporting Documents**

<https://www.gov.uk/government/collections/cold-weather-plan-for-england>

### **Stay Well This Winter**

<https://www.nhs.uk/staywell/>

## 7.2 Useful Links:

### **To receive NSWWS warnings directly, register:**

<https://register.metoffice.gov.uk/register/hazardmanager/government.html?service=hazardmanager>

### **NHS Choices**

<https://www.nhs.uk/Livewell/winterhealth/Pages/Winterhealthhome.aspx>

### **Met Office updates**

<http://www.metoffice.gov.uk/>

### **Get Ready for Winter Campaign** – annual web-based campaign

hosted by the Met Office. The pages offer advice and links to a range of organisations to help individuals, families and communities prepare for winter.

<https://www.metoffice.gov.uk/barometer/advice>

### **Liverpool City Council Healthy Homes Scheme & Healthy Homes on Prescription**

<https://www.liverpool.gov.uk/healthyhomes>

No Second Night Out - if concerned about someone they think may be sleeping rough at any time, not just during the winter. Telephone 0300 123 2041 (free from mobiles). The No Second Night Out website can be visited at this link:

<https://www.whitechapelcentre.co.uk/alwaysroominside.html>

A copy of the leaflet Keep Warm Keep Well booklet:

<https://www.gov.uk/government/publications/keep-warm-keep-well-leaflet-gives-advice-on-staying-healthy-in-cold-weather>

A copy of the Cold Weather Plan 2017 can be found via the link:

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/652564/Cold\\_Weather\\_Plan\\_2017.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/652564/Cold_Weather_Plan_2017.pdf)

## **8. Consultation**

- 8.1 The following Trust representatives have been consulted in the development of this policy:
- (a) Executive Director of Nursing & Operations
  - (b) Head of Risk and EPRR.
  - (c) Key stakeholders represented via EPRR working group

## **9. Training and Exercising**

- 9.1 Training will take place on a regular basis for those likely to be called on to be involved in the Trust's Incidents response at Corporate, Divisional and Department levels. Operational training will be defined by agreement with the departmental managers and exercises held to familiarise them with the content of related plans.
- 9.2 To verify that personnel have been made aware of cold weather related issues, and to validate that the plan is effectively embedded across the organisation, a series of exercises will be conducted periodically.
- 9.3 The Head of Risk and EPRR will be responsible for coordinating and overseeing the training as well as maintaining training and exercise records

## **10. Monitoring**

- 10.1 Characteristics of the cold weather plan will be monitored and analysed where appropriate.
- 10.2 Monitored information includes:
- a) Number of incidents that have invoked a formal response.
  - b) Number of exercises completed (to help ascertain the comprehensiveness).
  - c) The Executive Director of Nursing & Operations will provide assurance that effective arrangements are in place to the Board of Directors and NHS England as part of the annual self assessment on the EPRR Core standards.

## Appendix A: Mersey Care NHS Foundation Trust - Cold Weather Alert Level Actions

### Action Card 1 – Head of Risk & EPRR

Action (Preparedness & Action – 1 June – 15 September – All alert levels)	✓
Obtain up to date information published by PHE, NHS England and Met office regarding cold/ severe weather.	
Ensure that an effective cascade system is in place for informing and alerting staff of adverse weather alerts and advice.	
Analyse the content of alerts received and assess the impact to the organisation	
Cascade the information received and highlight concerns stemming from risk assessments.	
Liaise with communications team for the preparation and publication of warning and informing messages related to adverse weather via intranet & weekly communications letter.	
Be part of the Incident Response Team as appropriate.	

### Action Card 2 – Estates & Facilities

Action (Preparedness & Action – 1 June – 15 September – All alert levels)	✓
Ensure the safe access and egress to all premises can be maintained during severe weather; including arrangements for obtaining and deploying supplies of grit, grit spreaders and any other necessary equipment.	
Ensure that during the Christmas and New Year bank holidays the heating is left on a low temperature in all buildings that will be closed.	
Ensure plans are in place for maintaining supplies of essential equipment and consumables if transport is disrupted due to prolonged severe weather.	
Review plans to ensure access and egress to critical health service buildings, for essential deliveries and to prevent ice-related car and pedestrian accidents.	

### Action Card 3 – Senior Managers & Service Leads in community teams

<b>Action</b>	✓
<b>Level 1 - Winter preparedness and action programme</b> <i>1 November to 31 March</i>	
Ensure all staff are aware of organisational and national winter related plans and documents and know how to access them.	
Ensure access to Met Office Alerts	
Identify appropriate services to signpost vulnerable patients living in the community	
Make sure that all those patients on caseloads who are at high risk from cold weather have been identified: ensure care plans incorporate cold risk reduction.	
Ensure Business Continuity Plans are up to date	
<b>Level 2 Alert:</b> <b>Severe winter weather is forecast – alert and readiness</b> <i>Mean temperature of 2°C and/or widespread ice and heavy snow are predicted within 48 hours, with 60% confidence</i>	
Consider and risk assess the information cascaded by the Head of Risk & EPRR and Communications team	
Review surge capacity and ensure that staffing levels will be sufficient to cover the anticipated increased demand/severe weather/staff absences.	
Ensure service business continuity plans and escalation plans are up to date ensuring you are prepared for a potential influx of weather-related injuries and illnesses and activate as required	
Collate and maintain a list of the most vulnerable from cold weather patients living in the community – Increase surveillance as required	
Ensure plans are in place for maintaining supplies of essential equipment and consumables if transport is disrupted due to prolonged severe weather.	
Include cold weather concerns in team meetings/ safety huddles	
Ensure care coordinators and support workers know how to obtain and distribute “Keep Warm-Keep Well” leaflets related to protection from cold weather	
<b>Level 3 Alert:</b> <b>Response to severe winter weather – Severe weather action</b> <i>Severe winter weather is now occurring: mean temperature of 2°C or less and/or widespread ice and heavy snow</i>	
Arrange for vulnerable patients to receive a daily visit/phone call by a formal or informal carer – consider visits to those living on their own and without the contact of a daily carer	
Ensure that staffing levels are sufficient to cover the anticipated cold period and make provision for surge capacity	
Activate the list of vulnerable patients to ensure that they receive a daily visit or phone call by a formal or informal carer	
Consider a welfare check for community patients that did not collect their medication	
<b>Level 4 Alert</b> <b>Major incident – Emergency response</b> <i>Central Government will declare a Level 4 alert in the event of severe or prolonged cold</i>	



*weather affecting sectors other than health*

Stop non-essential activities and instruct daily contact with patients at risk.

Implement daily visits for those living on their own and without the contact of a daily carer to ensure protective measures are in place.

Continue to implement business continuity and escalation processes - consider school closures and travel disruption due to severe weather and the need to review staff rotas

Consider the need to cancel annual leave and ask term time staff to consider availability

With reference to Business Continuity Plans, consider modifying service provision across all services to ensure delivery of critical services.

Contribute to the command and control in operation within Merseyside or Lancashire as appropriate and as required.

## Action Card 4 – Community Care coordinators/ support workers / Community teams

<b>Action</b>	✓
<b>Level 1 - Winter preparedness and action programme</b> <i>1 November to 31 March</i>	
Identify people who are at particular risk from cold weather, identify any changes to care plans, work with individuals and give advice	
Work with at risk individuals, to ensure that they are aware of the dangers of cold weather and how to keep warm. Make sure you are aware of how patients who are living in homes that are too cold know how to get assistance.	
Make sure you have a seasonal flu vaccine to protect yourself, your family and your patients. Ensure patients are aware of, and take advantage of flu and other vaccination programmes.	
<b>Level 2 Alert:</b> <b>Severe winter weather is forecast – alert and readiness</b> <i>Mean temperature of 2°C and/or widespread ice and heavy snow are predicted within 48 hours, with 60% confidence</i>	
Ensure that “Keep Warm – Keep Well ” leaflets related to cold weather are distributed to patients in the community	
When visiting patients, check that their room is adequately heated	
Where individual households are identified as being at particular risk from cold weather make sure to alert your manager for signposting	
Remind patients of the action they can take to protect themselves from the effects of severe cold	
Increase support to patients where appropriate to avoid hospital admissions	
Consider how the forecast weather conditions may impact on your work for example, snow and icy roads delaying home visits and make appropriate arrangements and consider what alternatives are available.	
<b>Level 3 Alert:</b> <b>Response to severe winter weather – Severe weather action</b> <i>Severe winter weather is now occurring: mean temperature of 2°C or less and/or widespread ice and heavy snow</i>	
Ensure “Keep Warm-Keep Well” leaflets have been distributed to vulnerable people	
In discussion with team manager, prioritise current caseload and identify what nonessential activities could cease (see Business Continuity Plans)	
Suggest people at particular risk consult their GP about possible changes to their treatment and/or medication	
Repeat messages on protective measures to patients and carers	
Record all weather related incidents on Datix/ Ulysses or Pacis (as appropriate)	
<b>Level 4 Alert</b> <b>Major incident – Emergency response</b> <i>Central Government will declare a Level 4 alert in the event of severe or prolonged cold weather affecting sectors other than health</i>	
Stop non-essential activities and commence daily contact with patients at risk.	
Repeat messages on protective measures to patients and carers, including messages on signs and symptoms of specific illnesses related to cold weather.	
Implement daily visits for those living on their own and without the contact of a daily carer to ensure protective measures are in place and there is access to warmth	
Continue to implement business continuity and escalation processes	

## Action Card 5 – Ward Managers / Modern Matrons

<b>Action</b>	✓
<b>Level 0 - Year-round planning</b> <i>All year</i>	
<b>Level 1 - Winter preparedness and action programme</b> <i>1 November to 31 March</i>	
Ensure access to Met Office Cold Weather Alerts	
Consider and risk assess the information cascaded by the Head of Risk & EPRR and Communications team	
Make sure that all those patients on caseloads who are at high risk from cold weather have been identified: ensure care plans incorporate cold risk reduction.	
Ensure Business Continuity Plans are up to date	
<b>Level 2 Alert:</b> <b>Severe winter weather is forecast – alert and readiness</b> <i>Mean temperature of 2°C and/or widespread ice and heavy snow are predicted within 48 hours, with 60% confidence</i>	
Liaise with the appropriate services to ensure plans are in place for maintaining supplies of essential equipment and consumables if transport is disrupted due to prolonged severe weather.	
Consider how the forecast weather conditions may impact on your work for example, snow and icy roads delaying staff coming into work and make appropriate arrangements and consider what alternatives are available.	
<b>Level 3 Alert:</b> <b>Response to severe winter weather – Severe weather action</b> <i>Severe winter weather is now occurring: mean temperature of 2°C or less and/or widespread ice and heavy snow</i>	
Ensure that staffing levels are sufficient to cover the anticipated cold weather period and make provision for surge capacity	
Identify what nonessential activities could cease	
<b>Level 4 Alert</b> <b>Major incident – Emergency response</b> <i>Central Government will declare a Level 4 alert in the event of severe or prolonged cold weather affecting sectors other than health</i>	
Stop non-essential activities and instruct daily contact with patients at risk.	
Implement daily visits for those living on their own and without the contact of a daily carer to ensure protective measures are in place.	
Continue to implement business continuity and escalation processes - consider school closures and travel disruption due to severe weather and the need to review staff rotas	
Consider the need to cancel annual leave and ask term time staff to consider availability	
With reference to Business Continuity Plans, consider modifying service provision across all services to ensure delivery of critical services.	
Contribute to the command and control in operation within Merseyside or Lancashire as appropriate and as required.	

## Action Card 6 – Clinical Staff in inpatient areas

<b>Action</b>	✓
<b>Level 1 - Winter preparedness and action programme</b> <i>1 November to 31 March</i>	
Make sure that all those patients on caseloads who are at high risk from cold weather have been identified: ensure care plans incorporate cold risk reduction.	
Work with at risk individuals, to ensure that they are aware of the dangers of cold weather and how to keep warm.	
Make sure you have a seasonal flu vaccine to protect yourself, your family and your patients. Ensure patients are aware of, and take advantage of flu and other vaccination programmes.	
<b>Level 2 Alert:</b> <b>Severe winter weather is forecast – alert and readiness</b> <i>Mean temperature of 2°C and/or widespread ice and heavy snow are predicted within 48 hours, with 60% confidence</i>	
When visiting patients, check that their room is adequately heated.	
Where individual households are identified as being at particular risk from cold weather make sure to alert your manager for signposting	
Remind patients of the actions they can take to protect themselves from the effects of cold weather	
Consider how the forecast weather conditions may impact on your work, (e.g. snow and icy roads may delay you getting to work) and make appropriate arrangements and consider what alternatives are available.	
<b>Level 3 Alert:</b> <b>Response to severe winter weather – Severe weather action</b> <i>Severe winter weather is now occurring: mean temperature of 2°C or less and/or widespread ice and heavy snow</i>	
In liaison with line manager prioritise and identify what nonessential activities could cease	
Complete necessary risk assessments	
Record all incidents on Datix/ Ulysses or Pacis (as appropriate)	
<b>Level 4 Alert</b> <b>Major incident – Emergency response</b> <i>Central Government will declare a Level 4 alert in the event of severe or prolonged cold weather affecting sectors other than health</i>	
Stop non-essential activities.	
Continue to implement business continuity and escalation processes - consider school closures and travel disruption due to severe weather and the need to review staff rotas	

**Appendix B – Keep Warm –Keep Well leaflet**

(see overleaf)

## Your top tips for keeping warm and well

### 1. Keep warm

Heat your home to at least 18°C (65°F). You may prefer your main living room to be slightly warmer. Keep your bedroom window closed on a winter's night. Breathing in cold air can increase the risk of chest infections.

### 2. Get financial support

There are grants, benefits and sources of advice available to make your home more energy efficient, improve your heating or help with bills.

### 3. Look after yourself

- Contact your GP to get your free flu jab if you are aged 65 or over, live in a residential or nursing home, or are the main carer for an older or disabled person. The NHS website provides information about flu. Visit [www.nhs.uk/flu](http://www.nhs.uk/flu) to learn more.
- Don't delay in getting treatment for minor winter ailments like colds or sore throats. Visit your local pharmacist for advice on treatment before it gets worse so you can recover quicker.
- Layer your clothing whether you are indoors or outside. Wrap a scarf around your mouth to protect your lungs from the cold air.
- Wear shoes with a good grip if you need to go outside.
- When you're indoors, try not to sit still for more than an hour or so. Get up, stretch your legs and make yourself a warm drink.
- Have your heating and cooking appliances checked by a Gas Safe registered engineer to make sure they are operating safely.
- Contact your water and power suppliers to see if you can be on the Priority Services Register, a service for older and disabled people.
- For more winter wellness tips visit <https://www.nhs.uk/live-well/healthy-body/keep-warm-keep-well/>

**4. Check on others** Check on older neighbours or relatives to make sure they're safe and well. Make sure they're warm enough, especially at night, and have stocks of food and medicines so they don't need to go out during very cold weather.

If you're worried about an older person, contact a family member, the local council or ring the Age UK helpline on **0800 00 99 66**.