



The City of Ely Council's Hot Weather Working Policy

1. Purpose

This policy sets out the Council's approach to protecting the health, safety, and wellbeing of staff during periods of high temperatures. It ensures that suitable adjustments are made to working practices when heat may affect staff comfort, health, and productivity.

2. Scope

This policy applies to all Council employees working in offices, administrative buildings, outdoor environments, and maintenance or operational roles.

3. General Principles

The Council recognises that excessive heat can pose risks such as dehydration, fatigue, and heat-related illness. Measures include provision of drinking water in all buildings, encouraging hydration, appropriate clothing, and monitoring staff wellbeing.

4. Adjustments to Working Hours – Excessive Temperatures

Staff may start earlier and finish earlier when the temperature reaches excessive levels.

Maintenance and outdoor staff must start and finish early, with physically demanding work scheduled for cooler periods of the day. Essential staff at the Maltings facilitating events must have short shifts with regular hydration breaks. Oliver Cromwell's House can adjust opening hours for staff to start and finish earlier.

5. Breaks and Rest Periods

Additional breaks are permitted during hot weather. Outdoor and maintenance staff must take regular breaks in shaded or cool areas to prevent heat-related illness.

6. Provision of Water

Drinking water will be readily available in all Council buildings. Outdoor staff must have access to or carry sufficient water and are encouraged to hydrate regularly.

7. Temperature Threshold

For those affected, if indoor temperatures reach 28°C, appropriate measures will be implemented to help manage temperatures and maintain a safe working environment.

Offices and buildings may only close, and staff may only be permitted to return home, where these measures are deemed insufficient or where conditions cannot be safely maintained.

8. Manager Responsibilities

Managers must monitor conditions and liaise with the Clerks if adjustment to working hours and opening hours are required. They must ensure breaks are taken and prioritise staff wellbeing.

9. Employee Responsibilities

Employees must follow guidance, stay hydrated, take breaks, report concerns, and cooperate with adjusted arrangements.

If employees would prefer not to work during such hot periods they may be permitted to use annual leave or TOIL, if suitable cover can be arranged.

10. Review

This policy will be reviewed annually and updated in line with best practice and extreme weather events.

Signed Chairman

Cllr R Denness

Date:- 14th September 2026