

Guidance for Employers impacted by the fire at Grenfell Tower



Following the devastating news of the fire at Grenfell Tower it is likely that employers in the local area will be impacted in a wide range of ways. Here is some guidance to help support organisations and their employees with the immediate aftermath.

- **Check that all of your staff are accounted for**

Ascertain whether all of your staff have arrived for work. Is everyone due in work accounted for? Has anyone contacted you to let you know that they won't be able to attend work?

Check your employee records to establish whether any of your staff live in the affected area, not forgetting those who may be on annual leave, sick leave or some form of family leave. Attempt to contact them, and if this fails, check if you hold emergency contact details for them or a friend or relative.

- **Provide emergency leave for staff**

Staff may need to take time off work for a variety of reasons, for example they or their family or friends may be directly impacted, or staff may be involved in the emergency response in some way.

Where possible, allow staff time off work in these circumstances. Depending on your organisation's policies time off could be taken as paid holiday, compassionate leave, unpaid leave, time off in lieu (TOIL), or failing all else an informal agreement can be reached with staff to make time up at a later date. Remember also that staff may be entitled to dependents leave. Start by asking the staff member what absence they need and how they would like it to be accounted for; you may be able to easily shape or agree this and where not, to find an acceptable compromise.

- **Allow flexibility regarding working patterns**

Travel disruptions are likely and may remain the case for some time. Consider what arrangements can be put in place to minimise the impact of travel disruptions, for example allowing staff to work from home where this is possible, or from alternative locations, and/or allowing flexibility about the times of day that your staff work.

- **Provide support to staff**

Provide staff with details of sources of support. If you have an Employee Assistance Programme remind staff of the contact details and actively encourage them to make use of the service.

The Metropolitan Police have said that anyone concerned about loved ones should contact the Casualty Bureau on 0800 0961 233 or if any staff lived in the tower they can call 0207 158 0197 for support.

- **Enable staff to help others**

Your staff may want to support those in the local community who have been affected. You can provide them with details of organisations who are able to help, such as local voluntary organisations who will be helping to provide residents with basic essentials, support and emergency accommodation.

The Westway Sports Centre, Crowthorne Road, W10 6RP, is the Family and Friends Reception staffed by the police.

If anyone wants to volunteer to help with the support effort they can register their interest by emailing Grenfellvolunteers@rbkc.gov.uk.

- **Manage communication**

With the increased media attention, your staff may be asked to comment on the fire and so it can be helpful to re-state any media policy and to identify an appropriate person within your organisation who can take the lead on managing both internal and external communication.

Our thoughts are with everyone who has been affected by this tragic incident. If you have any questions relating to your workforce please contact us for advice. We offer a [free 1 hour of HR advice](#) to all social sector organisations, and members of the NCVO can access free advice via the [HR Advice Line](#).