

Environmental Allowance

Internal policy: LIT 65110

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Audience: Defra

1. Introduction

The Environmental Allowance Payment policy applies to AAs-Grade 6s in core Defra, VMD, APHA and RPA. This policy applies to permanent FTA, and STA appointments.

You may be entitled to receive certain allowances and/or supplements depending on the type of work you do and the post you occupy.

Some people are eligible to claim an environmental allowance for working in uncomfortable or unsocial conditions as part of their duties. This only applies to those who have to work wearing Respiratory Protective Equipment (RPE) which are designed to protect the wearer's body from injury, hazard, or infection.

2. Eligibility

The criteria required for the allowance is that work is undertaken in conditions, which require full RPE to be worn. Instances could include, but are not limited to:

- Working on culling and disposal whilst on Avian Influenza infected sites
- Working in a poultry shed / feed mill
- Working within a post-mortem facility

Where salary already includes an element for working in particular conditions, the allowance will not be paid.

3. Rates

Conditions that require RPE £0.90 per hour

This rate is paid on an actuals basis for any hours that you are required to wear RPE. Mark Time does not apply if you move to a post or undertake work that does not qualify for the allowance, and the allowance does not count when calculating pay on promotion.

4. How to Claim

To apply for the allowance, individuals need to complete form [NTWK46](#) (the allowance can be found under section 4 of the form) and send to their manager for approval. Managers should then submit via a service request with their approval. Sections 1, 4 and 5 of the form must be completed. The form must be submitted on a weekly basis and the total cost per day needs to be entered, e.g. £0.90 x no of hours worked.

RPA – Environmental Allowance is claimed via the People portal or (post Feb 2023) via the SOP system (see above). Claims must be approved within 6 weeks of the work being undertaken.

If you think you may be eligible, you should speak to your line manager.
