



University Day Nursery
Charity No: 283049

34 St Michael's Park
Bristol BS2 8BW
(opposite the University Library)
Tel: 0117 927 6077
Registered with Ofsted

Bristol University Day Nursery

Adverse Weather / Contingency Plan

This plan is to be used in emergency situations; for example flooding, contamination/pollution, severe snow, staff illness, loss of power, fire, loss of heating, loss of water, chemical spills, gas leaks, structural/building damage or in the event of a terrorist attack.

Emergency	Response	Contact
Loss of utilities (electricity, water)	In the event of losing power, the university will be contacted. We will continue to care for the children as usual. If the power is not returned after three hours, parents are to be contacted to collect their children, and will be notified via Facebook.	Communicate nature of incident to Security Services (0117 33 11 22 33). Security Services will inform other appropriate key contacts.
	In the event of losing water, if we feel we can maintain high standards of hygiene, we will remain open but for no longer than one hour. If normal water supply is not available, then we will close.	
Snow / Ice	We will do our best to remain open during bad weather. After heavy snow fall the committee members will decide if it is safe for the nursery to open. Parents will be notified by 7am on the nursery website and by e-mail, and a message will be posted via our Facebook page. Staff are to try their best to get to nursery to continue work.	Parents via nursery web page, Facebook, and group e-mail. Contact Estates office 0117 33 16765 (office hours) to clear pathways with salt.
Staff illness or absence	In the event of sickness that is highly contagious, the nursery would close. Where there would only be one senior staff member, (except in the case where the attendance of children falls below 25%) the nursery would close. If more than half of the staff team are sick, the nursery would close. This would then follow with a deep clean of the nursery. See sickness policy for more information.	Contact Public Health England South West 0300 303 8162. Notify University Student Services, as per the University's infectious diseases protocol 0117 331 0419. University site services for deep clean.

Serious contagious illnesses, staff/children	<p>In the event of sickness that is highly contagious, senior management would ensure that the infected person would need to leave the nursery a.s.a.p. They would then inform the parents and make plans to deep clean the whole nursery. Closure of the nursery would be a decision made once the situation was clearer. Parents and staff will be kept up to date with any decisions made.</p> <p>This also applies to any outbreaks of covid-19. The nursery will continue to follow any government guidance regarding any outbreaks, including following any procedures if the virus spreads across the setting and/or the infection rates were to increase again as well as any local restrictions. Further information can be found at www.gov.uk/government/publications/coronavirus-covid-19-early-years-and-childcare-closures/coronavirus-covid-19-early-years-and-childcare-closures</p>	<p>Contact Public Health England South West 0300 303 8162. Notify University Student Services, as per the University's infectious diseases protocol 0117 331 0419.</p> <p>University site services for deep clean.</p>
Fire	<p>In the event of a fire, the nursery is evacuated to Osborne Villas car park. See the fire policy and procedure. We liaise with university security to ensure that it is safe and suitable for the children to return to the nursery. If the building is not suitable, we will take the children straight to Hawthorns and then contact all parents (via telephone, email, and/or Facebook) to collect their children.</p>	<p>Contact Security Services (0117 331 12233 or 11 22 33)</p>
Contamination / Pollution	<p>In the event of contamination or pollution, all children are to remain the building if safe to do so and management to liaise with university security. (see lockdown procedure)</p>	<p>Contact Security Services (0117 331 12233 or 11 22 33) & Safety & Health Office (0117 92 88780) to discuss the potential threat. Security Services will advise on the appropriate procedure</p>
Intruder or unwanted visitor	<p>If an unwanted person or intruder is in the building, they are to be kept away from the children. Staff are to communicate effectively via the internal intercom to ensure that management are notified of the situation where they will then contact security (see lock down procedure). If safe to do so a member of management team or security will encourage person to leave the building.</p>	<p>Contact Security Services (0117 331 12233 or 11 22 33). Security Services will assist to ensure children's safety and contact emergency services if appropriate.</p>
Terrorist attack	<p>In the event of the nursery being attacked, staff will follow the lockdown procedure. If the university buildings near to the nursery have been damaged and we may be at risk, we will liaise with</p>	<p>Call emergency services 999. Contact Security Services (0117 331 12233 or 11 22 33) Security Services will liaise</p>

	security to ensure we are safe and if appropriate parents will be contacted to collect their children via telephone, email, and Facebook.	with emergency services and manage the ongoing procedures
Structural damage	If the building becomes damaged and is unsafe to be in, security is to be contacted. Children are to be kept safe and secure. We will liaise with security and estates to find alternative space.	Contact Security Services (0117 331 12233 or 11 22 33) Security Services will liaise with the Safety & Health Office when appropriate. Security Services will alert the emergency/utility services and liaise with them on site. If all or part of the building is unusable and alternative space needed in the short term. Contact Estates Office 0117 33 16765 (office hours).
Flood	If the building is flooded due to weather or fault, management are to be notified, then security. If the building is not fit for purpose the nursery will close. Parents will be contacted by phone or email and website if it's before opening hours. A message will also be posted on the nursery's Facebook group.	Communicate nature of incident to Security Services (0117 33 11 22 33). If you have any problems contacting security, call 999 to alert the emergency services. Parents will be contacted through e-mail and web page.

At all times, the blue pack containing emergency contact details must be with the nominated senior staff or management. If the nursery is forced to close early, or not open at all, due to the above or for any other reason, then staff will be paid as normal when possible, but other options may have to be considered.

Link to statutory framework 2021	Section 3; Safety and suitability of premises, environment and equipment, 3.56 pg 35

Reviewed: March 2024