



Banbridge Nursery School



Action Plan for the onset of Adverse Weather Preparation

Contacts

- Contact details for all staff members, including kitchen staff, are stored in the school phonebook
- Contact details for the relevant ELB emergency on call officers are stored in the school phone book
- Contact details for every pupil are stored in the class record folder
- The following services' websites can be accessed through the 'favourites' folder on the school computer. The Principal and Secretary know how to access the relevant information on these folders...

Meteorological Service

NI Water

Road Service

Rivers Agency

NI Direct

SELB

DENI

Maintenance of services

- Heating, lighting and water services are regularly maintained
- Maintenance issues are systematically reported to the relevant SELB officers and these calls are recorded in writing in our Maintenance Record Book
- SELB contacts are recorded and stored in the school phonebook and the Maintenance Record Book

Salt & Signs

- The Building Supervisor and Principal are responsible for maintaining sufficient supplies of salt for application to footpaths and driveways
- The Building Supervisor and Principal are responsible for maintaining stocks of warning tapes and safety signs and ensuring these are utilized appropriately when required

- The Building Supervisor and Principal are responsible for maintaining safe points of access to school building through the use of mats, providing adequate supplies of mops and the use of warning signs/cones

Risk assessment

The Principal will carry out a Risk Assessment using the school's template. (see Appendix 2)

Procedures for implementing an Exceptional Closure

1. In the case of the onset of adverse weather conditions the Principal will consult the checklist produced by the working group on school opening/closure arrangements and, if necessary, decide to close the school the next day.
2. Once this decision has been taken, the Principal will inform all staff, including kitchen staff, of the decision to close the school and make arrangements to maintain communication about the action to be taken to re-open the school on the following day.
3. The Principal will ensure that all parents/guardians are contacted as soon as possible to inform them of the school closure. This will be done via the school's text messaging service in the first instance.

4. The Principal will contact the BBC message service and activate a text message for our school to be shown/played on BBCNI radio and TV news broadcasts.
5. The Principal will contact the SELB and DENI via phone/e-mail to inform the relevant officers of the need to implement an Exceptional Closure day. E-mail addresses and relevant phone numbers can be found in the Appendix 1.
6. The situation will be reviewed throughout the course of the day and in the light of up-to-date forecasts, the condition of the access routes to the building and the building itself (including the essential services, i.e. electricity supply, heating and water), the ability of staff and pupils to travel to school safely and the subsequent PTR.
7. The decision to re-open or to remain closed for a further day/period of time will be communicated as soon as possible to all relevant parties including staff, families, ELB and DENI.