Emergency Closure

Westfield Playgroup will maintain a safe environment for children, their families and staff within the setting.

Situations may arise that are out of our control which may compromise the safety of all users of our setting.

On these occasions we may need to make provision for emergency closures such as:

**Extreme Weather:**

We will endeavour to remain open in the winter months where snow and ice may become a major problem.

However extreme weather can compromise the safety of all users of our setting, if we are experiencing extreme weather please check Playgroup’s ‘What’s App Group’ or our facebook page.

Risk assessment considerations are:

• Children and parent’s safety to and from the setting

• Staff safety to and from the setting

• Heating provision

• Adult/child ratio

Either a total closure or a limited service will be dependent on the severity of the weather conditions and the risks involved.

**Other Emergencies:**

• Fire or electrical failure

• Accident

• Gas leak

• Heating failure – Below a temperature of 16 ̊C

These may result in full closure, until safety can be ensured. In the event of heating failure, we will use

temporary heating.

Total closure will take effect if the Manager and Committee Chair decide that safety is compromised, in this instance parents will be informed as soon as reasonably possible by mobile phone.

A limited service will take effect if staff numbers fall below the legal adult/child ratio our normal policy ratio is:

* 1 adult to 4 two-year-olds
* 1 adult to 8 three/four-year-olds