



School Contingency Plans in the Event of Service Interruption Policy and Procedure

Intention:

To ensure the safety of the children and staff during the school day.

Policy

To ensure the safety of the staff and children at Nant-y-Cwm school the school has to have adequate service provision. Including, electricity for heating, lighting and the water pump. Short interruptions in electric, water and heating can be managed with contingency plans.

Should any service be interrupted for more than an hour the school has to assess whether it can stay open.

Interruption to the Electricity Supply

Water contingency plan: 10 litres of sealed spring water will be stored in the main school and Kindergarten building. This can be used for drinking water and for handwashing. Toilets will not be able to be flushed, therefore the compost toilets can be used instead in main school, Kindergarten will use some stored water to flush the toilets.

Heating contingency plan: the school can operate without heating in the warmer months but not in colder weather. All the heating at the school and Kindergarten is electric. Classes can go out for a walk* if weather permits until the electric supply has been restored or the school has decided to close. (* 2 classes must go for a walk together to ensure there are at least 2 teacher supervising the children).

Lighting contingency plan: the school must have adequate lighting for children to see their work in lesson time. If natural light is poor in a classroom, classes could move to one that has good natural light, or go out for a walk until the electric has been restored (or the school has decided to close).

Electricity Supply Interruption Procedure

1. When the electric supply is off for 5 minutes the office staff will call Western Power on 0800 678 3105 to report the interruption and find out how long the power supply will be interrupted.



2. The office staff will communicate this to the teachers and they will plan what action to take, from the following options:
 - a. Wait until the power is resumed and stay in their classroom. This will be the case if the power is off for no more than half an hour; or
 - b. Go outside for their lesson if appropriate and the weather permits or go for a walk. Two classes must go together to ensure adequate supervision. This may be the case if the power is off for an hour; or
 - c. Decide to close the school. This will be the case if the power is off for more than an hour.
3. If Western Power are unsure of the reasons of the power cut and the time it may take to rectify the problem, the office staff will parent mail all the parents to let them know about the situation and that the school may have to close, giving regular updates of the situation to the parents and the following times that the school may close.
4. There are 3 times that the school may close:
 - a. Before school opens (9am).
 - b. At break time (11am).
 - c. At lunchtime (1pm).

Interruption to the Water Supply

The school has its own bore hole with an electric pump and water tanks in the main school, a tank is also in the Kindergarten building.

Drinking water: Children in main school bring their own drinking water bottles, in Kindergarten the stored spring water must be used.

Hand Washing: The school will have a supply of antiseptic alcohol hand wash to use when there is no water. A supply will be given to each class teacher for their class.

Toilets: In main school the children must use the compost toilets. In Kindergarten some of the stored water must be poured into the cistern by the staff to allow the toilet to be flushed after use.

Interruption to the Heating

The school has an oil fired central heating system with an electric timer. If the boiler has failed, the office staff will call the plumber. All rooms in use can use a portable electric heater until the boiler is repaired. When the boiler and portable electric heaters are either not working or failing to maintain a temperature of at least 18



degrees centigrade the parents must be notified via parent mail that the school must close.

Other Factors

The temperature outside must be considered if the classes are to go for a walk. This must include the wind chill, and must be above freezing.

The fire alarm control panel has a warning alarm when it is on emergency battery power, this can be disruptive to the nearest classroom. Classes will go outside for their lesson, in the hall (with electric heaters if required) or to the mobile classroom.

In Kindergarten if food preparation has been interrupted before the electricity supply has been interrupted, stored food will be used.

Emergency Supplies

The school will have a supply of:

Antiseptic hand wash – 2 bottles per classroom

Sealed water bottles – 10 litres in main school and 10 litres in Kindergarten

A room thermometer in each classroom

A store of food in Kindergarten that does not need cooking

At the Start of Each Term

The H&S Coordinator will check that the main school has all the above supplies and that they are in date. In Kindergarten the housekeeper will check the supplies are in place.

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