

## **Contingency Plans for Heating Failure, leaks or Flooding.**

In the event of heating failure, leak or flooding, the Ganim may have use of the downstairs synagogue hall and the upstairs hall (for Upper Gan only), providing that they are not being used or have been pre booked or set up for shul use.

If we are unable to use either or any of the synagogue halls, we will have no option but to close either Lower or Upper Gan depending on where the problem is.

### **How will staff be informed?**

If we discover the situation before the start of Ganim we will use the same procedure for Adverse Weather - Emergency Closure.

If the situation occurs during the day and we are unable to relocate, staff will be made aware soon after the senior management team have made a decision and parents will be called to collect their children.

We are unable to refund fees for Ganim closures due to circumstances beyond our control.

### **Relocation procedure**

Staff are responsible, with the help of the caretakers, for taking the necessary resources needed to keep the children safe and stimulated. A risk assessment will be done prior to the use of the alternative halls by one of the senior management team. All staff must familiarise themselves with the most recent risk assessment.

### **Staff**

In the event of emergency closure of the Ganim, staff can work from home on planning, assessments and preparation. While working at home, staff must adhere to our confidentiality policy, and all documents taken home containing any personal confidential details of the children or Ganim must be kept in a locked, safe place.

**Updated: September 2012**