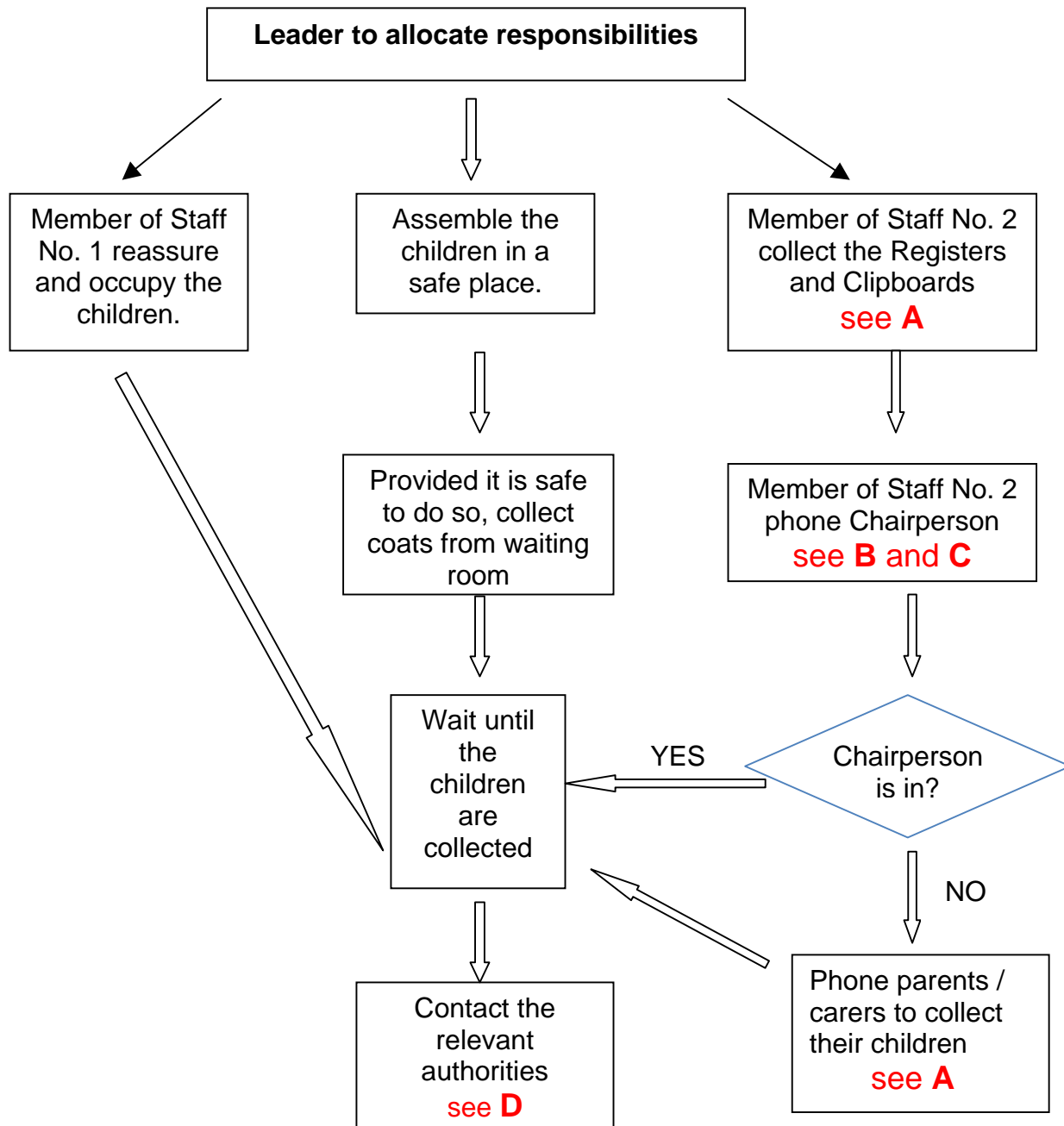


GENERAL CONTINGENCY PLAN

In the event of closing down mid-session : page 1



A Attendance registers are attached to clipboards on big wooden table – blue clipboard contains children’s contact details, purple = staff details.

B Telephones are on wall in main room next to door to corridor and on wall opposite toilets.

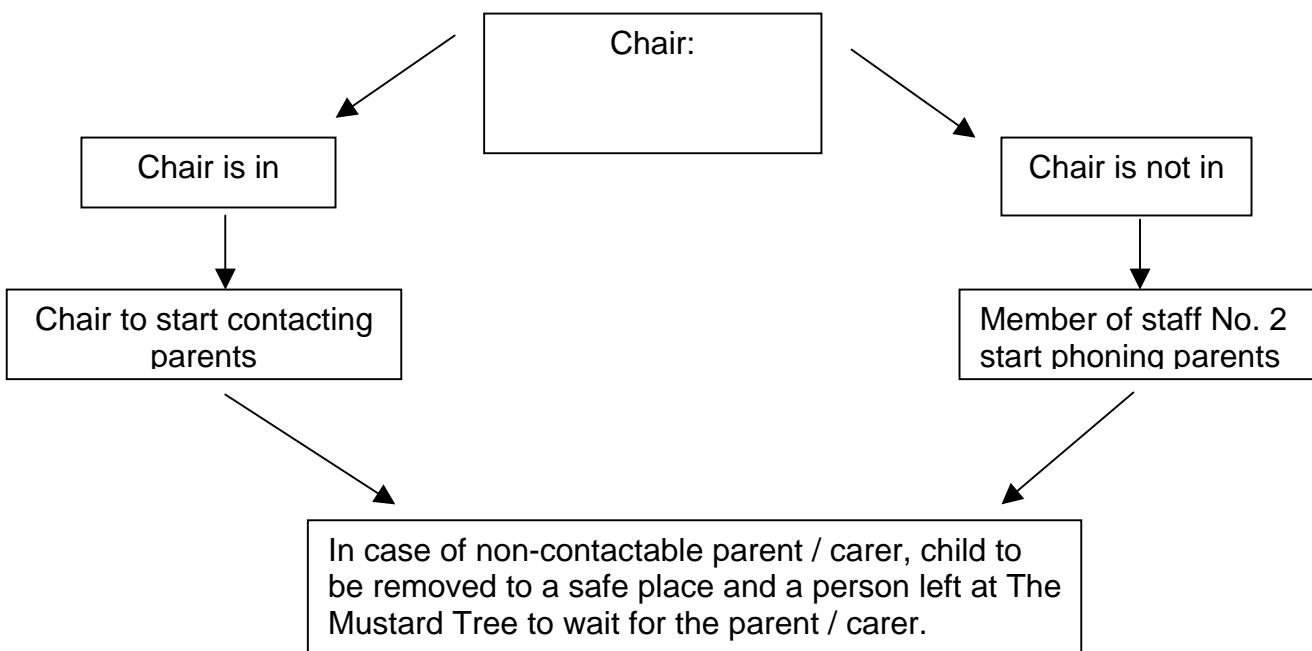
C Contact Details on General Contingency Plan page 2.

D Contact Details on General Contingency Plan page 2.

GENERAL CONTINGENCY PLAN

In the event of closing down mid-session : page 2

Who phones who?



Chairperson: XXXXXXXXXX Tel: XXXXXXXX

Building Maintenance: XXXXXXXXXXXX Tel: XXXXXXXX

Legal Requirement

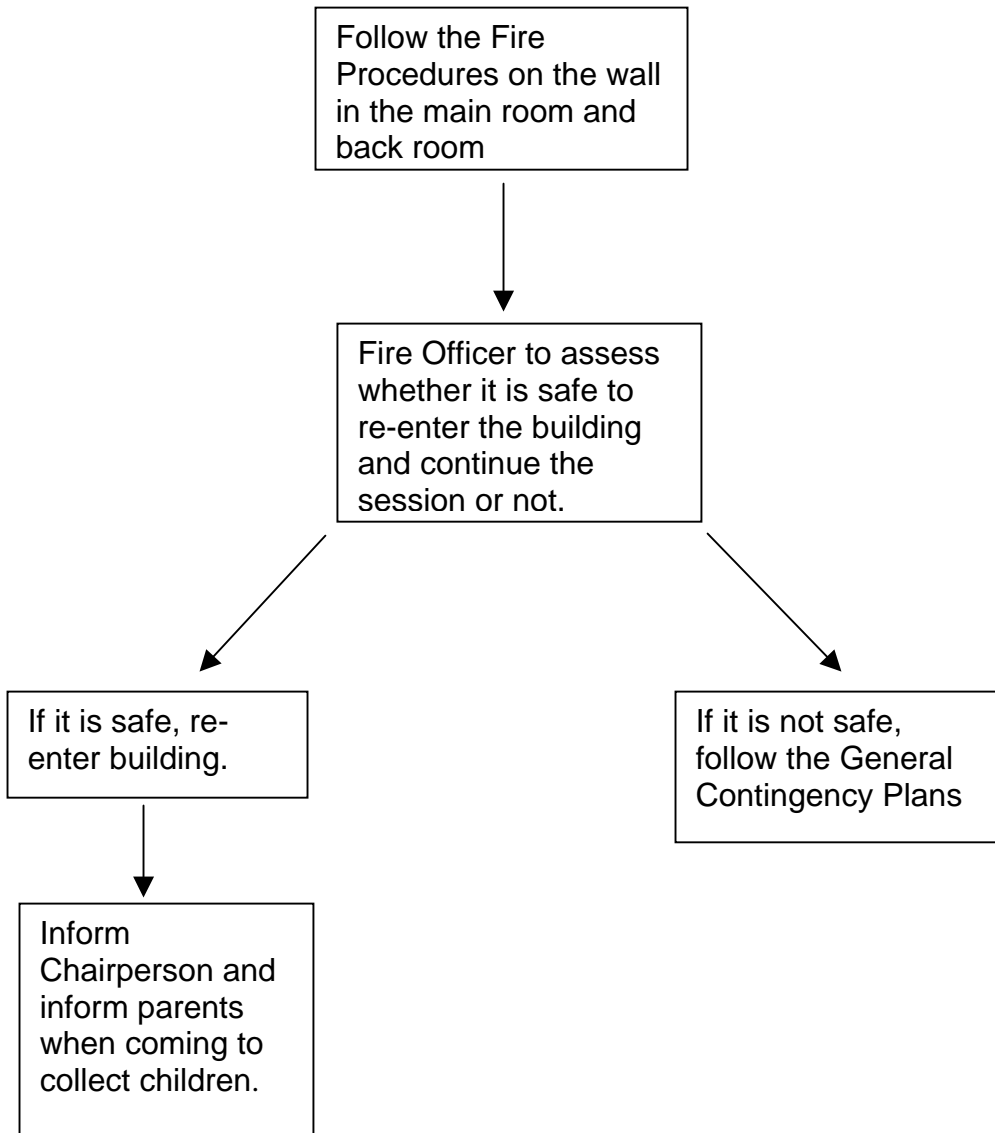
If the closure is the result of a major accident or incident (including certain illnesses) , settings are legally required to inform :-

Ofsted: www.ofsted.gov.uk

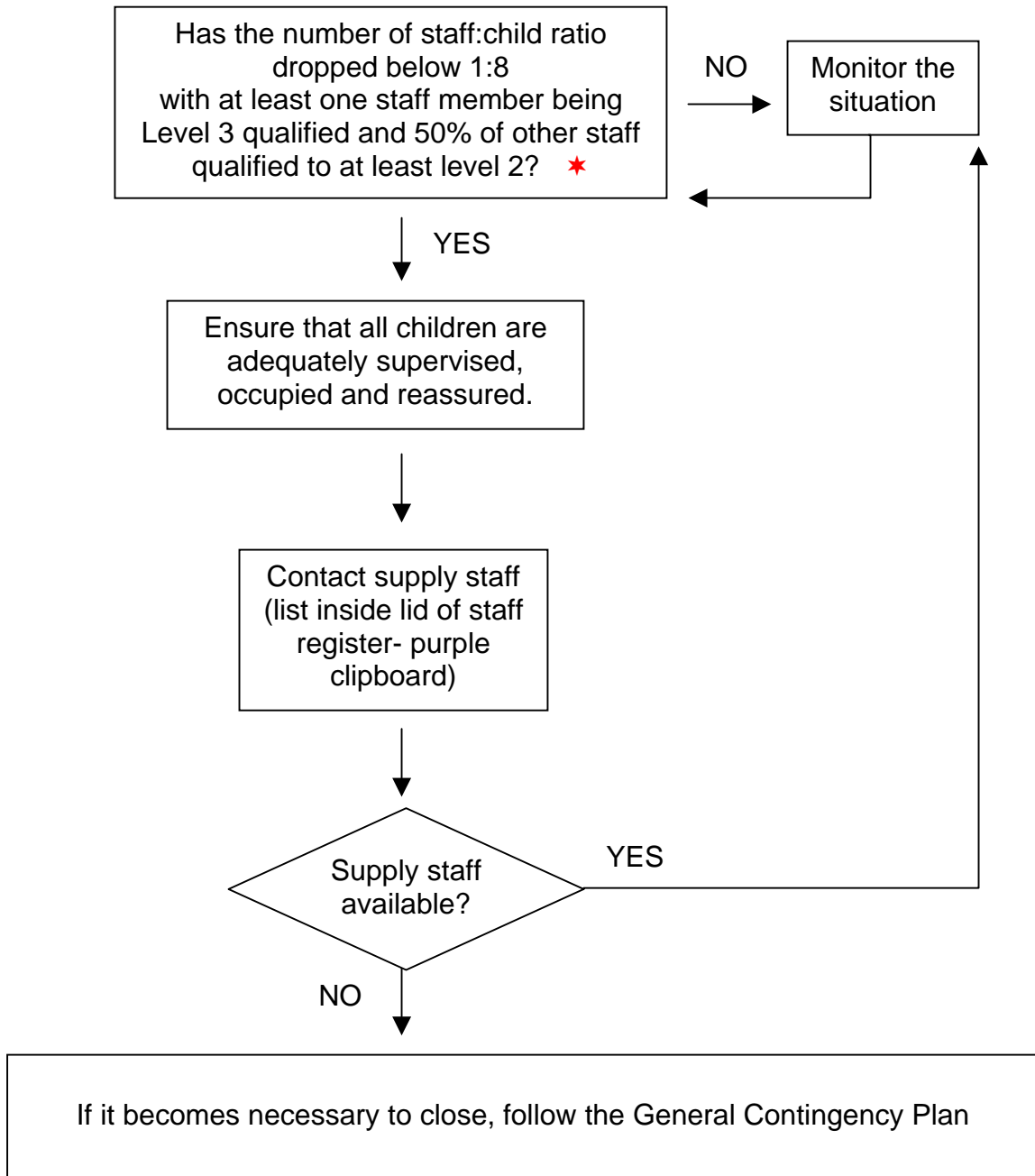
and

The Health and Safety Executive (RIDDOR): www.hse.gov.uk/riddor/index.htm

IN THE EVENT OF FIRE



In the event of staff illness...



Date reviewed.....20th April 2009.

Signed.....

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