

READY SET GO



Adverse Weather Policy

Statement of intent

It is the aim of Ready Set Go to ensure that our nurseries remain open during adverse weather conditions, when practically possible, providing that this can be done in a safe manner.

The main approaches to this will be:

- Mechanical heating and cooling of spaces
- Monitoring of extreme weather events on the website BOM and emergency.vic.gov.au
- Use of blinds and shade to protect against adverse weather
- The closing of the centre in extreme or high risk situations

Where possible closure of sites must be avoided in order to minimise service disruption to the children and families. However, where required Ready Set Go may make the decision to close the verandah area before the day commences to protect children from extreme weather conditions.

The purpose of this policy is to:

- Make the appropriate procedures clear, in relation to operating the area exposed to extreme elements during adverse weather conditions.
- Make clear the grounds for a centre closure due to adverse weather conditions.
- Advise and inform staff and parents of the systems and procedures in place in the event of a centre closure due to adverse weather conditions.

In the absence of the centre manager, the person with day to day management responsibilities will assume the responsibility of the centre manager in relation to the Adverse Weather Policy.

Other relevant centre policies and procedures

This policy will be implemented in accordance with the following centre policies and procedures:

Health and Safety Policy

- Emergency Management Policy
- Disaster
- First Aid Policy
- Staffing Policy

Relevant Legislation

Relevant legislation includes but is not limited to:

- Education and Care Services National Regulations 2011

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- Education and Care Services National Law 2010
- National Quality Standards, including Quality Area 2 – Children’s health and safety and Quality Area 3 – Physical environment
- Occupational Health and Safety Act 2004
- Occupational Health and Safety Regulations 2007

Protecting exposed areas in the building from adverse weather

When deciding whether the centre will remain open, risks will be assessed in line with the Emergency Management Policy. The rear verandah area in Mortlake is exposed to adverse weather and extra precautions should be taken to protect

- The cafe blinds can be used to insulate against bad weather and protect against UV rays. The cafe blinds should be opened and shut in accordance with the current weather and an effort should be used to predict weather conditions in advance.
- the misting fan (temperatures above 28 degrees celsius)
- the patio heaters (temperatures below 14 degrees celsius)

Decision to close

- The decision to close any site will be made by the Chief Executive Officer or the Centre Management team - the CEO should be consulted when making a decision to close the centre
- The centre may be closed if one or more of the following conditions apply:
 - Conditions on site are considered to be unsafe and are likely to present danger to users of the site.
 - Extreme weather conditions are met (see table below)
 - Staff numbers are insufficient for the centre to be operated safely.
- In the event of centre closure:
 - The centre manager will inform staff and parents via Direct Phone call and / or online platform
 - The person in charge, where applicable, will display ‘closure’ signs on the centre’s entrance gates.
- In the event of the centre having to close during the day, parents will be contacted via text message, email or telephone, using the number provided on the emergency contacts list, and asked to collect their child from the centre.
- As per the contractual terms and conditions no refund of fees will be made, due to continued operational costs.
- A closure of the centre during the day and an early release of staff will only be considered in extreme circumstances.

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Conditions of Extreme Weather

WEATHER CONDITION	EXTREME WEATHER DETERMINANT CAUSING CANCELLATION
Forecast Temperature (Heat)	41 degrees Celsius or greater and where educator decides it would be appropriate to cancel care. Note – there is no pre-set minimum temperature. Thermals and clothing layers should be worn on very cold days.
Forecast Wind Speed	In excess of 45km per hour and where educator decides it would be appropriate to cancel care.
Forecast storm activity	Heavy hail and intense rain storms forecast and where educator decides it would be appropriate to cancel care.
BOM weather warning of extreme storm conditions	Warning issued by the Bureau of Meteorology and where educator decides it would be appropriate to cancel care.

Health and safety

- The centre has a duty of care to anyone accessing the site and surrounding grounds.
- The centre manager will be liable if it is found that the centre has been negligent in its responsibilities and has not taken all reasonable measures, given the circumstances, to ensure the health and safety of children, staff, visitors and parents entering the centre site.
- The centre manager is responsible for ensuring safety on the centre site, in accordance with the centre's Health and Safety Policy.
- Staff, visitors and parents have the personal responsibility to express caution and take responsibility for their own health and safety whilst on the centre grounds.

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- Individuals must take responsibility for the health and safety of any children under their supervision.
- If any person believes that the site is unsafe after the Adverse Weather Assessment has been completed, it is advised that they do not enter the centre grounds and inform centre manager so the safety can be reassessed.
- A risk assessment of the site will be conducted in order to assess any potential hazards due to the weather conditions.
- Closing the centre is a reasonable decision if children or staff are at risk of serious injury due to the weather conditions.
- When roads are impassable, the health and safety issue is overridden by the practical issue of access.

Limited staff numbers

- During periods of adverse weather conditions, staff members are expected to make all reasonable efforts to attend work, whether this means they will be late or not.
- Staff members are expected to assess the availability of all public transport and consider the feasibility of walking to work, if they live relatively close and are fit and able to do so, in order to attend work.
- The centre understands that, whilst staff members are expected to make all reasonable efforts to attend work, it is essential to minimise personal risk.
- Staff members are required to consider local weather conditions, distance, availability of public transport, and fitness to walk when making their decision.
- Staff members are required to liaise with the centre manager to discuss options of attending work, for example they may be able to work at another site closer to home.
- In order to comply with health and safety regulations, different age groups may be brought together to be cared for under the supervision of the available practitioners and support staff, in line with the child staff ratios prescribed by the state and national regulations.
- The centre will continue to strive to provide high-quality care and education in all weather conditions.

Emergency procedures

In the case of an emergency relating to adverse weather, the centre will follow their planned emergency procedures, for example the First Aid Policy.

Centre Management teams must maintain:

- Information on where to find parent contact details.
- Staff contact details for out-of-hours emergencies.
- Details of which staff members have agreed to perform certain tasks during an emergency.

All staff will be trained during the in-house induction programme to:

- Contact and liaise with emergency services.
- Provide first aid.

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- Move children to a safe place.
- Calm and comfort children.
- Contact parents.
- Deal with any media interest.

Monitoring and review

The effectiveness of this policy will be monitored by the CEO and the Centre Manager and centre management team, and any necessary amendments will be made during the review. This policy will be reviewed annually.

Internal use only

This policy was adopted on	Signed on behalf of the centre	Date disseminated to staff	Date for review
July 2022	G.Buck G.Buck Z. Pottage Z. Pottage	July 2022	March 2026 April 2025 June 2024 July 2023