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## Winter preparation for your premises

With every winter comes the probability that there will be ice, snow, floods and storms. Making sure that you are prepared for the worst will help you to take swift action if it is needed to keep your children, staff and building protected.

These top tips provide a few ideas of things to plan for.

1. Make sure you order supplies of salt and grit before you need them. Store in an easily accessible place, such as a grit bin, near your main entrances and pathways. Make sure a member of staff is responsible to grit any pathways, not just in the mornings but throughout the day in case it needs topping up or temperatures drop in the evening
2. Make sure your gutters and drains are cleared after autumn to prevent blockages in the event of heavy rain or snow thaw
3. Organise priority contacts in case of emergency closure due to heavy snow, flood or storm damage. If children are already on site then prioritise the most vulnerable to be collected first, (e.g. young babies, child with specific requirements). Have plans for who will contact parents and in what order so that vulnerable children are collected first
4. Plan how and when you will use your social media platforms and local radio stations to inform parents of a closure
5. Make sure parents are aware in advance of your plans in the event of a closure to save increased anxiety if it actually happens. For example, make sure that they know to check the setting's Facebook page or listen to the local radio for information or updates. This includes how you will let parents know that the setting remains closed or has re-opened after an emergency closure
6. If you will be closing down the premises over the winter period, make sure that all exposed pipes are suitably protected to prevent a burst in the event of freezing and thawing and keep your boiler on the 'frost' setting so that internal pipes do not become frozen
7. Before re-opening and welcoming families back to the setting, be sure to check all pipes are in good working order, run the water outlets and check water temperatures to reduce the risk of legionella



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8. Finally, if you make plans to support you with your winter premises management, make sure they are clearly communicated to everyone who may be affected.

### **NDNA products to support you with this**

- [Citation factsheet: Shutting your nursery for the festive period](#)
- [Nursery insurance with Pound Gates](#)

**Find more resources at [www.ndna.org.uk/hub/myndna](http://www.ndna.org.uk/hub/myndna)**