This model risk assessment is a template to be used to help governing bodies and headteachers develop and tailor a site-specific risk assessment to ensure that the site can operate safely during forthcoming industrial action. It is based on the guidance provided by the Department for Education [Handling strike action in schools (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1128077/Handling_strike_action_in_schools.pdf)

Below is a list of potential of hazards along with some proposed/recommended control measures which apply to the majority of settings to aim to help you manage risks to the lowest possible level. Ensure that the ‘Current controls’ column is completed by either adding your existing controls or moving any of the recommended/proposed controls as required. Please ensure that you remove or strike through any control measures that you are not likely to use.

|  |  |  |  |
| --- | --- | --- | --- |
| **RA reference** | *Enter your RA ref* | **Activity description** | **Industrial Action** |
| **Assessment date** | *Enter date* | **Assessor name** | *Headteacher/delegated lead* |
| **Assessment team members** | *List contributors to RA* | **Planned review date** | *Enter date* (reviewed to reflect any changes in national guidance) |
| **Location** | *Name of school* | **Number of people exposed** | *Enter no. exposed* |
| **Overall residual risk level following implementation of effective control measures** |  | **People exposed** | All employees Pupils Visitors  Contractors Members of the public Vulnerable children/adults Persons with pre-existing medical conditions First aiders New/expectant mothers |
| Link to [Risk Matrix](#_RISK_MATRIX) | | | |
| **Assessment last updated** | *Enter date* | **Is this an acceptable risk?** | **Yes/ ~~No~~** |
| **Training:** All staff will receive training and information proportionate and relevant to the activity that is being undertaken.  **Monitor and review:** This risk assessment and its implementation will be monitored regularly and will take account of any new or updated guidance and ensure that the control measures remain relevant and effective.  **Communication and consultation:** Regular updates will be provided to all staff thorough team meetings/staff bulletins – feedback and comments will be welcomed. Copies of this risk assessment will be available on our school website. | | | |
| **[[1]](#footnote-1)The decision to open, restrict attendance or close a maintained school is for the headteacher. In the event of a strike, the Department of Education expects the headteacher to take all reasonable steps to keep the school open for as many pupils as possible.**  **[[2]](#footnote-2)Headteachers should consult with governors, parents and the Local Authority before deciding whether to close** | | | |

| **Hazard description**  **and how people are at risk** | **Potential risk** | **Current control measures (those that are in place)** | **Recommended/Proposed control measures (to be identified and implemented)** | **Residual risk** | **Action details by whom and by when** |
| --- | --- | --- | --- | --- | --- |
| Reduced staff numbers affecting adequate supervision of pupils | **4 x 4**  **16**  **HIGH** |  | * Refer to School Emergency Plan. * [[3]](#footnote-3)Where the number of pupils has to be limited priority will be given to vulnerable children, young people, children of critical workers and any pupils due to take public examinations and formal assessments. * Support staff are available to provide cover supervision or oversee alternative activities. * [[4]](#footnote-4)Where possible Agency Staff can be deployed. * School volunteer workforce available to assist with supervision (DBS Checks in place). * [[5]](#footnote-5)Group older classes (over 7 years). * Shortened school hours. * Ensure all volunteers/agency staff are given health and safety induction. |  |  |
| Reduced staff numbers to provide out of hours care |  |  | * Normal staffing ratios as for class of 30. |  |  |
| Pupil safety due to insufficient staff numbers to provide EYFS provision and out of hours care |  |  | * There must be one member of staff for every 13 children aged 3 and over; at least one member must be a school teacher and one other must have a Level 3 qualification. * [[6]](#footnote-6)At least one person with a paediatric first aid certificate must be on the premises at all times when children are present. * There must be at least one member of staff for every four children where the provision is for 2 year olds. One member of staff must have a Level 3 qualification and at least half of the other staff members must have Level 2. * Staffing ratio for out of hours care if no teacher is present may be 1:8 if at least one member of staff holds a full and relevant level 3 qualification and at least half of all other staff hold a full and relevant level 2 qualification. |  |  |
| Reduced staff numbers affecting adequate site security |  | * Separate Site Security and Maintenance Risk Assessment in place * Separate Admin & Office Safety Risk Assessment in place * Separate Lone Working Risk Assessment in place * Essential visits will be managed by the headteacher/SLT * Effective contractor management procedures will remain in place to manage access for essential works/statutory maintenance | * Consider a partial closure of some areas on school site. |  |  |
| Verbal or physical abuse of staff from parents/carers |  | * Separate risk assessment in place for dealing with violent situations and staff are aware of control measures * All incidents of verbal or physical abuse will be reported on an [[7]](#footnote-7)Accident/Incident report form for inclusion in the E-Safety Database |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **To be completed by the individual undertaking the risk assessment:** | | | | | |
| **Name:** | |  | **Job title:** | |  |
|  | | | | | |
| **Signature** | |  | **Date:** | |  |
|  | | | | | |
| **To be completed by the headteacher:** | | | | | |
| I consider this risk assessment to be suitable and sufficient to control the risks to the health and safety of both employees undertaking the tasks involved and any other person who may be affected by the activities. | | | | | |
| **Name:** |  | | **Job title:** |  | |
|  |  | |  |  | |
| **Signature:** |  | | **Date:** |  | |

**Useful links and guidance:**

[Emergency planning and response for education, childcare, and children’s social care settings October 2022 (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1114577/Emergency_planning_and_response_for_education__childcare_and_children_s_social_care_settings.pdf)

[Handling strike action in schools (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1128077/Handling_strike_action_in_schools.pdf)

**Likelihood:**

1. **Very unlikely, e.g. 1 in 1,000,000 chance of it happening**
2. **Unlikely, e.g. 1 in 100,000 chance of it happening**
3. **Possible, e.g. likely to occur during standard operations**
4. **Likely, e.g. has been known to happen before**
5. **Very likely, e.g. it is almost certain that something will happen**

**Severity:**

1. **Insignificant No injury**
2. **Minor Minor injuries requiring first aid**
3. **Moderate First aid/RIDDOR reportable incident**
4. **Major Serious injury/hospital attendance**

**Most severe Disabling injury, long term ill-health or fatality**

**15-25 Unacceptable**.

Stop activity **and make immediate improvements**

**6-12 Tolerable**

Look to improve within a specified timescale

**1-5 Acceptable**

No further action, but ensure controls are maintained

# RISK MATRIX

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Severity** | | | | | |
| **Likelihood** |  | **1**  **Insignificant** | **2**  **Minor** | **3**  **Moderate** | **4**  **Major** | **5**  **Most severe** |
| **5**  **Very likely** | 5 Low Risk | 10 Medium Risk | 15 High Risk | 20 High Risk | 25 High Risk |
| **4**  **Likely** | 4 Low Risk | 8 Medium Risk | 12 Medium Risk | 16 High Risk | 20 High Risk |
| **3**  **Possible** | 3 Low Risk | 6 Medium Risk | 9 Medium Risk | 12 Medium Risk | 15 High Risk |
| **2**  **Unlikely** | 2 Low Risk | 4 Low Risk | 6 Medium Risk | 8 Medium Risk | 10 Medium Risk |
| **1**  **Very unlikely** | 1 Low Risk | 2 Low Risk | 3 Low Risk | 4 Low Risk | 5 Low Risk |

1. [Handling strike action in schools (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1128077/Handling_strike_action_in_schools.pdf) [↑](#footnote-ref-1)
2. The decision for academies rests with the academy trust but is usually delegated to the principal. Headteachers should consult academy trust or diocesan representative (where appropriate) before deciding whether to close [↑](#footnote-ref-2)
3. [Emergency planning and response for education, childcare, and children’s social care settings October 2022 (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1114577/Emergency_planning_and_response_for_education__childcare_and_children_s_social_care_settings.pdf) [↑](#footnote-ref-3)
4. Following the repeal of Regulation 7 in July 2022, it is now possible for employers to engage with agency staff to replace the work of those taking official strike action [↑](#footnote-ref-4)
5. For pupils older than **7** there are no set ratios for the number of staff required to supervise pupils on site [↑](#footnote-ref-5)
6. [Statutory framework for the early years foundation stage (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/974907/EYFS_framework_-_March_2021.pdf) [↑](#footnote-ref-6)
7. [**Accident Reporting and Investigation - All Documents (cumbria.gov.uk)**](https://schools.cumbria.gov.uk/Reference%20Library/Forms/AllItems.aspx?RootFolder=%2FReference%20Library%2FHealth%20and%20Safety%2FAccident%20Reporting%20and%20Investigation&FolderCTID=0x01200048726C2A165D504480BCAF32B116BC9E&View=%7B9FFF4988%2D18AD%2D4845%2D9E0A%2DC419CCBA536A%7D) [↑](#footnote-ref-7)