


Activity/ Situation	Keeping School Open During Industrial Action			
Location	EDLINGTON VICTORIA ACADEMY			
Persons at Risk	Pupils <input checked="" type="checkbox"/>	Employees <input checked="" type="checkbox"/>	Visitors <input checked="" type="checkbox"/>	Contractors <input checked="" type="checkbox"/>
HAZARD(S)	<p><i>Note: this list is not exhaustive and must be adapted for your own needs</i></p> <ul style="list-style-type: none"> ✘ Supervision/Safeguarding ✘ Teaching Arrangements ✘ First Aid ✘ Fire 			
CONTROL MEASURES	ADDITIONAL INFORMATION	YES	NO	N/A
<p><i>Note: you must amend and adapt this generic risk assessment to suit your own needs by selecting the controls from the examples provided (adding and amending others where necessary) and then evaluate the overall risk for the activity/situation.</i></p>				
<p>In considering all of the below risks and potential control measures, please be mindful of your duties under the Equality Act by ensuring that there is no adverse impact on any particular group of staff / pupils with protected characteristics</p>				
<p>Supervision/Safeguarding</p>				
The decision to open, restrict attendance, or close a maintained school is for the headteacher. The decision for academies rests with the academy trust, but is usually delegated to the principal.	Headteachers should consult governors, parents and the Local Authority, academy trust or diocesan representative (where appropriate) before deciding whether to close	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Designated Safeguarding Lead available at all times	The DSL or deputy DSL should be available during school hours to discuss safeguarding concerns (this can be over the phone in 'exceptional cases')	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EYFS settings If you cannot meet the staff-to-pupil ratios, you cannot open your school.	Check your required ratios – classes to be covered with 1 teacher and a HLTA with QTS and the normal support staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For 2 year old children , there must be at least 1 member of staff for every 4 children. At least 1 staff member must have a level 3 qualification and at least half of the others must have a level 2 qualification.	This is set out in the Statutory Framework for Early Years Foundation Stage , and pages 6 and 7 of the DfE's strike guidance.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
For nursery provision in maintained schools , there must be at least 1 member of staff for every 13 children. At least 1 member of staff must be a school teacher and at least 1 other staff member must have a level 3 qualification.	This is set out in the Statutory Framework for Early Years Foundation Stage , and pages 6 and 7 of the DfE's	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	strike guidance. – full staffing in place			
For reception , there must be at least 1 school teacher for every 30 children. However, this doesn't apply to activities normally carried out in larger groups – for example, sports and other activities you may choose to provide on strike days.	This is set out in the Statutory Framework for Early Years Foundation Stage , and pages 6 and 7 of the DfE's strike guidance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are no legal supervision ratio requirements for older pupils , as long as you can ensure their health and safety and your safeguarding duty.	All classes are covered with the correct teacher/support staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to pupils with SEND who might require additional support or supervision	All support staff assigned to a SEND or 1-1 child will be in school.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there enough staff present (including teachers, support staff and volunteers) to safely supervise pupils during lesson time ?	Consider: <ul style="list-style-type: none"> • Staff-to-pupil ratio • Pupil age • Staff experience, roles and confidence • Any special educational needs and/or disabilities or behavioural needs that require additional supervision Remember that different subjects and activities will require more supervision than others in order to be carried out safely.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are there enough staff present (including teachers, support staff and volunteers) to safely supervise pupils during breaks and lunchbreaks ?	Remember: Teachers employed under the STPCD as a rule can't supervise lunchbreaks, but they can supervise morning and afternoon breaks Lunchtimes and break times will be covered with the correct staffing levels.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to combining classes and groups for teaching as long as the numbers aren't too big to endanger pupil health and safety. There's no set guidance on how many pupils can be safely supervised, but this will depend on: <ul style="list-style-type: none"> • The pupils' age 	You should also be sensitive to how many pupils you can reasonably ask staff members to teach or supervise, and how much work you ask them to take on. Be	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<ul style="list-style-type: none"> • The experience and confidence of the teacher or member of staff • Any SEND or behavioural needs that require additional supervision • The activity the pupils are doing 	<p>careful not to endanger goodwill with staff who aren't involved in strikes.</p>			
<p>If school is closing, partially closing, or moving online due to strikes, the LA has been contacted</p>	<p>They will update their website with this information, and may have arrangements in place to inform services like school bus providers. EVA will not close.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>If you're part of a multi-academy trust or federation, consideration given to pooling staffing resources with different schools. Your trust leadership may also make this decision on your school's behalf</p>	<p>This strategy won't get you back to full capacity but it can help share the burden of extra work, especially if 1 school is disproportionately affected by strikes. You may wish to keep 1 of the schools open and staffed by teachers from all the schools involved for childcare purposes, for example.</p> <p>If you (or your trust leadership) have made these arrangements, make sure parents are kept in the loop:</p> <ul style="list-style-type: none"> • Tell parents in good time so they can make travel arrangements • Consider putting on transport arrangements yourself (for example, a bus) to transport pupils to the school they will be supervised in 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>In the event that the school delivers remote education, and where pupils are eligible for benefits related free school meals, schools should work with their school catering team or food provider to ensure that a good quality lunch parcel is made available</p>	<p>This will not affect our pupils, school remains open and adequate staff will be on site.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Teaching Arrangements</p>				

Maintained schools: Classes must be taught by qualified teachers, so support staff are not used to teach lessons	Qualified teachers will be in class	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Free schools and academies (subject to funding agreement): You're exempt from this requirement, so you can use support staff to teach lessons	HLTA's LSA will be present in class if cover is needed. HLTA to cover in KS2 as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All schools may use teaching staff to provide cover supervision or oversee alternative activities. You can also use them to carry out 'specified work' subject to direction and supervision of a qualified teacher, and the headteacher's approval.	Teachers and support staff will cover teaching / activities where needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Departments have alternative cover work available for pupils to do if lessons can't take place as usual.	Lessons to take place as normal.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There is no requirement to teach the curriculum (either your school's curriculum or the National Curriculum) every single day so consideration given to alternative arrangements	You could run an activity day, to be able to supervise larger groups of pupils with limited staff. For example, you might: <ul style="list-style-type: none"> Organise sports Hold a whole-school film screening Consider booking external providers to deliver activities to your pupils – for example, a football coaching company or theatre group. <p>This would reduce the burden on your remaining staff, and help your pupils get something meaningful out of the day</p> <p>Lessons to take place as normal.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consideration given to any activities planned for strike days – for example, trips or sports matches – and whether these can still go ahead safely and effectively.	Lessons to take place as normal – no trips or sporting activities planned on strike day, if future strike days are affected adequate staff are available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Open to limited group of pupils</u>	Depending on your context, this might be:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>If you don't have the staff capacity to supervise and teach every pupil safely, consider focusing on the ones that need to be in school most.</p>	<ul style="list-style-type: none"> • Year groups preparing for exams • Younger pupils who are still getting used to being in school • Pupils with specific SEND or behavioural needs who rely on the support they get from school • Pupils of key workers who can't look after their children at home • Vulnerable pupils <p>Adequate staffing levels are in place so as not to disrupt.</p>			
<p>Online learning used to support pupils at home for both partial and full school closure</p>	<p>Providing Remote Education Guidance for Schools</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>First Aid</p>				
<p>There is a qualified first aider on site at all times</p>	<p>School has at least 1 member of staff Emergency First Aid at Work Trained and, in Early Years areas, 1 member of staff Paediatric First Aid Trained</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Fire</p>				
<p>Adequate staff available to ensure safe evacuation in the event of fire alarm activation</p>	<p>You must be able to follow your fire evacuation plan, including any arrangements for staff or pupils with mobility needs</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Have you consulted with the people/representatives undertaking the activity as part of the preparation of this risk assessment</p>	<p>Yes <input checked="" type="checkbox"/></p>		<p>No <input type="checkbox"/></p>	
<p>What is the level of risk for this activity/situation with existing control measures</p>	<p>High <input type="checkbox"/></p>	<p>Med <input type="checkbox"/></p>	<p>Low <input checked="" type="checkbox"/></p>	
<p>Is the risk adequately controlled with existing control measures</p>	<p>Yes <input checked="" type="checkbox"/></p>		<p>No <input type="checkbox"/></p>	

Have you identified any further control measures needed to control the risk and recorded them in the action plan		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
ACTION PLAN (insert additional rows if required)		To be actioned by	
Further control measures to reduce risks <i>so far as is reasonably practicable</i>		Name	Date
State overall risk level assigned to the task AFTER implementation of control and action plan measures taken as a result of this risk assessment		High <input type="checkbox"/>	Med <input type="checkbox"/> Low <input checked="" type="checkbox"/>
Is such a risk level deemed to be as low as reasonably practical?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Is activity still acceptable with this level of risk?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If no, has this been escalated to senior leadership team?		Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Assessor(s):	L Dyer	Signature(s):	
Position(s):	Business Manager	Date:	27.6.23
Review Date:		Review Date:	1.9.23
Distribution:			

Risk rating	Action
HIGH	Urgently review/add controls & monitor, notify H&S Team (if Likely or Highly Likely – stop work, seek competent advice)
MEDIUM	Review/add controls (as far as reasonably practicable) & monitor
LOW	Monitor control measures

POTENTIAL OUTCOME		LIKELIHOOD	
Catastrophic	Fatal injury/permanent disability	Highly likely	More likely to occur
Major	RIDDOR reportable Specified Injury/Disease/Dangerous Occurrence	Likely	↓
Moderate	RIDDOR reportable over 7 day injury	Possible	
Minor	Minor injury (requiring first aid)	Unlikely	
Insignificant	Minor injury	Remote	Less likely to occur

POTENTIAL OUTCOME	LIKELIHOOD				
	Remote	Unlikely	Possible	Likely	Highly Likely
Catastrophic					
Major					
Moderate					
Minor					
Insignificant					