



Name of School: The Olive Tree Primary School. Bolton	Risk assessment completed by: Zainab Patel
Covered by this risk assessment: Staff, pupils, parents / carers, contractors, visitors, volunteers, vulnerable people	Risk assessment completion date: 25/01/2023 Last updated: 25/01/2023, in line with Government guidance.
Risk assessment version: 1.0	Frequency of review: As required in light of updates to Government guidance.
<p>Aim:</p> <p>Industrial action can take many forms but broadly it involves action by staff that results in some disruption to, impact upon, work under their contract of employment and is in response to a call for action by a trade union. It can include strike action or action short of a strike.</p> <p>The decision to open, restrict attendance, or close the academy will rest with the Head of School in consultation with the academy trust.</p> <p>In the event of a strike, the Department for Education (DfE) expects the Head of School to take all reasonable steps to keep the school open for as many pupils as possible.</p>	
<p>Guidance documents used:</p> <p>Handling Strike Action in Schools DBS Check Ofsted Emergency Planning and Response Guidance for education, childcare, and children's social care settings</p>	

[Providing remote education: guidance for schools](#)

[DfE Guidance on Health & Safety: Responsibilities and duties for schools](#)

Risk matrix				
Risk rating High (H), Medium (M), Low (L)		Likelihood of occurrence		
		Probable	Possible	Remote
Likely impact	Major: Causes major physical injury, harm or ill-health.	High	High	High
	Severe: Causes physical injury or illness requiring first aid.	High	Medium	Low
	Minor: Causes physical or emotional discomfort.	Medium	Low	Low

2	<p>Number of staff reduced significantly during the period of industrial action affecting supervision of pupils and site security.</p>	<p>Staff Pupils Parents Visitors</p>	High	<p>Consider:</p> <ul style="list-style-type: none"> • the number of staff who may be participating in industrial action and whether pupil safety and security can be maintained. • closure of certain areas of the school site to ensure pupils are adequately supervised and the site is safe. • the utilisation of other staff e.g. Agency cover/other staffing options. • Pupil ratios to ensure pupils in EYFS remain safe and are adequately supervised and their needs are met. • the partial closure of school if necessary e.g. school closed to specific year groups with arrangements for remote learning set in advance. • a shortened school day on the days of industrial action (e.g. if support staff are participating in action). • contingencies for catering, break time supervision, etc. in the event of ancillary staff action. • cancellation of any before/after school enrichment activities/interventions. • use of existing members of the school volunteer workforce with relevant Disclosure & Barring Services (DBS) check to provide supervision. • Identifying other new volunteers who could support existing staff or volunteers for whom relevant checks have been completed. These volunteers would need to be supervised by another member of staff or volunteer with an 	Medium	ZP with support from SLT	HA
---	---	--	------	--	--------	--------------------------	----

Enhanced DBS Disclosure check.

Act:

- An audit of staffing is conducted to determine availability in light of planned industrial action inc: SLT / ELT / DSL / Deputy DSL / First aiders / Site Supervisor / Premises (cleaning staff).
- Communicate to trustees the potential impact of industrial action (if any) on the School and pupils prior to making any decision to close.
- Communicate to parents/carers any changes to the School day to include school opening/closing times/closure details etc.
- If the school has to close for some or all pupils on a strike day, the 'Y' code (school closure due to exceptional circumstances) should be used for pupils who are not required to attend. Pupils who are required to attend should be marked down in the usual way.
- Redeploy education support/administration staff to ensure adequate supervision.
- Staff wellbeing will be supported in order to reduce stress in the workplace.

SLT

ZP

AM

ZP

SLT with support from Admin. Team

ZP

Admin Team

AM

SLT

ZP

3	Ofsted Inspection and Industrial Action	Staff Pupils Parents	Medium	<p>To avoid the strike action taking place on 1 February, Ofsted will notify schools of their inspection on Tuesday 31 January. On-site inspection activity will then take place on Thursday 2 February and Friday 3 February.</p> <p>Ofsted also has its usual deferral policy in place. Any deferral requests made as a result of strike action will be considered on a case-by-case basis.</p> <p>Ofsted will monitor the situation during this first wave of action in February and review if necessary for future dates.</p>	Low	SLT	ZP
4	Head of School absent from School due Industrial Action	Staff Pupils Parents	Low	Executive Principal to assume operational management of the school.	Low	ZP to confirm handover with HA.	Chair of Board of Trustees
5	Designated Safeguarding Lead/SENCo absent from School due to Industrial Action	Staff Pupils Parents	Low	<p>Executive Principal or Head of School to assume DSL/SENCo duties.</p> <p>Special consideration to be given to pupils with an EHCP/Medical Conditions/Behavioural needs.</p> <p>Pupils identified as vulnerable will be given priority over all other pupils to ensure continuation of learning.</p>	Low	ZP/NC	HA

6	Failure to engage with Supply Agencies in advance of the Industrial Action.	Staff Pupils Parents	Low	School to contact supply agencies in advance of planned industrial action to arrange alternative supply cover to mitigate absence of current short/long-term supply staff.	Low	AB under supervision from ZP.	AM
7	Risk to vulnerable children and young people and children of critical workers as a result of reduced staff numbers.	Pupils Parents	Medium	<p>Continued attendance is important for all pupils. However, if the numbers of staff on strike means there is a risk to vulnerable children and young people and children of critical workers as a result of full or partial school closure, the school will temporarily prioritise places in our setting, where possible, in line with the principles set out in the emergency planning and response guidance.</p> <p>In addition to prioritising vulnerable children and young people and children of critical workers, the School will consider prioritising pupils due to take public examinations and other formal assessments.</p>	Low	NC	ZP with support from leadership and admin teams

				<p>deliveries. Deliveries are managed effectively in a safe, timely manner.</p> <p>A dedicated waiting area and meeting room is made available for visitors, adjacent to the main school office.</p>		Admin team - AM Ongoing	
10	Movement around school is unsafe	Staff Pupils Parents Visitors	Medium	<p>EYFS and Y1 enter and exit the school grounds via the Office entrance gate (EXIT 1) and go straight into their classrooms.</p> <p>Years 2 and 3 enter and exit the school grounds via EXIT 2 at the front of the school. They are to enter school via the KS2 door and go straight upstairs to their classrooms.</p> <p>Years 4 - 6 enter and exit the school grounds via EXIT 3 - car park gate, enter the school via the KS1 door and go straight to the top floor and into their classrooms.</p> <p>Entrance / exit points are clearly demarcated for use by each year group with signage.</p> <p>Staff identify, reduce and manage 'pinch points' and 'bottlenecks' proactively.</p> <p>Duty rotas are in place for maximum supervision at all times - especially during transitions.</p> <p>Staff and pupils are briefed regarding rules for safe movement around school.</p> <p>Movement systems are monitored by the leadership</p>	Low	<p>Teaching and support staff - Ongoing</p> <p>IP - Ongoing</p> <p>Teaching and support staff - Ongoing</p> <p>Phase leaders - Ongoing</p> <p>Teaching and support staff - Ongoing</p> <p>Phase leaders</p>	<p>ELT/SLT</p> <p>AM</p> <p>ELT/SLT</p> <p>HA/ZP</p> <p>ELT/SLT</p> <p>HA/ZP/AM</p>

				team to ensure compliance.			
11	Current policies and procedures have not been adapted/updated to take account latest government guidance	Staff Pupils	Low	<p>Fire procedures have been reviewed and revised where required.</p> <p>Staff and pupils have been briefed on evacuation procedures.</p> <p>SLT and Fire Marshalls have been trained/briefed appropriately.</p>	Low	AM with support from SLT	ZP
12	Curriculum may not be delivered due to a significant reduction in teaching staff	Staff Pupils Parents	Low	<p>There is no legal requirement to deliver the curriculum on strike days.</p> <p>The programme of study for each national curriculum subject is covered by the end of the relevant key stage.</p>	Low	ZP	HA
13	School unable to provide a normal lunch service due to strike action.	Staff Pupils	Low	School meals are prepared off-site and delivered and served to pupils by Taste Bakery Limited.	Low	AM	ZP
14	Medical care may be compromised due to a lack of trained staff	Staff Pupils	Low	<p>Ensure at least one person with a current First Aid at Work or emergency Paediatric First Aid certification is on site at all times.</p> <p>Medical First Aid kits are readily accessible across the school site.</p> <p>Emergency First Aider information including details of staff with Paediatric First Aid certification is displayed at</p>	Low	AM/NC NA with support from AM - Ongoing	HA/ZP

				all health & safety stations across the school.			
15	The risk assessment is deficient and does not sufficiently cover the requirements of updated guidance	Staff Pupils	Low	<p>Encourage staff /parents to report any concerns should they come across deficiencies in the risk assessment process by emailing admin@theolivetreeprimary.com</p> <p>Review the risk assessment each time changes are introduced by the government / public health and bring these to the attention of staff / parents by updating the risk assessment and sharing it via the home page of the school website.</p> <p>Ensure the version number / date of review for the risk assessment is communicated clearly so that staff know which is the most up to date version.</p>	Low	AM with support from SLT – Ongoing	HA/ZP
16	Attendance at planned educational visits is compromised as a result of reduced staffing.	Staff Pupils	Low	<p>Where the school considers booking an educational visit, whether domestic or international, efforts are made to ensure that any new bookings have adequate financial protection in place to mitigate against any proposed/planned industrial action.</p> <p>Before arranging any visits - including international - reference will be made to planned industrial action dates to ensure contingency plans are in place to mitigate against any reduced staffing.</p> <p>Where bookings have been made in advance of the planned industrial action dates becoming known, the school will speak to either the visit provider, or the risk protection arrangement (RPA) administrator (Willis Towers Watson) to assess the protection available.</p>	Low	Class teachers - Ongoing	EVCs/AM

17	Intimidation by striking members of staff.	Staff Pupils Parents Visitors	Low	<p>It is lawful for striking members of staff, and union officials who represent them, to picket at or near their place of work for the purpose of peacefully obtaining or communicating information, or peacefully persuading any person to work or abstain from working.</p> <p>The Department for Business, Energy and Industrial Strategy (BEIS), Code of Practice on Picketing (March 2017) states that “in general” the number of pickets should “not exceed six at any entrance to , or exit from, a workplace; frequently a smaller number will be appropriate”.</p> <p>The Trade Union Act 2016 introduced a requirement for each union organising or supporting a picket to appoint a picket supervisor - whose role is to oversee matters and is able to liaise as needed with the employer or the local police, who must be informed of the identity of the picket supervisor.</p>	Low	ZP with support from SLT	HA
Notes / comments:				<p>The successful management of the above risks involves all staff, pupils, parents, visitors being committed to observing the control measures outlined on page 1 of this risk assessment.</p> <p>The risk assessment will be reviewed regularly and updated as required.</p> <p>Any questions / concerns regarding the school's arrangements for respiratory infections, rashes and skin infections should be sent to: admin@theolivetreeprimary.com</p>			