

NASUWT - WORKLOAD IMPACT ASSESSMENT

3.1 The NASUWT national action short of strike action instructions include a requirement for employers to workload impact assess existing and new policies.

3.2 It is the employer's responsibility to workload impact assess policies.

3.3 The checklist below highlights the key areas the employer's workload impact assessment should cover.

3.4 This impact assessment should be applied to all existing and new policies.

WORKLOAD IMPACT ASSESSMENT CHECKLIST

CHECKLIST	YES/NO
The school has an agreed system to monitor the workload and working hours of teachers and the headteacher.	
The policy complies with and is consistent with the teachers' contractual entitlements (see NASUWT Action Instructions).	
The policy and any related procedures were introduced following full consultation with the NASUWT. The policy and any related procedures were introduced following full consultation with the NASUWT.	
The policy and any related procedures include a specific statement regarding workload impact.	
The policy has been piloted/trialed to enable an assessment of workload impact to be made.	
The impact of the policy and related procedures is that they have not added additional hours of working.	
The policy does not duplicate any other existing policy.	
All policies have been reviewed in order to assess whether any are outdated and unnecessary.	
The school has identified the resources necessary to support the policy, including staff time, any additional staffing and appropriate equipment.	
Implementation of this policy will not result in any additional meetings/activities that have not been identified within the school calendar, published and revised in consultation with the NASUWT.	
All staff (including the headteacher) have had training to ensure that the policy and any related procedures are carried out without increasing workload burdens.	
The policy and related procedures are reviewed regularly to ensure that additional workload burdens have not been added over time.	

3.6 If an existing or new policy does not meet all of the tests above, then the headteacher should be requested to address the deficiencies immediately. Where an existing or new policy does not meet the tests, then members must follow the NASUWT national action instructions in relation to the specific policy.