



RISK ASSESSMENT POLICY

Policy Reviewed and Adopted by Board of Trustees

Date of Next Review: Spring 2022

Responsible Officer: Estates Manager

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1. Aims

The Trust aims to ensure that:

- All risks that may cause injury or harm to staff, pupils and visitors are identified, and all control measures that are reasonably practicable are in place to avoid injury or harm
- Risk assessments are conducted and reviewed on a regular basis

2. Legislation and statutory requirements

This policy is based on the following legislation and Department for Education (DfE) guidance:

- Paragraph 16 of part 3 of [The Education \(Independent School Standards\) Regulations 2014](#) which requires proprietors to have a written risk assessment policy
- Regulations 3 and 16 of [The Management of Health and Safety at Work Regulations 1999](#) require employers to assess risks to the health and safety of their employees, including new and expectant mothers
- Regulation 4 of [The Control of Asbestos Regulations 2012](#) requires that employers carry out an asbestos risk assessment
- Employers must assess the risk to workers from substances hazardous to health under regulation 6 of [The Control of Substances Hazardous to Health Regulations 2002](#)
- Under regulation 2 of [The Health and Safety \(Display Screen Equipment\) Regulations 1992](#), employers must assess the health and safety risks that display screen equipment pose to staff
- Regulation 9 of [The Regulatory Reform \(Fire Safety\) Order 2005](#) says that fire risks must be assessed
- Regulation 4 of [The Manual Handling Operations Regulations 1992](#) requires employers to conduct a risk assessment for manual handling operations
- [The Work at Height Regulations 2005](#) say that employers must conduct a risk assessment to help them identify the measures needed to ensure that work at height is carried out safely
- [DfE guidance on first aid in schools](#) says schools must carry out a risk assessment to determine what first aid provision is needed
- [DfE guidance on the prevent duty](#) states that schools are expected to assess the risk of pupils being drawn into terrorism
- [The Health and Safety Executive \(HSE\)](#) say schools that manage their own pools must conduct a risk assessment

This policy complies with our funding agreement and articles of association.

3. Definitions

| | |
|-----------------|---|
| Risk assessment | A tool for examining the hazards linked to a particular activity or situation, and establishing whether enough precautions have been taken in order to prevent harm from them based on their likelihood and their potential to cause harm |
| Hazard | Something with the potential to cause harm to people, such as chemicals or working from height |
| Risk | The chance (high or low) that people could be harmed by hazards, together with an indication of how serious the harm could be |
| Control measure | Action taken to prevent people being harmed |

4. Roles and responsibilities

4.1 The governing board

The governing board has ultimate responsibility for health and safety matters in the school, but will delegate day-to-day responsibility to the Headteacher.

The governing board has a duty to take reasonable steps to ensure that staff and pupils are not exposed to risks to their health and safety. This applies to activities on or off the school premises.

The Academy Trust, as the employer, also has a duty to:

- Assess the risks to staff and others affected by school activities in order to identify and introduce the health and safety measures necessary to manage the risks
- Inform employees about risks and the measures in place to manage them

It is the duty of all staff to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions during the day. Each person must decide whether a hazard is significant and if it is covered by satisfactory precautions, so that the risk is reduced. In most activities, the hazards are few and simple. Checking them is common sense, but necessary and there should be evidence that a proper check was made. Some risks will have already been assessed – for example, if you use toxic or dangerous chemicals (written assessments under COSHH regulations) or machinery that could cause harm.

A Risk & COSHH Assessment library is open to all staff. On an annual basis Heads of Department are responsible for ensuring their staff have reviewed all the appropriate Risk & COSHH Assessments and signed to say they have read, understood and will abide by them.

4.2 The headteacher

The headteacher, or delegated representative, is responsible for ensuring that all risk assessments are completed and reviewed.

4.3 School staff and volunteers

School staff are responsible for:

- Assisting with, and participating in, risk assessment processes, as required
- Familiarising themselves with risk assessments
- Implementing control measures identified in risk assessments
- Alerting the headteacher to any risks they find which need assessing

4.4 Pupils and parents

Pupils and parents are responsible for following the school's advice in relation to risks, on-site and off-site, and for reporting any hazards to a member of staff.

4.5 Contractors

Contractors are expected to provide evidence that they have adequately risk assessed all their planned work when completing the Control of Contractors form, prior to commencing work

5. Risk assessment process

When assessing risks in the school, we will follow the process outlined below.

We will also involve staff, where appropriate, to ensure that all possible hazards have been identified and to discuss control measures, following a risk assessment.

Step 1: identify hazards – we will consider activities, processes and substances within the school and establish what associated-hazards could injure or harm the health of staff, pupils and visitors.

Step 2: decide who may be harmed and how – for each hazard, we will establish who might be harmed, listing groups rather than individuals. We will bear in mind that some people will have special requirements, for instance pupils with special educational needs (SEN) and expectant mothers. We will then establish how these groups might be harmed.

Step 3: evaluate the risks and decide on control measures (reviewing existing ones as well) – we will establish the level of risk posed by each hazard and review existing control measures. We will balance the level of risk against the measures needed to control them and do everything that is reasonably practicable to protect people from harm.

Step 4: record significant findings – the findings from steps 1-3 will be written up and recorded in order to produce the risk assessment. A risk assessment template can be found in appendix 2 of this policy.

Step 5: review the assessment and update, as needed – we will review our risk assessments, as needed, and the following questions will be asked when doing so:

- Have there been any significant changes?
- Are there improvements that still need to be made?
- Have staff or pupils spotted a problem?
- Have we learnt anything from accidents or near misses?

Step 6: retaining risk assessments – risk assessments are retained for the 3 years after the length of time they apply. Risk assessments are securely disposed of.

6. Monitoring arrangements

Risk assessments are written as needed and reviewed by the appropriate Manager.

This policy will be reviewed by the Estates Manager every 2 years and approved by the Governing body.

7. Links with other policies

This risk assessment policy links to the following policies:

- Health and safety
- First aid
- Supporting pupils with medical conditions

Appendix I. Typical Risks in an Academy Trust

Corporate/Strategic

- Lack of strategic planning, no link to financial planning
- Reputation

Governance

- Responsibilities not defined
- Too much/little delegated to Head Teacher and Finance Director
- Unable to attract Trustees / Governors
- Non attendance at meetings by Trustees / Governors

Academic

- Unable to achieve targets
- Staff recruitment and retention

Pupil Support

- Welfare of pupils
- Safety of pupils

Contractual/partnership

- Over-dependency on a relationship, liabilities arising

Financial

- Changes in funding
- Changes in pupil numbers
- Internal control breakdown/Fraud
- Inaccurate financial reporting

IT

- Security risks
- Business continuity
- Obsolescence of current systems

Physical

- Legislation- DDA, fire safety etc.
- Loss, damage or theft of assets

Commercial

- VAT/taxation exposure

Political

- Failure to maximise opportunities

Legal

- Child Protection
- Admissions
- Employment Legislation,
- Data Protection, FOI etc.
- Contracts etc.

Appendix 2. Guidance on the Definition of Likelihood and Impact

| | | | |
|------------|---|---------------------|---|
| Likelihood | 6 | Certain or Imminent | There is little doubt that it will happen soon. |
| | 5 | Very Likely | Strong likelihood it will happen in the next year. |
| | 4 | Likely | Strong likelihood it will happen at some time. |
| | 3 | May Happen | 50/50 chance this will happen in the next year. |
| | 2 | Unlikely | Not expected to happen in the next year. |
| | 1 | Very Unlikely | Almost impossible. |
| Impact | 6 | Catastrophic | Loss of operations for more than several weeks; severe injuries or loss of life; gross failure to meet national/professional standards; major long term consequences; extensive coverage in press; major financial loss then threatens existence. |
| | 5 | High | Loss of operations for at least a week; severe injuries or loss of life; failure to meet national/professional standards; long term consequences; coverage in press; financial loss that threatens existence. |
| | 4 | Significant | Loss of operations for up to a week; significant injuries and financial loss with impact on operations; damage to reputation, local press coverage. |
| | 3 | Moderate | Some disruption to operations for 48 hours; short term illness/injuries; some damage to reputation; financial loss than can be managed within budget. |
| | 2 | Minor | Limited short-term disruption to operations; minor injuries/illness; small financial loss. |
| | 1 | Insignificant | Not a noticeable effect on the school; no injuries; no damage to reputation. |

Risk Matrix

Rating: Low = 1 – 6, Medium = 8 – 15, High = over 15

| Risk Assessment Matrix (Probability and Likelihood Scales) | | | | | | | |
|--|--|--|----------|------------|--------|-------------|---------------------|
| | | Likelihood Rating | | | | | |
| Severity Rating | Description | 1 | 2 | 3 | 4 | 5 | 6 |
| | | Very Unlikely | Unlikely | May happen | Likely | Very likely | Certain or imminent |
| 1 | Delay only | <p>The matrix grid is color-coded as follows:</p> <ul style="list-style-type: none"> Green (Low): Severity 1 (Delay only) across all likelihood ratings (1-6). Yellow (Medium): Severity 2 (Minor injury, minor damage) for likelihood ratings 1-3; Severity 3 (Lost time injury, illness, major damage) for likelihood ratings 2-4; Severity 4 (Major injury, disabling illness, major damage) for likelihood ratings 3-5; Severity 5 (Single fatality, or permanent total disability) for likelihood ratings 4-6. Red (High): Severity 3 (Lost time injury, illness, major damage) for likelihood ratings 5-6; Severity 4 (Major injury, disabling illness, major damage) for likelihood ratings 5-6; Severity 5 (Single fatality, or permanent total disability) for likelihood ratings 5-6; Severity 6 (Multiple fatalities) for all likelihood ratings (1-6). | | | | | |
| 2 | Minor injury, minor damage | | | | | | |
| 3 | Lost time injury, illness, major damage | | | | | | |
| 4 | Major injury, disabling illness, major damage | | | | | | |
| 5 | Single fatality, or permanent total disability | | | | | | |
| 6 | Multiple fatalities | | | | | | |

Appendix 3. Risk Register Template

| Specific Risk | Current Control Measures in Place | Likelihood of occurring 1=Low 5=High | Impact 1=Low 5=High | Response (based on current control measures) | Additional Control measures to be put in place | Person Responsible | Date to be actioned |
|---------------|-----------------------------------|--|---------------------------|---|--|--------------------|---------------------|
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Appendix 4. Risk Register Vision Academy Learning Trust

| Specific Risk | Current Control Measures in Place | Likelihood of occurring - 1 Low / 5 High | Impact - 1 Low / 5 High | Response (based on current control measures) | Additional Control measures to be put in place | Person Responsible | Date to be actioned |
|--|--|--|-------------------------|--|---|--------------------------------------|---------------------|
| FINANCIAL RISKS: | | | | | | | |
| Deficit Budget forecast for Trust in 20/21 | Reviewing budgets, curriculum and staffing | 5 | 5 | Constant review of budget and reviewing efficiencies/Strong strategic plan of action | 3 year forecast budgets to be reviewed | Trust Board/Chief Accounting officer | Ongoing |
| Significant variances in expenditure or income | Annual budget preparation reviewed with headteachers | 2 | 4 | Termly review of actual expenditure compared with budget. Reports highlighting variances | Regular monitoring by Trust Board | Finance Director | Ongoing |
| Short Term Cash shortages | Weekly bank reconciliation and reviews | 2 | 3 | Short term cash deposits - regular review of cash requirements and cash flow forecast presented to FRC | | Finance Director | Ongoing |
| Long term cash shortages | 12 month cash flow forecast updated monthly | 2 | 5 | Cash flow forecast based on budget freecast. Review by FRC | Only restricted reserves placed on long term deposit and reviewed regularly | Finance Director | Ongoing |
| Improper or irregular use of funds | Scheme of delegation in place, Internal control structure in place. Responsible officer visits and reviews each term, expenditure authorisation process is clear | 1 | 5 | Limited delegated authority to schools, bank reconciliation and control account preparation each month. Review and authorisation of all expenditure undertaken by FD and CEO | | Chief Accounting Officer | Ongoing |

| Specific Risk | Current Control Measures in Place | Likelihood of occurring - 1 Low / 5 High | Impact - 1 Low / 5 High | Response (based on current control measures) | Additional Control measures to be put in place | Person Responsible | Date to be actioned |
|--|--|--|-------------------------|--|--|-------------------------------|---------------------|
| Errors in accounts caused by inadequately skilled or experienced staff | Experienced team, constant updating of training and development. Overview of all accounts and transactions undertaken by FD on a regular basis | 3 | 3 | Continual development of finance staff and analysis of skills | Review of finance staff skill set to be undertaken | Finance Director/Head teacher | Ongoing |
| Loss caused by lack of security over assets including cash | Financial handbook procedures on management of assets and cash | 1 | 4 | Segregated duties within finance team, asset tagging and review of the fixed asset register | Cashless payment system to be introduced in all schools from September 17 | Finance Director | Ongoing |
| Fraudulent payment to suppliers | Annual review of effectiveness of internal controls, Expenditure authorisation process. Input and update of supplier database limited to key finance staff | 2 | 2 | Limited users allowed to add new suppliers and all are signed off by FD. Accounts and transactions are verified by Finance manager | The FD and CEO are responsible for all supplier payments and undertake a review. | Finance Director | Ongoing |
| Fraudulent payments to staff | Robust procedures for monthly payroll sign off. Personnel establishment under regular review | 1 | 4 | Staffing reviewed by school business managers. Restricted authorisers for both new starters and amendments | | Finance Director | Ongoing |
| Insufficient insurance cover | Annual review of insurance arrangements undertaken by FD | 5 | 4 | Trust wide policy is to purchase the DFE RPI insurance with additional insurance being purchased via a framework | | Finance Director | Ongoing |

| Specific Risk | Current Control Measures in Place | Likelihood of occurring - 1 Low / 6 High | Impact - 1 Low / 6 High | Response (based on current control measures) | Additional Control measures to be put in place | Person Responsible | Date to be actioned |
|-----------------------------|---|--|-------------------------|--|---|--|---------------------|
| Cover for absent CEO and FD | Currently no cover for these key members of staff | 2 | 5 | Review staffing to identify key personnel to undertake these roles in the absence of staff | Capacity and funding restraints will have to be reviewed before this can be achieved | Trust Board/Chief Accounting officer | Ongoing |
| BUILDINGS RISKS: | | | | | | | |
| Fire | Fire Risk Assessment. | 2 | 3-6 | Review Fire Risk Assessment annually / whenever significant changes arise. | Temporary Fire Risk Assessments are put in place as required e.g. During building works or health crisis – Covid19. | Paul Bridge (Trust Estate Manager) In conjunction with AVEC | Ongoing |
| | Termly Fire Drill Practice. | | | | | | |
| | Weekly Fire System Test. | | | | | | |
| | Monthly Fire Safety checks. | | | | | | |
| Asbestos | Asbestos Audit | 2 | 3-6 | SBC Review Asbestos | Submit Permit to work applications as required. | Paul Bridge (Trust Estate Manager) | On-going. |
| | & Permit to work scheme through SBC in place. | | | Audit annually. | Arrange pre refurbishment | | |
| | SBC undertake Annual Asbestos Audit Review. | | | Trust Estate Manager undertakes annual review of Asbestos. Asbestos management plan, audit and a non-intrusive visual inspection of known asbestos containing materials. | Surveys as required. | | |
| | Pre-refurbishment surveys carried out before work undertaken. | | | | | | |
| Legionella | Risk Assessment & Audit in place. | 2 | 3-6 | Weekly run-off of little used water outlets. | Advice sought from SBC Legionella Officer prior to undertaking | Paul Bridge (Trust Estate Manager) | On-going. |

| Specific Risk | Current Control Measures in Place | Likelihood of occurring - 1 Low / 5 High | Impact - 1 Low / 5 High | Response (based on current control measures) | Additional Control measures to be put in place | Person Responsible | Date to be actioned |
|---------------|---|--|-------------------------|--|--|--|---------------------|
| | | | | Shower heads, etc. cleaned 3 times annually. | | | |
| | | | | Annual Review of Legionella Management Policy by Trust Estate Manager. | | | |
| | | | | Risk Assessment & Audit undertaken every 2/3 years. | | | |
| Contractors | Control of Contractors Procedures in place. | 2 | 2-5 | Annual Review of Procedures | Review Procedures prior to significant works being undertaken. | Paul Bridge (Trust Estate Manager) D. Jolly | On-going. |

STRATEGIC & REPUTATIONAL RISKS:

| | | | | | | | |
|--|--|---|---|---|---|--------------------------|---|
| Management effectiveness within school affected by loss of key staff | <ul style="list-style-type: none">• Restructure within school to assist teacher development programme, liaise with Chair• Delegation of target setting & management of core subjects• Control actions included within SEF, SIP and HT Performance documents• Staff training & development programme introduced, CDP linked to priorities• Planning and training of | 2 | 4 | Through the Trust offer training opportunities and AAHT opportunities | Opportunities for key staff to undertake leadership shadowing programme | School Head Teachers/CEO | On-going review and actions shared with LGB |
|--|--|---|---|---|---|--------------------------|---|

| Specific Risk | Current Control Measures in Place | Likelihood of occurring - 1 Low / 5 High | Impact - 1 Low / 5 High | Response (based on current control measures) | Additional Control measures to be put in place | Person Responsible | Date to be actioned |
|---|--|--|-------------------------|--|---|------------------------------|---|
| | current / new staff to cover staff on long term absence | | | | | | |
| Educational performance of school falls, resulting in poor external inspection report | <ul style="list-style-type: none"> • Target setting and assessment evaluation within core subjects • Programme of staff training and personal development reviews to improve quality of teaching and performance management • Develop a programme to include parents within children's learning • Programme introduced to improve children's behaviour with revised rules, rewards • Increase monitoring by Governors, see SEF, SIP, HT Performance | 2 | 4 | Executive HT meeting agenda current progress of key groups of students and identifies Trust wide support | Offer additional staffing / training to directly support underperforming area | CEO and Exec HT School HT | Ongoing review through: <ol style="list-style-type: none"> 1) Exec HT meetings 2) LGB reports 3) Reports to Trustees |

| Specific Risk | Current Control Measures in Place | Likelihood of occurring - 1 Low / 5 High | Impact - 1 Low / 5 High | Response (based on current control measures) | Additional Control measures to be put in place | Person Responsible | Date to be actioned |
|---|---|--|-------------------------|---|---|---------------------------|---------------------|
| Management of Educational Visits | <ul style="list-style-type: none"> • Training of appropriate staff who wish to manage school trips • Use AVEC H&S online facility • Risk Assessment undertaken for each visit assessed by SBM/DHT • Issues raised within SLT and Phase meetings • Details within School Development Plan and SIP | 2 | 4 | <p>Annual training for lead EV coordinator</p> <p>Risk assessments completed for all visits</p> | Trip leaders undergo training | School Headteachers | Ongoing review |
| School unable to meet its obligations under the information governance agenda | <ul style="list-style-type: none"> • Governors agreed policy for school • Training attended by Assistant Head • Issues included in SLT and staff meetings • Procedures altered to meet requirements | 2 | 4 | <p>Reports on Governance to Board</p> <p>Training offered to all LGBs and SLT</p> | Effective clerking in place and ability to deploy NLG | LGB, SLT and Headteachers | Ongoing review |

| Specific Risk | Current Control Measures in Place | Likelihood of occurring - 1 Low / 5 High | Impact - 1 Low / 5 High | Response (based on current control measures) | Additional Control measures to be put in place | Person Responsible | Date to be actioned |
|--|---|--|-------------------------|---|--|--------------------------|---------------------|
| Reputation of the School and Trust | <ul style="list-style-type: none"> Regular communications Newsletter School web site developed and reviewed on a regular basis Staff training programme Performance monitoring programme SEF, SIP regularly monitored and reviewed | 2 | 4 | <p>All schools ensure effective communication:</p> <ul style="list-style-type: none"> Newsletters, Parent evenings Letters websites | LGB and SLT | Trust Board, CEO and LGB | Ongoing review |
| School Improvement Plan not delivered | <ul style="list-style-type: none"> Staffing restructure Management training by Ex HT Actions identified in SEF, SIP, HT Reports Engagement of parents within curriculum subjects Improved communication with parents | 2 | 4 | Exec HT Meeting and SLTs review progress half termly – action support as necessary | Deploy CEO and Exec HT to redefine actions for SIP, identify and implement actions | CEO and Headteachers | Ongoing reviews |
| IT SYSTEMS AN PROCEDURES: | | | | | | | |
| Failure to ensure IT equipment is maintained. Electrical Safety, Data Loss, Data Security, Business Continuity | IT SLAs. PAT Testing. School Policies. IT Strategy. | 2 | 3 | Strong. | Continual review of current practices. Update Documentation on IT Strategy | J Clark | Ongoing |

| Specific Risk | Current Control Measures in Place | Likelihood of occurring - 1 Low / 5 High | Impact - 1 Low / 5 High | Response (based on current control measures) | Additional Control measures to be put in place | Person Responsible | Date to be actioned |
|---|---|--|-------------------------|--|--|---|---------------------|
| Failure to monitor and react to competitor behaviour | Marketing strategy | 1 | 2 | Mixed | Further development of marketing strategy. Style guides for design use. | Exec HT comm and R Cussons R Cussons | Ongoing |
| Failure to comply with legislative requirements. | LA Guidance. ICO guidance on data protection. School policies. IT Strategy. | 1 | 4 | Strong | Review of practices for GDPR implications. Review of school website. | A. Sotheby J Clark & R Cussons | Ongoing |
| Long term cash shortages | 12 month cash flow forecast updated monthly | 2 | 5 | Cash flow forecast based on budget freecast. Review by FRC | Only restricted reserves placed on long term deposit and reviewed regularly | Finance Director | Ongoing |
| Failure to ensure Data Protection systems and processes are adequate. Financial risk, Litigation risk | School Policies and procedures. IT strategy. | 2 | 4 | Strong | IT Strategy. School Policies and procedures. Cyber Insurance | J Clark | Ongoing |
| Risk of non compliance and also the risk going forward of any data breaches | Trust has appointed data protection officer who leads GDPR review, policy and actions | 2 | 3 | DPO has been training and trust wide guidance given. Timeline for audits reviews are in place. | Following audit – action plan to be developed | A. Sotheby | Ongoing |

Appendix 5. Risk Assessment Template for task related risks

| | | | |
|--|-----------------|--------|--|
| | Risk Assessment | Ref No | |
| | | Date | |

| | | | | | |
|------------------|--|----------|--|----------------|--|
| Task Description | | Location | | Date of Review | |
|------------------|--|----------|--|----------------|--|

| | | | | | |
|----------|-------------|--------------|-------------|------------------------|-----|
| Assessor | Print Name: | Head Teacher | Print Name: | Equipment or Plant No. | N/A |
| | Signed: | | Signed: | | |

| | |
|--|--|
| Persons Affected Individuals or Groups | Staff, children, visitors, contractors, parents & members of the public attending school |
|--|--|

| Hazards / Consequences | Existing Control Measures | Original Risk Assessment | | | Further Control Measures Required | Revised Risk Assessment with Further Control Measures | | |
|------------------------|---------------------------|--------------------------|---|---|-----------------------------------|---|---|---|
| | | L | S | R | | Modified | | |
| | | L | S | R | | L | S | R |
| | | | | | | | | |
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Risk Assessment Notes:

If there is a suspected outbreak in a school, reviews should be considered in case high risk individuals will need to be removed from the risk. This may mean working in a restricted area or asking the individual who is at higher risk to work from home. The normal duties of consultation on health and safety matters still apply during the pandemic. Section 2(6) HSWA states:
 "It shall be the duty of every employer to consult any such representatives with a view to the making and maintenance of arrangements which will enable him and his employees to co- operate effectively in promoting and developing measures to ensure the health and safety at work of the employees, and in checking the effectiveness of such measures."

