



HOSTING HEALTH AND SAFETY POLICY

Updated: 25/04/18

Implementation

Before students arrive

The delegated person will make a site visit on confirmation of the Host Family Agreement and an inspection will be made of all areas that will be used for by UK2learn guardianship students against the following standards. The premises will be re-inspected 2 weeks before the commencement of the Host Family Agreement to allow time for remedial works and again on the morning of arrivals.

1. maintain a safe and healthy environment throughout the premises used for host family
2. ensure host family accommodation is safe and comfortable. Make clear areas that are out of bounds
3. establish and maintain safe working procedures with principle carer and student, and visitors
4. ensure information, instruction and supervision is provided to enable all to avoid hazards and contribute positively to the host family and students health and safety
5. ensure all the host family and students have access to health and safety advice as appropriate or as and when required
6. agree effective procedures for use in case of fire and for evacuating the premises with the host family and students
7. lay down procedures to be followed in case of accident with the host family and student
8. teach health and safety as part of staff, students, host family duties where appropriate and to review the policy at regular intervals

1. Maintain a safe and healthy environment throughout the premises used for host family

Fire Safety	Notes	OK or Action
One smoke alarm on every floor		
Carbon monoxide alarm installed in any room containing gas liquid or solid fuel burning appliance		
Annual gas safety check to be undertaken and certificate viewed/copied		
Wiring and electrical installations appear to be in good order around the host family		
Evacuation routes from the property are clear including location of keys for doors and windows		
Matches and lighters stored appropriately		
Basic first aid kit is available		

Alcohol is appropriately stored		
Basic food hygiene awareness is proven and agreed		
Food purchased by students can be properly stored		
The kitchen facilities – check that the area is safe and that there are no obvious hazards		
Check the boiler and gas certificates are up to date		
The host family has no obvious source of fire risk		

Personal Health & Safety		
There is a security system in place that will keep out intruders		
The building is well maintained and free from risk of falling objects and tripping		
Sleeping areas are clean and well ventilated		
Toilets and bathrooms are clean with hot and cold water toilet paper and soap with locks on the doors and are adequate in number		
Areas that present a risk to safety or are out of bounds can be locked		
There is an adequate heating system		
Food is hygienically prepared and meets needs of all participants.		

2. Ensure home stay accommodation is safe and comfortable make clear areas that are out of bounds

The Director or suitable delegate will approve all home stay accommodation and will re-visit at regular intervals to ensure the following standards are maintained:

home stay check list	Notes	OK or Action
That the overall state of the accommodation is clean and well maintained		
The size of the student bedroom is appropriate		
The bedroom is clean and there a good level of ventilation		
There is appropriate storage space for the student – to hang/put their clothes away		
There is appropriate storage for their suitcase		
There is a desk where they can study – either in the room or in a quiet area in the house		
Agree out of bounds area		
Check that the number of bathrooms/showers and toilets is appropriate for the number of people using the facilities		

3. Establish and maintain safe environment with Host family

The Director or suitable delegate will provide an induction with the host family's primary carer and will be certain that the primary carer understands the Health and Safety issues.

The Director or suitable delegate will confirm contact details for the primary carer.

The Director or suitable delegate will provide the primary carer with a handbook that clearly states the code of conduct and responsibilities and will be certain that the content has been understood.

The delegated person will make sure all relevant signs and notices have been displayed and are understood by all participants.

The primary carer will conduct a tour of the premises with the student drawing attention to Fire Exits, dangerous or out of bounds areas, signs and notices.

The primary carer will monitor health and safety arrangements and be vigilant in identifying possible hazards.

5. Ensure information, instruction and supervision is provided to enable all to avoid hazard

Host family and Student Handbooks will be handed out and copies will be available on the on the UK2Learn website. An induction will be given to all participants at the start of the students stay. The principle carer will monitor health and safety arrangements and be vigilant in identifying possible hazards.

A risk assessment will be produced at the host family and reviewed annually.

6. Ensure all participants and visitors have access to health and safety advice as appropriate or as and when required

Contact details for First Aiders and Pastoral staff at UK2Learn will be given in the handbooks.

7. Formulate effective procedures for use in case of fire and for evacuating the premises

The primary carer will include procedures for evacuating the premises in the event of fire.

8. Lay down procedures to be followed in case of accident

In the case of all head injuries, a First Aider will be immediately called to make an initial assessment and to take charge of the first aid procedure. The incident will be recorded and if appropriate reported. All accidents and injuries will be reported to Suzie Mackie, DSL at UK2Learn and will be recorded in the accident book.

9. Teach safety as part of staff, students, host family duties where appropriate and to review the policy at regular intervals

The induction with a host family will cover the relevant health and safety issues. The primary carer will be encouraged to be aware that not all health and safety risks are obvious and that due care and attention should be exercised at all times. All near misses and potential hazards should be immediately reported to UK2Learn. The Health and Safety policy will be regularly reviewed.

Summary of Responsibilities

Responsibilities of UK2Learn

UK2Learn will:

1. confirm that the host family has met their responsibilities in accordance with accepted Health and Safety Standards
2. delegate a person to assist with the management and communication of Health and Safety procedures and information
3. ensure that the arrangements for first aid are put into practice and reviewed annually to ensure the provision remains adequate
4. ensure that the health and safety policy remains of high importance and is developed accordingly
5. provide for adequate instruction, information and training to the principle carer and recommend suitable "off the job" training where necessary

6. provide the opportunity for discussion of health and safety arrangements
7. agree with the host family effective procedures for use in case of fire and for evacuating the premises
8. carry out regular inspections of premises used by the organisation and approve suitability of home stay accommodation against check list
9. make sure that insurance arrangements provide full cover for claims arising from actions of students and host family

Responsibilities of Host family as shown in Host family Hand Book:

Host family providers are expected to:

1. exercise effective supervision over all those for whom they are responsible
2. to use their best endeavours at all times to secure the welfare of students in the same way that parents might be expected to act towards their children
3. be aware of and implement safe working practices and to set a good example personally
4. identify any actual and potential hazards and introduce procedures to minimise the possibility of mishap
5. ensure that any equipment used meets accepted safety standards
6. provide written instructions, warning notices and signs as appropriate
7. evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
8. investigate any accident (or incident where personal injury could have arisen) take appropriate corrective action and notify the delegated health and safety lead
9. where private vehicles are used to transport children or others, staff should ensure that appropriate restraints and seating is used
10. take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work
11. co-operate with meeting of statutory requirements not interfere with or misuse anything provided in the interests of health, safety and welfare
12. make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Principal
13. ensure that equipment is in good condition and correct any defects
14. ensure first aid supplies are kept in good condition
15. ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Designated Safeguarding Lead

Responsibilities of Students as shown in the Student Handbook

All students are expected, within their expertise and ability to:

1. exercise personal responsibility for the safety of themselves and their host family
2. observe standards of dress consistent with safety and/or hygiene include carrying of knives and other items considered dangerous
3. observe all the safety rules of the premises and in particular the instructions of the primary carer in the event of an emergency
4. use but not wilfully misuse or interfere with things provided for safety purposes

5. not to leave the premises without the accompaniment or written consent of the primary carer.
6. not to enter areas of the premises declared as out of bounds
7. during trips and visits not to leave the company of the primary carer without agreement
8. not to disclose to any third party details for access to the premises using any key or pad codes

Declaration

On behalf of **UK2Learn** we, the undersigned, will oversee the implementation of the Hosting Health and Safety Policy and take all necessary steps to ensure it is adhered to.



Signed:

(N.B. One of the signatories should be the nominated Officer)

Name:
Suzie Mackie

Name:

Position within UK2Learn:
Director

Position within UK2Learn:

Date:
25/04/18

Date:

