



Hosting Welfare, Health and Safety Policy

Updated: 05/04/2023

UK2Learn responsibilities

We, UK2Learn, acknowledge welfare, health and safety as an integral component of all our management and operational functions, supporting excellent performance. We aspire to an empowering work culture, which goes together with our commitment to minimise risks to the health, safety and wellbeing of all of our students, host families, drivers and all others affected by our work activities. We will ensure the provision of expert specialist advice by a team of competent professional advisers, as well as the development of health and safety competency across the organisation to support the high-quality management of our activities.

We strive towards continual improvement of our health and safety management systems, and the enhanced wellbeing of our community. Together we will support this goal by providing the necessary leadership and resources, investing in the required competence and encouraging workforce engagement in this area.

We are committed to:

- Preventing injury and ill health to colleagues, students in our care or others who may be affected by our work activities.
- Seeking continuous improvement in our safety management systems, health and safety performance and safety & wellbeing culture – benefiting from the contributions of safety representatives and workforce engagement.
- Having a secure and efficient method for holding records.
- Investing and learning from accidents and incidents, acting to reduce and prevent future accidents.
- Defining individual health and safety responsibilities and competencies within UK2Learn, while encouraging people to take personal responsibility for their own welfare, health and safety and those colleagues, students, host families or others around them.
- Complying with relevant health and safety Legislation; Approved Codes of Practice; British Standards; guidance, good practice and other requirements.
- Operating a safety management system which puts in place effective control measures which are proportionate to the level of risk. Documenting, implementing and maintaining this system around our three key areas of risk (i) operational activity, (ii) office environment, and (iii) student welfare.

It is equally a duty under the Health and Safety at Work Act, for everyone engaged in UK2Learn activities to exercise responsibility and care in the prevention of injury and ill health to themselves and to others who may be affected by acts and omissions at work. Those who supervise work at whatever level, have special obligations to ensure that they do not endanger the health and safety of students, parents and other individuals. No person shall intentionally interfere with, or misuse anything provided by UK2Learn in the interests of welfare, health and safety. Individuals are required to comply with any rules or requirements made under the authority of this policy.

Health and Safety Assessment – Host Families

We will ensure the UK2Learn has properly addressed its responsibilities when placing students with host families.

We have a Safer Recruitment Policy which forms part of our overall safeguarding responsibilities UK2Learn. A copy of all UK2Learn's policies can be found on our website: <https://www.uk2learn.com/policies/>

Part of our safer recruitment process is to ensure that all Health and Safety considerations have been addressed and correctly recorded, all host families must complete a 'Host Family Risk Assessment Form' before UK2Learn first places a student with them. The risk assessment form must be updated annually, to ensure ongoing safety measures are properly monitored and adhered to. During our annual update with host families, any legislative changes are shared and discussed as well as any improved best practices when considering all welfare, health and safety needs.

The minimum health and safety checks undertaken by us when recruiting potential new host families are as follows:

- The guardianship organisation is required to conduct an initial assessment visit in person to each homestay before placing any students within the household. During this visit, suitable health and safety checks must be conducted and a simple risk assessment.
- A minimum of one smoke alarm is installed on each level of the house.
- A carbon monoxide alarm is installed in any room containing a gas, liquid or solid fuel burning appliance.
- Annual gas safety certificate checks are undertaken by a Gas Safe registered engineer and a copy of the certificate made available to UK2Learn.
- Ensure that all the electrical systems appear safe and have been installed in accordance with UK legislation. Check that sockets and light fittings are not overloaded and any appliances used by the student are safe.
- Check that the host family host has in place either a written or verbal fire evacuation procedure, which they share with the students as part of their meet and greet and ongoing discussions. Any doors and windows with locks must be properly considered and explained clearly where keys are stored and how they are to be used.
- Any fire extinguishers or blankets in the property must be suitably serviced.
- Where open fires are used a suitable fireguard should be in place when the fire is lit.
- Any matches / lighters should be appropriately stored.
- A basic first aid kit should be available and include plasters, sterile eye-pad, triangular bandage, safety pins, non-medicated wound dressing, disposable gloves.
- All prescription medication and drugs should be kept safely, especially when hosting young students.
- All alcohol to be appropriately stored.
- The host family should have an awareness of basic food hygiene when preparing meals and storing food.

This Policy Review

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Responsibility for handbook review:

Lauren Hevey/Alex Mackie