

OXBRIDGE GUARDIANS

HEALTH AND SAFETY POLICY

This policy promotes best practice in relation to Health and Safety legislation to ensure the health and safety of all staff, host families and students

Oxbridge Group Ltd, trading as Oxbridge Guardians and Aspired Education
Registered Company No. 08573744

Devas Club, 2a Stormont Road, Battersea, London SW11 5EN

Approvers: Stephanie Gilbert

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Related Documents:

Safeguarding and Child Protection
Policy

Oxbridge Guardians

Health and Safety Policy

Introduction

Oxbridge Guardians' Health and Safety Policy is linked to our Safeguarding and Child Protection Policy and should be read in conjunction with this document.

This policy has been developed in accordance with the principles established by the Health and Safety at Work Act (1974), the Management of Health and Safety at Work Regulations (1999), The Regulatory Reform (Fire Safety) Order (2005), the Food Safety Act (1990) and all other relevant legislation which hereafter will be collectively referred to as health and safety legislation.

Oxbridge Guardians is committed to meeting its responsibilities under Health and Safety legislation.

The Director of Oxbridge Guardians is responsible for ensuring all policies and practices relating to Health and Safety are kept up to date, that this policy is effective on a day-to-day basis, and will review at least annually the systems that are in place in relation to safeguarding the health and safety of the children and young people in our care. All systems will also be reviewed following any major health and safety incident.

Aims

The Oxbridge Guardians Health and Safety Policy aims to:

- Ensure that the children and young people in the care of Oxbridge Guardians are not exposed to health and safety risks whilst on a Homestay placement or whilst being cared for by their Guardian(s).
- Ensure that no activity is carried out by a Homestay Host that is liable to expose a child or young person in their care to hazards to their health without suitable and sufficient risk assessments being made and necessary measures taken to prevent or control risk.
- To provide conditions and systems of work for all staff, volunteers and Homestays that prevent danger to health. This requires that periodic risk assessments be carried out so that hazards and risks can be identified and necessary standards of safety adopted and enforced.
- To provide comprehensive information and guidance, so far as is reasonably practicable, to ensure the health and safety of every child or young person in the care of Oxbridge Guardians staff, volunteers and Homestays is appropriately safeguarded.
- Ensure that fire risk assessments are carried out for all Homestay Placements and for Oxbridge Guardians office areas and that measures identified from these assessments are implemented without delay.

- To promote best practice in relation to Health and Safety and to ensure that Oxbridge Guardians complies with Health and Safety legislation and that staff cooperate in ensuring compliance with statutory duties and responsibilities.

Health and Safety Responsibilities

The Director

Oxbridge Guardians' Director has the ultimate responsibility for ensuring that all the requirements of Health and Safety legislation are met.

The Director has overall responsibility for ensuring that the Health and Safety Policy is reviewed at least annually and is made available to all those involved with Oxbridge Guardians in any capacity.

The Director is responsible for ensuring the safety of all children and young people in the care of Oxbridge Guardians though the day-to-day responsibility for health and safety when the child or young person is not at school and is being cared for by their Guardian(s) is delegated to Homestay.

The Director undertakes to, in collaboration with the Homestays, carry out a risk assessment of the Homestay's home, including a fire risk assessment. They will check that any measures identified through the risk assessments to address issues arising have been carried out prior to the Homestay accommodating student(s). This is an integral part of the interview process for prospective Homestays and of the scheduled annual review carried out by the Director for each Homestay.

The Director is responsible for providing advice and information on health and safety matters to employees and for ensuring that the Oxbridge Guardians office areas and associated equipment is kept in a good state of repair in order to avoid any accidents or near-misses.

Oxbridge Guardians' Director is responsible for:

- the maintenance and monitoring of Health and Safety incident logs and for ensuring that any accidents in the workplace or at any of the Homestays used by the company are recorded centrally in the Accident Book.
- monitoring of Health and Safety training received by all members of staff, volunteers and Homestays.
- monitoring of Risk Assessments carried out by Homestay hosts.

The Director is responsible for liaising with external agencies including Health and Safety Executive Inspectors, local Environmental Health Officers and Local Fire Officers on a needs-led basis.

The Director is responsible for the notification of serious accidents and incidents to the enforcing authority, in accordance with the requirements of the Reporting Injuries Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.

The Director is responsible for completing and regularly reviewing a fire risk assessment applicable to their office workspaces. This should be maintained on the central system.

The Director will, in collaboration with the relevant Homestays and in advance of the activity taking place, carry out and document a risk assessment for any activities planned for the child or young person in the care of the Homestay which may incur an identifiable risk.

The Director is responsible for ensuring that Portable Appliance Testing (PAT) is carried out at the appropriate intervals on all electrical equipment used by staff in the Oxbridge Guardians offices and that any issues identified during PAT are rectified immediately.

The Director must cooperate with any investigations carried out following a health and safety-related incident that occurred whilst a child or young person or member of staff was in their care.

Staff and homestays should be adequately briefed on Health and Safety responsibilities and requirements through their initial induction and understanding of policies, staff and host family handbooks and also through annual updates from Oxbridge Guardians.

Oxbridge Guardians Staff and Volunteers

All staff and volunteers should check that work areas and equipment are safe and without risks to health, both before and during use.

All staff and volunteers should alert the Director to any potential hazard they have noticed and report all accidents, incidents or near-misses that have led, or may lead, to illness, injury or damage.

All staff and volunteers will record any accidents/injuries sustained in the work place in the Accident Book, held in the Oxbridge Guardians office.

Homestays

Oxbridge Guardians' Homestays must be aware that whilst a child or young person is staying in their home, they are responsible for ensuring that the child or young person is safeguarded against risks to their health and safety.

Oxbridge Guardians' Homestays will, in collaboration with the Director, carry out a risk assessment of their homes, including a fire risk assessment, prior to accommodating student(s) and will implement any measures identified through the risk assessments to address issues arising. This is an integral part of the interview process for prospective Homestays and of the scheduled annual review carried out by the Director.

The fire risk assessment should be completed by host families and inspected and verified by the staff member conducting the home visit. This should be completed annually, along with the visit to the host family home to ensure the safest environment is provided for the student. Any issues identified within the Inspection or Risk Assessment process should be discussed with the host family directly and resolved before a student is placed at the home. The fire risk assessment (Appendix 1) is available online at: <https://podio.com/webforms/19780557/1339709> and inspection and risk assessment notes (Appendix 2) to confirm the assessment of the general safety of the home is available online at: <https://podio.com/webforms/17051868/1189991>. These two files along with the initial application to host form the larger profile of the host family which is stored securely on our encrypted database as part of the Host Family Single Central Register.

The Health and Safety checks which Oxbridge Guardians are identifying and ensuring are in place are both related to fire, gas and electrical safety as well as raising the Homestay's awareness of other important Health and Safety issues to ensure the best possible environment for our students.

Detailed below are points which homestays and staff visiting homestays should ensure are met:

- Ensuring alcohol and tobacco products are appropriately stored to prevent access accidentally or purposefully by students
- Ensuring medication and prescription drugs are appropriately stored to prevent access accidentally or purposefully by students
- Ensuring matches/lighters are appropriately stored to prevent access accidentally or purposefully by students
- Demonstrating awareness of basic food hygiene – this can be demonstrated within the inspection by observing the storage of food items (perishable/non-perishable) and also the cleanliness of the kitchen and food preparation area.
- Discussion with host family about identifying a suitable storage space for any food the student may want to purchase or keep in the home (refrigerator space/cupboard space as appropriate)
- A basic first aid kit in the home, consisting of plasters, eye pad, triangular bandage, safety pins, non-medicated wound dressing, disposable gloves, guidance leaflet. This should be made known to the student in case of an emergency. Any First Aid Qualifications are welcomed by Oxbridge Guardians, but are not an essential factor.
- Any open fires should have the appropriate fire guards, particularly when in use.
- The host family should have a good understanding of their emergency escape route, and demonstrate their ability to discuss this with students by explaining to the visiting staff member. This should be detailed to students on arrival to the home, and updated with students should any changes be made to the emergency exit plan.
- Ensuring all sockets, light fittings and plugs are adequately secure and not overloaded. To support this aim, Oxbridge Guardians will encourage students to use only UK plugs to reduce any potential fire risk
- Should there be any fire-fighting equipment (Fire Blanket, Fire Extinguisher) they should be regularly serviced and in good condition.
- Annual Gas Safety Check should be provided by a Gas Safe Engineer. The Host Family have a responsibility to provide this certificate annually to Oxbridge Guardians
- Smoke alarms should be fitted within the house, minimum one alarm per storey of the home. This should be checked by the visiting staff, both for location and that they are suitable for use.
- Carbon Monoxide alarms should be installed in any room containing gas, liquid or solid fuel burning devices.

Other identifying factors that the visiting staff should note should be anything which may present a risk to the child, such as blockages to fire exits, general cleanliness of the home, safety of the local area, suitable public transport links, safer recruitment checks for all those aged 16 and above in the household and attitude towards international students and hosting.

Anything identified that the visiting staff is not certain of, or feels needs follow up should be notified to the Director who will go through the relevant steps to resolve the issue. This could range from a discussion regarding suitable meals for international students, to identifying fire or health and safety

risks with the family and referring them to the relevant authorities to resolve them. Should the identified risks not be resolved, Oxbridge Guardians will not place the students with this homestay.

Oxbridge Guardians' Homestays will notify the Director of any activities planned for the child or young person in their care which may incur an identifiable risk in order that a risk assessment is documented in advance of the activity taking place. This risk assessment will be drawn up by Oxbridge Guardians in discussion with all relevant parties (homestay, school, or parent). Examples of such activities which may fall under this category include anything which parental authorisation has not already been collected, for example: paintballing, indoor skydiving or horse-riding. Should there be any doubt whether parental authorisation has been gained, homestays should contact Oxbridge Guardians.

At the start of a stay, the Homestay will discuss fire safety with each child or young person in their care, ensuring the child or young person knows what to do in the event of a fire and the restrictions on smoking, candles, fireworks and other similar objects. It is important that as part of this briefing the child or young person knows where any keys may be kept to locked doors.

Periodic reminders will be given by Homestays to children or young people in their care about the importance of safe health and safety matters. These will be delivered to homestays via email or face to face during homestay visits by the Designated Safeguarding Lead or relevant staff.

Oxbridge Guardians' Homestays must cooperate with any investigations carried out following a health and safety-related incident that occurred whilst a child/young person was in their care.

Homestays should be prepared for potential visits from Oxbridge Guardians, its accrediting body AEGIS or any other statutory body at any time given suitable notice. As part of the accreditation process, AEGIS may approach homestays to arrange visits or gain feedback and homestays should be prepared to meet these requirements as best possible.

Appendix 1: Fire Risk Assessment

Fire Risk Assessment

Oxbridge Group Ltd, trading as Aspired Education and Oxbridge Guardians
Registered Company No. 08573744
Devas Club, 2a Stormont Road, Battersea, London SW11 5EN



Host Family Name	
Host Family Address	
Date	
Is there anything that could start a fire?	
Is there anything that could burn?	
Who could be at risk?	
Who will be in charge of ensuring everyone leaves the property safely, and contacting the fire brigade? (This could be two separate people)	
Have you made a record/plan of what to do in the event of a fire?	
Have you informed all family/guests/visitors of this fire safety plan?	
Type of property (Detached/semi-detached/terraced/bungalow/block of flats)	
How many floors does the property have?	
Which floor is the student room on?	
How many communal areas does the property have?	
How many bathrooms does the property have?	
How many kitchens does the property have?	
Where in the property is the boiler?	
Please upload/attach copy of current Gas Safety Certificate	
Do you have a smoke alarm system fitted in the property?	

How many smoke detectors and where are they located in the property?	
How often are smoke alarms tested?	
Date smoke alarms last tested	
Do you have any form of fire protection equipment? How regularly are they maintained?	
Please detail the Fire Escape Route	
Are your fire exits kept clear of obstruction?	
Do you store any hazardous or combustible materials? If yes, please detail how and where they are stored:	
Please detail any high risk appliances or equipment in the home	
Are you able to exit the property through the Fire Escape Route in a quick and safe manner?	

Appendix 2: Host Family Inspection and Risk Assessment Notes

Inspection and Initial Risk Assessment Notes	
Host Family Name	
Category (Initial Inspection, reinspection following pass, reinspection following fail)	
Complete tour of the house including all rooms, communal areas and garden	
Is the kitchen in good general working order?	

Do the appliances in the kitchen seem well maintained?	
Are there any identifiable risks in the kitchen which should be addressed?	
Are there gas/liquid/solid fuel appliances? If so, please identify and manually check Carbon Monoxide detector	
Are there any signs that food hygiene is not a priority (eg: food not stored properly, unclean surfaces)	
Is the living room in good general working order?	
Are there gas/liquid/solid fuel appliances? If so, please identify and manually check Carbon Monoxide detector	
Is the dining room in good general working order?	
Are there gas/liquid/solid fuel appliances? If so, please identify and manually check Carbon Monoxide detector	
Is the bathroom/bathrooms in good general working order?	
Are there gas/liquid/solid fuel appliances? If so, please identify and manually check Carbon Monoxide detector	
Are there any identifiable risks in the living room/dining room/bathroom which should be addressed?	
Are the rooms clean and well maintained?	
Is there storage rooms such as basement/loft?	

Are they in good general working order and what is the access to these rooms?	
Student Bedroom 1: Does it have adequate provisions as outlined in host family handbook (Desk/Bed/Chair/Lamp/Wardrobe/Drawers)	
Is there an ensuite?	
Are the student bedroom/ensuite clean and well maintained?	
Student Bedroom 2: Does it have adequate provisions as outlined in host family handbook (Desk/Bed/Chair/Lamp/Wardrobe/Drawers)	
Is there an ensuite?	
Are the student bedroom/ensuite clean and well maintained?	
Student Bedroom 3: Does it have adequate provisions as outlined in host family handbook (Desk/Bed/Chair/Lamp/Wardrobe/Drawers)	
Is there an ensuite?	
Are the student bedroom/ensuite clean and well maintained?	
Other comments on additional rooms in the house?	
In general are there any risks or hazards which should be resolved before placing a student with this family?	

DOCUMENTS for all those ages 16 and over: (Passport/Driving License/Proof of Address/Bill/House Insurance/Car Insurance/Prev.DBS)	
Any notes or changes made from previous visit (if applicable)	
INTERVIEW: Why does the Host Family want to host international students?	
INTERVIEW: What (if any) is their previous hosting experience?	
INTERVIEW: What is the general attitude of the host family to the students? How will they be treated?	
INTERVIEW: Are there any specific household rules that students should follow?	
INTERVIEW: What does the Host understand of 'Safeguarding and Child Protection'	
INTERVIEW: (Concept checking question): In a scenario such as _____ What action would the host family take?	
INTERVIEW: Reconfirm initial questions in application regarding criminal records, and knowledge that all aged 16 and above would be subject to a DBS Check. Is the host family happy to continue their application and for this action to be taken?	
INTERVIEW: Does anyone in the Host Family have a history of alcohol or drug abuse?	
INTERVIEW: Does anyone in the Host Family smoke?	

INTERVIEW: Does the host family have any mitigating factors (aka no smoking in the house)	
Visually Check the Gas Safety Certificate (if updated please take a copy and upload to Host Family File)	
Visually Check and Manually Test the smoke detectors (is there a smoke detector on each storey of the home?)	
Visually Check and Manually Test the Carbon Monoxide Detectors	
Check local transport links and discuss how the student will get to school (if applicable)	
What is the host families understanding of our procedures and policies?	
Does the host family understand what they should do in an emergency situation?	
Answer any questions on Host Family Handbook	
Discuss Child Safeguarding Policy, Absent/Missing Child Policy, Health and Safety Policy	
Is the Host Family suitable?	
Are there any follow-ups or concerns to be reported to Director/DSL?	