# Welfare, Health and Safety Policy

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**Related Documents:** Safeguarding and Child Protection Policy
Lone Worker Policy
Mental Health Policy
Health and Safety Risk Assessment
Staff Handbook
Host Family Handbook

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Oxbridge Guardians
Part of Oxbridge Group

AEGIS fully accredited to gold standard
bsa BOARDING SCHOOLS' ASSOCIATION
BSA Certified Guardian - 2026/2029
BRITISH BOARDING SCHOOLS NETWORK
Approved Agent 2025-2026

# Oxbridge Group Ltd: Welfare, Health and Safety Policy

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# Oxbridge Group Ltd: Welfare, Health and Safety Policy

## Introduction

Oxbridge Group Ltd's Welfare, Health and Safety Policy is linked to the following policies which should be read in conjunction with this document:

- Safeguarding and Child Protection Policy
- Lone Worker Policy
- Health and Safety Risk Assessment
- Mental Health Policy
- Host Family Handbook
- Staff Handbook

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 the Food Standards Act (1999) and all other relevant legislation which hereafter will be collectively referred to as health and safety legislation.

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

The Directors of Oxbridge Group Ltd are 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 Group Ltd Welfare, Health and Safety Policy aims to:

- Ensure that the children and young people in the care of Oxbridge Group Ltd are not exposed to health and safety risks whilst on a Host family placement or whilst being cared for by their Guardian(s).

- Ensure that no activity is carried out by a Host family 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 host families 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 Group Ltd staff, volunteers and Host familys is appropriately safeguarded.

- Ensure that fire risk assessments are carried out for all Host family Placements and for Oxbridge Group Ltd 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 Group Ltd complies with Health and Safety legislation and that staff cooperate in ensuring compliance with statutory duties and responsibilities.

## Health and Safety Responsibilities

### The Directors

Oxbridge Group Ltd's Directors have the ultimate responsibility for ensuring that all the requirements of Health and Safety legislation are met.

The Directors have overall responsibility for ensuring that the Welfare, Health and Safety Policy is reviewed at least annually and is made available to all those involved with Oxbridge Group Ltd in any capacity.

The Directors are responsible for ensuring the safety of all children and young people in the care of Oxbridge Group Ltd 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 Host

family.

The Directors undertake to, in collaboration with the DSL and Host families, carry out a risk assessment of the Host family'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 Host family accommodating student(s). This is an integral part of the interview process for prospective Host families and of the scheduled annual review carried out for each Host family.

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

Oxbridge Group Ltd's Directors are 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 Host families used by the company are recorded centrally on the encrypted system.
- monitoring of Health and Safety training received by all members of staff, volunteers and Host families.
- monitoring of Risk Assessments carried out by Host family hosts.

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

The Directors will, in collaboration with the relevant Host families 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 Host family which may incur an identifiable risk.

The Directors are 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 Group Ltd offices and that any issues identified during PAT are rectified immediately.

The Directors 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 host families 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 Group Ltd.

## Oxbridge Group Ltd 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 Directors 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 on the encrypted Oxbridge Group Ltd system (Podio).

## Host Families

Oxbridge Group Ltd's host families 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 Group Ltd's host families will, in collaboration with the Directors, 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 host families and of the scheduled annual

review carried out by the Directors.

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 Group Ltd are identifying and ensuring are in place are both related to fire, gas and electrical safety as well as raising the host families awareness of other important Health and Safety issues to ensure the best possible environment for our students.

Detailed below are points which host families and staff visiting host families 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 Group Ltd, 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 Group Ltd 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 Group Ltd
- 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 Directors 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 Group Ltd will not place the students with this host family.

Oxbridge Group Ltd's Host families will notify the Directors 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 Group Ltd in discussion with all relevant parties (host family, 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, host families should contact Oxbridge Group Ltd.

At the start of a stay, the Host family 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 host families to children or young people in their care

about the importance of safe health and safety matters. These will be delivered to host families via email or face to face during host family visits by the Designated Safeguarding Lead or relevant staff.

Oxbridge Group Ltd's host families 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.

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

## Appendix 1: Fire Risk Assessment

| Fire Risk Assessment | |
|---|---|
| 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) | |

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| 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 | |

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| 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 | |

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| 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 | |

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| 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? | |

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| 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? | |

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| Student Bedroom 1: Does it have adequate provisions as outlined in host family handbook (Desk/Bed/Chair/Lamp/Wardrobe/Drawe rs) | |
| 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/Drawe rs) | |

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|---|---|
| Is there an ensuite? | |
| Are the student bedroom/ensuite clean and well maintained? | |

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|---|---|
| Student Bedroom 3: Does it have adequate provisions as outlined in host family handbook (Desk/Bed/Chair/Lamp/Wardrobe/Drawe rs) | |
| 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? | |

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| INTERVIEW: What is the general attitude of the host family to the students? How will they be treated? | |
| 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 | |

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| 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? | |
| INTERVIEW: Are there any specific household rules that students should follow? | |
| 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, Welfare, Health and Safety Policy | |
| Is the Host Family suitable? | |
| Are there any follow-ups or concerns to be reported to Directors/DSL? | |