

Health and Safety Policy

Updated April 2020

HEALTH AND SAFETY STATEMENT

All UK Guardians accommodation provided to our students through host families are fully checked and inspected by a member of the UK Guardians accommodation team. Each home is checked for all areas of Health and Safety and Fire Safety

Accommodation staff should work with the host families to ensure adequate procedures and risk assessments are in place, covering:

HOST FAMILIES

Health and Safety in the home It is the responsibility of the host family to ensure the following:

- All electrical equipment and appliances are safe in the home and particularly in the student rooms.
- All gas equipment is safely installed and maintained. (Gas safety check records should be available for inspection if requested).
- Boilers are serviced annually.
- Smoke and alarms must be fitted in the home.
- There should be a fire blanket or fire extinguishers available for use in case of fire.
- Carbon monoxide detectors should be installed where necessary
- On arrival students are shown where the basic fire escape routes are and show them access to outside doors and the location of necessary keys. Bedroom doors should not be locked from the inside.
- Students know how to dial 999 from a landline for the emergency services.
- Students are advised not to use improper, inadequate or defective equipment and explain to the student the use of any household equipment.
- Host families should take reasonable precautions to protect against injury. If injury occurs this should be treated in the home or medical help should be sought if the host family is not sure about treatment.
- Older students left in the house should always have a number where they can contact the host family immediately in case there is an accident or health and safety issue in the house while they are alone.
- Should there be an accident or incident in the home or while a student is in the care of the host family this should be reported to UK Guardians and the attached incident report form completed.

FIRST AID BOX

All host families should have a first aid box. The St John's Ambulance advice line recommends the following contents: 4 triangular bandages, 6 medium bandages with 2 large wound dressings, 20 individually wrapped plasters, 2 eye pads, 1 pair of sharp scissors, 1 box of disposable gloves to be discarded after each use. Creams and ointments suitable for small cuts and grazes.

STUDENTS

Students should always receive advice regarding health and safety in the home and particularly the kitchen from the host family. This advice is well intended, and it is important that students understand and take note.

Students should ensure they do not have wires and cables over the floor of their room causing a trip hazard to themselves and anyone else coming into the room. All electrical appliances and electronic devices should be switched off at the wall and unplugged when students leave their rooms for any length of time. Electrical equipment should not be overcharged. Plugs, where the wires are exposed, should not be used and adaptors should not be overloaded with multiple devices. If students use any kitchen equipment care should be taken at all times and oven gloves used when carrying hot plates and dishes. Microwaved food and liquid should be treated with extreme care and gloves worn when removing items from the oven. Boiling water and steam from kettles can burn easily. Students should ensure they do not stand too close to a steaming kettle and never leave boiling liquid or pans unattended on a hob.

CHECK LIST DURING VISIT

<p>Please ensure a minimum of one smoke alarm is installed on every storey.</p> <p>Please state where the fire alarms are installed.</p>	
<p>A carbon monoxide alarm is to be installed in any room containing a gas, liquid or solid fuel burning appliance.</p> <p>Please state where carbon monoxide alarms are installed.</p>	
<p>An annual gas safety check is to be done by a Gas Safe registered engineer and a new copy is to be provided to UK Guardians each year.</p> <p>Have you received a copy of the current gas safety certificate? If no, please state why.</p>	
<p>Please ensure host families are aware they must ensure electrical items are safe. (light fittings and sockets are secure and not overloaded)</p> <p>Have you explained this to the host?</p>	
<p>Explain to the host family that they must make the students aware of evacuation routes from the property on a regular basis, if windows and doors are locked students must know where to find the key in the event of a fire.</p>	
<p>Where open fires are used, a suitable fire guard should be available and in use when fire is lit.</p> <p>Any matches or lighters should be appropriately stored away from students reach.</p> <p>Have you explained this to the host?</p>	
<p>Any prescription medication and alcohol should be kept out of reach of students and stored appropriately.</p> <p>Have you explained this to the host?</p>	
<p>Hosts should have a basic first aid kit available</p> <p>Have you spoken the host about first aid kits</p>	
<p>Hosts should have a general awareness of basic food hygiene when preparing meals for students.</p> <p>Students purchasing own food, hosts must ensure that it is suitably stored i.e. fridge, freezer or dry cupboard</p> <p>Have you checked food storage and knowledge of food hygiene areas?</p>	

I agree that the above information has been explained/given by UK Guardian staff.

Host Signature and Date:

Staff Signature and Date:



ACCIDENTS/INCIDENTS REPORT FOR STUDENT STAYING AT HOST FAMILY

Name of student: _____

Date of Accident/Incident: _____

Details of Accident/Incident: (Please write a brief description on the incident below)

Any Action taken: (Please write a brief description of what action was taken)

Name of person within the family who dealt with the incident: _____

Please send this form to UK Guardians office either scanned copy by email or by post.

helen@ukguardians.co.uk

24-hour emergency number: 07833 11 59 15

Office: 01425 529118