

## Welfare, Health and Safety Statement Policy

### Introduction

- 1.1 This policy is addressed to all Amber Education (UK) Services Limited (the **Guardianship Organisation**) staff and host family members and is provided to all students and their parents. It is of great importance that we hold health and safety regulations to a high standard, to ensure that the students under Amber Guardianship and Host families are living in a safe environment.
- 1.2 Interview and Assessment – Can be found on our Host family interview and assessment form.
- 1.2.1 To ensure that our students are under safe care, Amber Guardianship arranges to provide homestays with training once a year. This will be done in person, at a visit of the home. The annual training will cover the updated safeguarding matters and changes to any national regulations affecting the care of children and young people.

### Risk Assessment

- 1.3.1 The Management of Health and Safety at Work Regulations 1999 require a broad risk assessment of work and activities. All reasonably foreseeable risks must be assessed and other risks which are identified by specific health and safety regulations. The requirements of the safety policy documentation, together with documented regular inspection and assessment regimes, form the basis of a broad risk assessment.
- 1.3.2 Assessment take into account risks faced by students with the host families. The focus in on protecting the guardianship students and making sure the home they stay in is thoroughly risk assessed, this is to identify that specific assessments can be carried out to ensure their reasonable safety.
- 1.3.3 Amber education will establish detailed written procedures to deal with foreseeable situations that could present serious and imminent danger. Risks such as;
- 1.3.3.1 Fire and Carbon monoxide gas
- 1.3.3.2 Cyberbullying, how to stay safe on the internet
- 1.3.3.3 Electricity, sockets
- 1.3.4 Risk assessments and procedures must be kept up-to-date and reviewed regularly.
- 1.3.5 The DP and Deputy DP guardians will be in charge of the health and safety assessment checks and provide adequate training in Risk Assessment to all host families with Amber guardians. Amber guardians will review risk assessments and carry out an inspection of their own areas of responsibility annually. The written record of this work will be kept in the Amber office UK shared docs and a copy given to the data protection officer.

#### Requirements from the Host family

- 1.4.1 A minimum of one smoke alarm to be installed on every storey.
- 1.4.2 A carbon monoxide alarm to be installed in any room containing a gas, liquid or solid fuel burning appliance.
- 1.4.3 An annual gas safety check to be undertaken by a Gas Safe registered engineer. To ensure that this is correct and up to date Amber Guardianship will ask the host family for a copy of the certificate to Amber.
- 1.4.4 The homestay must ensure that the electrical system is safe, e.g. sockets and light fittings are secure and not overloaded and any appliances used by the student are safe.
- 1.4.5 The homestay must discuss the possible evacuation routes from the property with students on a regular basis. If doors or windows are locked students must know where to find the key in the event of a fire.
- 1.4.6 The homestays will be asked if they have a fire extinguishers or fire blankets unless the property is classed as a house in multiple occupation. This is not a must, but Amber would like to have this as an extra safety standard for the students. If fire extinguishers and fire blankets are provided they must be suitably serviced.
- 1.4.7 Where open fires are used, a suitable fire guard should be in place when the fire is lit.
- 1.4.8 Any matches / lighters should be appropriately stored.
- 1.4.9 A basic first aid kit should be available to include, plasters, sterile eye pad, triangular bandage, safety pins, non-medicated wound dressing, disposable gloves, leaflet giving guidance on first aid.
- 1.4.10 Any prescription medication and drugs should be kept safely especially when hosting young students.
- 1.4.11 Alcohol should be appropriately stored.
- 1.4.12 The homestay should have an awareness of basic food hygiene when preparing meals for students.
- 1.4.13 The homestay should ensure that any food purchased by the students is properly stored.
- 1.4.14 Storage of matches, and alcohol should be kept stored away, and explained to the student of the safety of using these items. A parent or guardian must be alerted if alcoholic items were in use by the student to prevent health and safety risks. When cooking/ preparing food, student must be aware of the precautions to take when using matches. And the safety of using matches the right way when gas in present.
- 1.4.15 Medicine and a first aid kit, should also be made aware to the student. The awareness must be to alert an adult and ask parents or guardian before using medicine.

### **Games and outdoor activities**

1.5.1 Host families can bring the student out to do family activities, however, these activities must be reported to the DP or Deputy DP beforehand and will need consent from the parents. A number of games and outdoor activities are inherently hazardous and the risks of injury resulting from inadequate premises, equipment or supervision are proportionately large. All those supervising these games and activities, for instance rugby, fencing, rowing, archery, riding, swimming, trampolining, use of free weights and martial arts, must be competent and holders of recognised and appropriate qualifications.

Risk assessments concerning pupil riders, swimmers, weight lifters and those engaged in martial arts or outdoor pursuits and the arrangements for their supervision must always be in writing.