



## **GUARDIANS UK HEALTH AND SAFETY POLICY**

### **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 alarms must be fitted in the home – with at least one alarm on each storey.
- There should be a fire blanket or fire extinguishers available for use in case of fire.
- Carbon monoxide detectors should be installed where necessary ( in rooms with a usable fireplace or woodburner).
- Fireguards should be in place when any open fires are lit and matches/fireguards stored safely.
- 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 Guardians UK and the attached incident report form completed. (Appendix 1)

- Medicines should be safely and appropriately stored – particularly if younger students are hosted.
- Alcohol should be appropriately stored.
- Basic food hygiene should be carried out in the kitchen and elsewhere in the home where food is prepared and eaten.

### **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. Safety pins.

### **Transporting Students**

Host families should only transport students in cars that are fully serviced, have up-to-date MOTs and car insurance.

When you travel with a student in your car it is a legal requirement all passengers travelling in a moving vehicle wear fastened seat belts. Good driving practices should be used at all times and mobile phones should never be used. It is also inappropriate to show anger or use bad language when students are in the car. No one should smoke in the car.

If transporting younger students host families should be aware of the law regarding the use of car seats. The law requires all children travelling in the front or rear seat of any car, van or goods vehicle must use the correct [child car seat](#) until they are either 135 cm in height or 12 years old (whichever they reach first). After this they must use an adult seat belt. There are very few exceptions.

It is the driver's responsibility to ensure that children under the age of 14 years are restrained correctly in accordance with the law.

### **Household and Car Insurance**

Host families must have household contents insurance and inform their insurer that student guests may be staying in their home for short periods of time over the half term holidays, exets and occasionally longer holidays.

Standard car insurance policies cover the holder for a minimum of third party claims whilst the car is being used for domestic, social or pleasure purposes, but not for business. Please speak to your insurer and explain you may give a lift to a student guest for a social activity or to return to school in a social capacity.

## **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.

SEPTEMBER 2020



**GUARDIANS UK – 2020-21**

**ACCIDENTS/INCIDENTS REPORT FOR STUDENT STAYING AT HOST FAMILY**

**Name of student:** \_\_\_\_\_

**Date of Accident/Incident:** \_\_\_\_\_

**Details of Accident/Incident:**

**Any Action taken:**

**Member of host family who dealt with the incident:**

**The above information should be forwarded to Guardians UK:  
info@guardiansuk.com**

**24 hour emergency number: 01823 703190/07968 361761**