

Health and Safety Policy

In all its dealings with international students and their families and UK schools, Oxford Guardians (OG) will follow the general standards laid out by The Association for the Education and Guardianship of International Students (AEGIS) in their Code of Practice, which are as follows:

- To promote and provide best and legal practice in the guardianship and hosting of all international students at schools, colleges and universities, particularly those under 18 years of age.
- To respect and support the rights, religions and customs of the international student.
- To uphold the stated ethos and values of the school attended by students in our guardianship.
- To comply with the Children Acts 1989 and 2004 and the Education Act (2002) and adhere to the guidance of the Keeping Children Safe in Education 2024 (KCSIE) updated September 2024.
- To ensure all international students have 24 hour emergency contact with a responsible adult in the UK.
- To put in place arrangements which maintain appropriate contact with the international student, the overseas parents and guardianship family and to ensure all appropriate records are up to date.
- To provide both pastoral and educational support as outlined in any literature and agreements.
- To adhere to the AEGIS grievance procedures.
- To have appropriate insurance for guardianship arrangements and to comply with UK legislation.

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Glossary of terms used in this Policy

Term	Definition
Child	A student under the age of 18
Young Person	A student over the age of 18
Parent/carer	The student's parents or carers who reside overseas
Homestay Host	The primary carer in a Homestay placement
Primary Carer	The responsible adult who takes responsibility for the student whilst they are staying in their Homestay placement
Homestay Family	The family unit comprising all members of the family who normally live in the Homestay placement
Local Guardian	The Oxford Guardians' lead person for a geographical area in which there are students attending school

Glossary of acronyms used in this Policy

Term	Definition
DSE	Display Screen Equipment
PAT	Portable Appliance Testing
COSHH	Control of Substances Hazardous to Health
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (2013)

UNCRC	United Nations Convention of the Rights of the Child
HSE	Health and Safety Executive
OG	Oxford Guardians

Oxford Guardians' Health and Safety Policy

Oxford Guardians' Health and Safety Policy is linked to our Safeguarding and Child Protection Policy and our Online Safety Policy and should be read in conjunction with these documents.

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, all other relevant legislation which hereafter will be collectively referred to as health and safety legislation. In addition our policies and handbooks include the most up to date relevant HSE priorities (2024) which are:

- Mental Health at work.
- Adapting to Hybrid Working.

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

The Directors of Oxford Guardians 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. We are cognisant of ISO 45001:18 the "Plan-do- Check" methodology of implementation.

We are committed to providing a caring, positive, safe and stimulating environment that complements the educational provision the children and young people in our care access whilst they are at school in the UK. Our ethos reflects the articles laid out in the [United Nations Convention on the Rights of the Child](#) (UNCRC) which underpin all aspects of the support we offer to the children and young people in our care.

Section 1.0: Policy Aims

1.1 To ensure that the children and young people in the care of Oxford Guardians are not exposed to health and safety risks whilst on a Homestay placement or whilst being cared for by their Guardian(s).

1.2 To 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.

1.3 To ensure that all Oxford Guardians' employees are safeguarded in respect of health, safety and welfare whilst at work.

1.4 To provide conditions and systems of work for all employees that prevent danger to health. This requires that periodic risk assessments be conducted so that hazards and risks can be identified and necessary standards of safety adopted and enforced.

1.5 To provide comprehensive information and guidance, so far as is reasonably practicable, to ensure the health and safety of every child/young person in the care of Oxford Guardians staff, employees and any relevant third parties is appropriately safeguarded.

1.6 Ensure that the health, safety and welfare of all children and young people in the care of OG, employees, contractors and visitors are monitored and reviewed by OG's Management.

1.7 To ensure that fire risk assessments are conducted for all Homestay Placements and for OG office areas and that measures identified from these assessments are implemented.

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

Section 2.0: Roles and Responsibilities

2.1 Homestay Hosts

2.1.1 Oxford Guardians' Homestay Hosts must be aware that whilst a child/young person is staying in their home, they are responsible for ensuring that the child/young person is safeguarded against risks to their health and safety.

2.1.2 OG Homestay Hosts will, in collaboration with OG Director/Senior Management/Local Guardian, carry out a risk assessment of their homes, including a fire risk assessment and COSHH assessments, 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 Homestay Hosts and of the scheduled annual review carried out by OG Directors/Senior Management. See Appendix 2 for the pro forma used to record these risks assessments.

2.1.3 OG Homestay Hosts will notify OG Director/Management Team of any activities planned for the child/young person in their care which may incur a risk in order that a risk assessment is documented in advance of the activity taking place.

2.1.4 At the start of a stay, OG Homestay Hosts will discuss fire safety with each child/young person in their care, ensuring the child/young person knows what to do in the event of a fire and the restrictions on smoking, candles, fireworks and other similar objects. Periodic reminders will be given by Homestay Hosts to children/young people in their care.

2.1.5 OG Homestay Hosts 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.

2.2 Oxford Guardians' Directors/Senior Management

2.2.1 Oxford Guardians' Directors have the ultimate responsibility for ensuring that all the requirements of Health and Safety legislation are met.

2.2.2 Oxford Guardians' Directors have overall responsibility for ensuring that the Health and Safety Policy is reviewed at least annually and is made available to all stakeholders.

2.2.3 Oxford Guardians' Directors are responsible for ensuring the safety of all children and young people in the care of Oxford Guardians, though the day-to-day responsibility for health and safety when the child/young person is not at school and is being cared for by their Guardian(s) is delegated to Homestay Hosts.

2.2.4 OG Directors/Senior Management must, in collaboration with OG Homestay Hosts, carry out a risk assessment of the Homestay Host's home, including a fire risk assessment and COSHH assessments and will check that any measures identified through the risk assessments to address issues arising have been carried out prior to the Homestay Host accommodating student(s). This is an integral part of the interview process for prospective Homestay Hosts and of the scheduled annual review carried out by OG Directors/Senior Management. See Appendix 2 for the pro forma used to record these risks assessments.

2.2.5 Oxford Guardians' Directors are responsible for providing advice and information on health and safety matters to employees at all levels and for ensuring that the workplace and associated equipment is kept in a good state of repair in order to avoid any accidents or near-misses.

2.2.6 Oxford Guardians' Directors are responsible for:

- the maintenance and monitoring of Health and Safety incident logs and for ensuring that any accidents in the workplace are recorded in the Accident Book.
- monitoring of Health and Safety training received by all members of Oxford Guardians' staff
- monitoring of Risk Assessments carried out by Homestay Hosts.

2.2.7 Oxford Guardians' 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.

2.2.8 Oxford Guardians' Directors are responsible for drawing up and reviewing relevant Safety Arrangements (known locally as Codes of Practice).

2.2.9 Oxford Guardians' Directors are responsible for communicating the contents of Health and Safety Codes of Practice to all relevant persons including employees, visitors and contractors' staff.

2.2.10 OG Directors should, as part of their management of Health and Safety, ensure that an Accident Book is made available in which all accidents that occur in the workplace are

recorded. The Accident Book should be used to record details of injuries from accidents at work that employers must report under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)¹

2.2.11 OG 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.

2.2.12 OG Directors are responsible for completing and regularly reviewing a fire risk assessment applicable to their specific workplace.

2.2.13 OG Directors/Senior Management will, in collaboration with OG Homestay Hosts and in advance of the activity taking place, carry out and document a risk assessment for any activities planned for the child/young person in the care of the Homestay Host which may incur a risk.

2.2.14 OG 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 workplace and that any issues identified during PAT are rectified immediately.

2.2.15 OG Directors are responsible for providing relevant Health and Safety training to staff e.g. training related to DSE, Lifting and Handling.

2.2.16 OG Directors must cooperate with any investigations carried out following a health and safety-related incident that occurred whilst a child/young person or employee was in their care.

2.3 Oxford Guardians' Employees

2.3.1 All Oxford Guardians employees should check that work areas and equipment are safe and without risks to health, both before and during use.

2.3.2 All OG employees should alert an OG Director or a member of the senior management team 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.

2.3.3 All OG employees should participate in relevant Health and Safety-related training and ensure they implement best-practice in relation to Health and Safety, including that relating to the use of DSE and lifting and handling.

¹ Note that the law changed on 6 April 2012. If a worker sustains an occupational injury resulting from an accident, their injury should be reported to the HSE if they are incapacitated for more than seven days. There is no longer a requirement to report occupational injuries that result in more than three days of incapacitation, but employers must still keep a record of such injuries.

2.3.4 All OG employees will record any accidents/injuries sustained in the workplace in the Accident Book, held by the central office.

Section 3.0: Monitoring, Evaluation and Review

Oxford Guardians' Health and Safety Policy will be monitored and evaluated annually or as the need arises by:

- Scrutiny of a range of risk assessments
- Reviews of induction procedures for new staff
- Reviews of concerns expressed by children/young people relating to health and safety
- Reviews of concerns expressed by Homestay Hosts
- Reviews of concerns expressed by parents
- Reviews of any documented cases where Oxford Guardians' staff have been involved (including those recorded in the Accident Book).

The policy will also be reconsidered where concerns are raised by members of the Oxford Guardians team, by students, by families or where a health and safety-related incident has been recorded.

Date reviewed	Reviewed By	Next Review
25 November 2023	K T Bacon	November 2024
02 January 2025	KT Bacon	January 2026

Appendix 1

Sources of support, information and guidance

Health and Safety Executive <http://www.hse.gov.uk/>

Department for Education: Departmental advice on health and safety covering activities that take place on or off school premises, including school trips, revised Feb 2014. Includes useful guidance on risk assessments and off-site activities

<https://www.gov.uk/government/publications/health-and-safety-advice-for-schools>

Appendix 2

Pro forma 1: Homestay Risk Assessment form, completed as part of the interview and annual reassessment processes by OG Director/Senior Management in collaboration with OG Homestay Host

Home stay family. SURNAME: _____ FIRST name(s):

OG Representative: _____ Base: _____

Date Assessed: _____

1. The Building & Family Context

Property type	Detached	Semi-detached	Terraced/Other
Local area	Residential urban	Suburban	Rural

Insurance House insurance Y/N Contents insurance Y/N (note insurers must be informed that sts are staying the house)

Copies of insurance to be sent to OGs

Floor	Living rooms/ Communal areas	Bedrooms (* = en suite)	Bathrooms/toilets
Ground			
First			
Second			
Basement/ Attic/Other			

Are there pets in the home? Give details and make sure the pets are seen to ensure they are good with strangers			
Are there children in the family? Give details			
Do others stay at the property? Give details & ages if under 18 years			
Does anyone living here smoke? Details			

HOMESTAY	More than 28 days	Short stays - up to two weeks	Supervised stays - hours to several days
Which home stays interest the applicants?	Residential home stay during academic year	Exeats and holiday home stay	Suspension Home stays

2. Living Space and Ambiance

	Yes / No	Comments
Sufficient space and furnishings for young people to pursue their homework, to engage in quiet activities alone?		
Natural lighting to bedroom(s), opening window?		
Heating and ventilation is reasonable?		
Sufficient lighting to read and work by?		
Student has own bedroom?		
Student can eat in friendly environment with family?		
Host should provide drinks and snacks outside of meal times		
Student should be treated as part of the family and invited to join in family activities		

Accommodation is free from noxious odours and is tidy, clean and in good condition?		
Student has access to a bathroom that has a lock on the door and either a shower and/or a bath with sufficient hot water?		
The student's room		
Is there a bed with duvet and pillow?		
Are suitable bed linen and towels provided?		
Is it in good decorative order?		
Is there adequate space for clothing and belongings? (both hanging and drawer space)		
Is there a table and chair with a desk lamp?		If not, is there somewhere that the student can study?
Is there mobile phone reception in the bedroom?		
Does the room have a lock? (if the answer is yes then advise it is not operable)		
Are there areas that can be personalised by a student? (Long-term homestay only)		
Will student have appropriate privacy?		

3. Health & safety issues

Utilities	YES / NO	COMMENTS
Any obvious hazards?		
Gas appliances have been tested by a Gas Safe registered engineer?		Copy of certificate needed
Carbon Monoxide alarm to be fitted to any room containing a gas, liquid or solid fuel burning appliance?		
Gas appliances and boilers serviced annually by Gas Safe registered engineer?		Copy of certificate needed
All heating appliances are securely fixed to walls?		
Smoke detectors/alarms to be fitted on each floor and in use?		Confirm smoke detectors tested regularly.
Open fires to have appropriate guard/covers?		
Electrical sockets are not cluttered/overloaded and safe to use?		Check students' appliances/chargers and adaptors are safe when they arrive.
Safety glass or protective film fitted to large glass panels/panes?		
Thermostatic controls to prevent scalds and burns from water or heating systems?		

4. Fire and hazards

Fire, slips and trips	YES / NO	COMMENTS
Fire blanket/ extinguisher(s) on site? These can be purchased online, each around £10 – see safety leaflet		If they are kept in the home then they must be suitably serviced.
Windows and doors accessible in case of fire?		
Evacuation routes must be discussed with the student on arrival.		If windows or doors are locked students must be shown where the key is kept in case of an emergency.
Loose or uneven flooring?		
Stairs and corridors have adequate lighting?		
Furniture in good condition?		
First aid box is available, stocked and accessible? These can be purchased online		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
Are razors, prescription medicine, and drugs and herbal medicines kept safely away from students?		
Alcohol is stored appropriately?		

Cigarettes, matches and lighters are stored appropriately?		
Bleaches, hazardous substances and cleaning fluids are stored sensibly?		

5. Food Safety & Hygiene

Food Safety & Hygiene **YES / NO** **COMMENTS**

Homestay should ensure they are aware of any allergies and dietary requirements by checking ILP student information and confirming with student on arrival		
Homestay understands and is committed to good food hygiene?		
Foods are stored and fridge kept at correct temperature/settings?		
Kitchen flooring, surfaces and appliances are undamaged and clean?		
Food purchased by the students can be stored correctly?		

6. Safety outdoors

General safety (outdoors)	YES / NO	COMMENTS
Paths and access are clear and hazard free?		
Garden chemicals and tools are locked away?		
Trip devices are fitted to electrical equipment?		
Vehicles have adequate seatbelts and are taxed, MOTed and are insured?		Insurer must be informed that car may be used to transport student – see handbook
Driving licences are current and clean?		
Buildings and contents insurance is current?		Insurers must be informed that students are staying at the house – see handbook

7. Homestay

Agreed by

Homestay standards	homestay	COMMENTS
Students of opposite sex may be accommodated together but must not share the same room		(Where possible we ask for them to be accommodated on different floors.)
Homestays are allowed to accommodate students of the same sex in one room if permission has been given by the parents.		

Homestays are only allowed to accommodate one student in a double bed.		
Homestays are not allowed to accommodate under 16-year-olds with over 18-year-olds from the same guardian organisation or another guardian organisation.		
Homestays are not allowed to host more than three students at one time.		Please inform Oxford Guardians central team if you are hosting other students.
Homestays are not allowed to host any other paying guests or operate a bed and breakfast when hosting a student.		
Students aged 13 and under are not allowed to be left alone.		
Students aged 16 and under must not be left home alone overnight.		
In accordance with the above ages, students are only allowed to be left alone when they feel comfortable with the arrangements.		
Homestay must ensure that suitable safeguarding precautions are put in place and that the student/s have sufficient privacy during their stay.		

Agreed by

Laundry

homestay

COMMENTS

Students can have two loads of laundry per week		
Students can have one load of laundry per exeat stay		
Clothes should be returned dried and folded		
Student can/cannot use washing machine		

8. Communication

Is access to digital channels on TV pin-number protected? **YES / NO**

Age-restricted computer games/DVDs are securely held? **YES / NO**

Computer logins are password protected? **YES / NO**

Hard copy confidential items are securely stored? **YES / NO**

9. NOTES & ACTIONS:

10. DECLARATIONS to be read and signed by Homestay applicants:

- 1. I state, in making this declaration, that all the information provided here and in the homestay registration form is accurate and complete. I undertake to ensure that the highest standards of safety and care are provided to international students staying in our home.**

- 2. In signing this declaration, I agree to contact Oxford Guardians immediately if any material changes occur to the information provided in this Risk Assessment.**

Signed: (Applicant 1)

Signed: (Applicant 2)

Please fill this form to the best of your ability so we can assess the safety of your home with regards to fire safety.

Fire Safety Risk Assessment- Host Family

Follow the 5 key steps – Fill in the checklist – Assess your Fire Risk and Plan Fire

Fire Hazards

Fire starts when heat (source of ignition) comes into contact with fuel (anything that burns) and oxygen.

You need to keep sources of ignition and fuels apart.

What could start a fire?

Heaters, lighting, naked flames, electrical equipment, cigarettes, matches etc.

Have you found anything that could start a fire?

Make a note of it.....

.....

Have you found anything that could burn?

Make a note of it.....

.....

Record, Plan & Inform

Record

Keep a record of any fire hazard you have located, and what you have done to remove or reduce the risk.

Plan

You need to have a clear plan of how to keep people safe, and to reduce the risk of harm due to fire

Inform

Family members and guests must be

People at risk

Everyone is at risk if there is a fire. Think if someone is more at risk from their location in the property, or if they are unfamiliar with the property e.g. visitors, guests, people who are elderly or disabled etc.

Record

Have you made a record or a plan of what to do in a fire?

Inform

Have you informed everyone of the plan?

Review

Keep your Risk Assessment under regular review, over time the risks and hazards may change.

If you identify changes to your risk assessment, ensure to make the necessary changes to your fire safety plan.

Evaluate and Act Evaluate

Think about what you have found in steps 1&2. What are the risks of a fire starting? What are the risks to people in the property?

Remove the Risk

How can you avoid accidental fires? Could a heat source fail, be knocked or pushed over into something that would burn?

Act

Take action to protect your property and people from fire

Have you assessed the risk to your home?

Have you assessed the risk to family & visitors?

Have you reduced the risk of an accidental fire starting?

Have you assessed how to ensure everyone will be safe in the event of a fire?

Will you know if there is a fire?

Who will ensure everyone gets out?

Make a note of

it.....

Who will call the fire department?

Make a note of

it.....

Do you have fire escape routes?

Do family members & guests know about these?

Name.....

Address.....

.....

Signed.....

Date.....

Please fill this form to the best of your ability so we can assess the safety of your home with

Type of Property

Please circle as appropriate (you can circle more than one.)

Terraced House/ Semi-Detached House/ Detached house/ Conversion flat/ Block Flat/ New Build/ Property/ Maisonette/ Flat above retail premises/ Other...

How many floors does your property have?

(If you live in a flat or apartment building please put the number of floors in the entire building, and the floor level your property is on.)

.....

How many bedrooms does your property have?.....

What floor is the room used to host guests, visitors and/or students on?.....

How many communal areas does your property have? (i.e. Living rooms/Dining room/Study)

.....

How many bathrooms does your property have?.....

How many kitchens does your property have?.....

Where in the property is the boiler located?.....

Have you provided an in date Gas Safety

Fire Safety

Smoke Alarms

Do you have a smoke alarm system in the property?

YES/NO

Please list how many smoke alarms you have and where they are located?.....

.....

When was the last date that the smoke alarms were tested?.....

How often do you test your smoke alarms?.....

Fire Protection

Do you have any form of fire protection in the property? (i.e. Fire

extinguishers, fire doors, ventilation systems.)

Please list:.....

What are your fire escape routes? (i.e. Front & back doors/ fire escape windows.)

Please list:.....

.....

Are your Fire Exits kept clear of obstruction at all times?

YES/NO

Hazards within the property

Do you store or use any hazardous or combustible materials in the property?

YES/NO

If YES please list materials & how & where they are stored:.....

.....

Please attach another sheet if required.

Do you use any high risk appliances or equipment in the property? (i.e.

Gas heaters/electrical equipment etc.)

YES/NO

If YES please list as appropriate:.....

.....

Are you able to exit the property via the fire escape routes in a quick and timely manner? (i.e. if they are locked overnight, are you able to unlock the door with ease to escape?)

YES/NO

Is everyone in the property aware of the fire escape routes?

YES/NO

