



**28<sup>th</sup> January 2020**

**HOST FAMILY HEALTH AND SAFETY POLICY**

## ELITE ANGLO CHINESE SERVICES

### SAFEGUARDING EMERGENCY CONTACT

**Gwyn Phillips** Tel **+ (44) 01428 648393**

**Designated Safeguarding Lead (DSL) Mobile** **+ (44) 07789 434798**

**Email:** [gwyn@eliteacs.com](mailto:gwyn@eliteacs.com)

Or

**Eve Leung** Tel **+ (44) 01865 600288**

**Deputy Safeguarding Lead (DSL) Mobile** **+ (44) 07787 536030**

**Email** [eve@eliteacs.com](mailto:eve@eliteacs.com)

### EMERGENCY CONTACT DETAILS

Name Eve Leung

Address: The Fold Space, 20 Clyde Terrace  
Forest Hill, London, SE23 3BA

Admin Address 33 Lower Road, Grayswood, Haslemere  
Surrey, GU27 2DR

Telephone: UK Tel. + (44) 01865 600288

UK Mobile + (44) 07787 536030

Hong Kong + (852) 9530 8525

Email: [info@eliteacs.com](mailto:info@eliteacs.com)

Website: [www.eliteacs.com](http://www.eliteacs.com)

Elite Anglo Chinese Services  
The Fold Space, 20 Clyde Terrace, Forest Hill, London SE23 3BA

Company No: 11632695 Registered in England and Wales

## Host Family Health and Safety Policy

All Elite Host Families are inspected by Gwyn Phillips our Designated Safeguarding Lead. The DSL will inspect the premises of each Host Family and check and instruct the following:

1. Inspect that Host Family's accommodation is safe, clean and comfortable
2. Promote a safe and healthy environment throughout the premises
3. Make sure safe working procedures are in order with principle family member and student
4. Confirm that all information and instructions and supervision is provided to enable all to avoid hazards and contribute positively to the Host Family and Students Health and Safety
5. Ensure all the Host Family and students have access to Health and Safety advice as appropriate or as and when required
6. Agree effective procedures for use in case of fire and for evacuating the premises with the host family and students
7. Lay down procedures to be followed in case of accident with the Host family and Student
8. Teach health and safety as part of staff, students, Host Family duties where appropriate and to review the policy at regular intervals
9. Explain procedures when there are concerns and emergencies

### The following items will be checked:

#### Fire Safety

- Smoke alarms are located and working in each room
- Matches and lighters are stored safely
- Evacuation route is explained to each student on arrival at Host Family
- Fire Blanket in Kitchen
- Fire escape routes are unobstructed

#### Gas

- Carbon monoxide alarm are located in each room containing gas liquid
- Annual Gas safety Certificate copy

#### Electricity

- Wiring appears in good order in each room

#### Health and Safety

- Basic First Aid Kit is available
- Alcohol is stored safely
- Food Hygiene is in order

- Medicines are stored safely
- Kitchen is safe and hazardous items are stored properly

### **General Building**

- Building is in good order
- Bedrooms are clean and well ventilated
- Toilets and Bathrooms are clean and have locks on the doors
- Heating is in good working order in all rooms
- No hazardous obstacles are located on site
- Bedroom size is appropriate and is furnished with a bed, desk, chest of drawers, wardrobe, bin and reading lamp
- Agree 'Out of Bounds' Areas in House
- Check the number of bathrooms in the house are sufficient for the number of people using these facilities

### **Safe environment inspection and consultation with Host family**

The Designated Lead will provide the following information:

- To provide an induction with the Host Family's key host member will be conducted and the DSL will make sure that the Host Family's key Host understands Health and Safety issues.
- Confirmation of contact details for the Host Family key person(s).
- Issue Host Family Handbook that clearly states the 'Code of Conduct' and responsibilities of each party and the DSL will be certain that the content has been understood.
- The DSL will make sure all relevant signs and notices have been displayed and are understood by all parties
- The key Host Family member will conduct a tour of the premises with the student drawing attention to Fire Exits, dangerous or out of bounds areas, signs and notices.
- The hosts will monitor health and safety arrangements and be vigilant in identifying possible hazards.

### **Induction is provided to enable all parties to avoid hazards**

- Elite will issue a copy of the Host Family and Student Handbooks in advance of each student's stay with the Host Family. An induction will be given to all participants at the start of the students stay.
- A risk assessment of the premises will be produced at the Host Family and will be reviewed annually.
- The key Host Family member will monitor Health and Safety arrangements and be vigilant in identifying possible hazards

### **Access to health and safety advice**

Contact details for First Aiders and Pastoral staff at Elite will be given in the Host Family and Student Handbooks.

### **Fire drill**

Confirm the procedure for use in case of fire and for evacuating the premises safely.

### **Accident Report**

Lay down procedures to be followed in case of accident In the case of all head injuries, a First Aider will be immediately called to make an initial assessment and to take charge of the first aid procedure. The incident will be recorded and if appropriate reported. All accidents and injuries will be reported to Gwyn Phillips or Eve Leung, DSL at Elite and will be recorded in the accident book.

### **Staff Training**

All Elite employees will be trained and are taught Health and Safety procedures where appropriate and to review the policy at regular intervals Elite will provide an induction with each Host Family and will also cover the relevant health and safety issues. The key Host Family member will be encouraged to be aware that not all health and safety risks are obvious and that due care and attention should be exercised at all times.

### **Insurance**

Elite provide full Business Insurance and also full Public Liability Insurance.

Elite's Insurance arrangements provide full cover for claims arising from actions of students and Host Family. Responsibilities of Host family to provide extra cover car insurance for students to traveling in Host Family vehicles. Host Family to inform their Household Insurance for Students staying in Host Family residence as shown in Host family Hand Book:

### **Host Family providers are expected to:**

- Provide supervision over all those for whom they are responsible during the period of the Student's stay
- To secure the welfare of students as loco parents
- Apply safe working practices and to set a good example personally for each Student
- Take reasonable care for the health and safety of themselves and of any person
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts;
- Ensure that equipment is in good condition and correct any defects
- When open fires are used, provide a suitable fireguard in place when the fire is lit.
- Ensure first aid supplies are kept in good condition

- Ensure that any accidents, whether or not an injury occurs, and potential hazards are reported to the Designated Safeguarding Lead Responsibilities of Students as shown in the Student Handbook
- Identify any actual and potential hazards and introduce procedures to minimize accidents
- Ensure that any equipment used meets accepted safety standards
- Provide written instructions, warning notices and signs as appropriate
- Evaluate promptly and, where appropriate, take action on criticism of health and safety arrangements;
- Investigate any accident (or incident where personal injury could have arisen) take appropriate corrective action and notify the delegated health and safety lead
- where private vehicles are used to transport children or others, staff should ensure that appropriate restraints and seating is used

**All students are expected, within their expertise and ability to:**

- Adhere to all the safety rules of the premises
- not to leave the premises without consent
- not to enter areas of the premises declared as out of bounds
- during trips and visits not to leave without consent from parents or Host Family
- exercise personal responsibility for the safety of themselves and their Host Family