

WELFARE, HEALTH & SAFETY STATEMENT

Sep 2023

Glamour Edu Ltd

Ying Lang Guardians

Glamour Edu Ltd

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Glamour Edu Ltd Welfare, Health & Safety Policy

This policy should read conjunction with Glamour Edu Ltd Safeguarding and Child Protection Policy, Student Handbook, Homestay Handbook and Student Behaviour.

An electronic copy of the policy will be given to all students, parents / agents, members of staff, volunteers, homestays and partner schools through email. Hard Copy can be provided when required. It is also available to download from Glamour Edu Ltd website. Glamour Edu Ltd will go through the appropriate parts of the policy and ensure our students, members of staff and homestays understand the contents properly.

Policy Owner: Glamour Edu Ltd Director

Date updated: Sep 2023

Next review date: Sep 2024

Policy

Glamour Edu Ltd follow codes of good practice relating to fire, smoke, gas and electricity by ensuring staff, parents, students and homestays are actively compliant with UK safety laws (**The Workplace Regulations 1992**) and the standards of AEGIS.

Before students arrive, the delegated person will make a site visit on confirmation of the Host Family Agreement and an inspection will be made of all areas that will be used for by Glamour Edu Ltd students against the following standards:

- Maintain a safe and healthy environment throughout the premises used for host family
- Ensure host family accommodation is safe and comfortable. Make clear areas that are out of bounds
- Establish and maintain safe working procedures with principle carer and student, and visitors
- Ensure information, instruction and supervision is provided to enable all to avoid hazards and contribute positively to the host family and student's health and safety
- Ensure all the host family and students have access to health and safety advice as appropriate or as and when required
- Agree effective procedures for use in case of fire and for evacuating the premises with the host family and students
- Lay down procedures to be followed in case of accident with the host family and student
- Teach health and safety as part of staff, students, host family duties where appropriate and to review the policy at regular intervals

Maintain a safe and healthy environment throughout the premises used for host family:

- A minimum one smoke alarm on every floor
- Carbon monoxide alarm installed in any room containing gas liquid or solid fuel burning appliance
- An annual gas safety check to be undertaken by a Gas Safe registered engineer and provide a copy of the certificate to the Glamour Edu Ltd

- 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.
- 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.
- If fire extinguishers and fire blankets are provided, they must be suitably serviced.
- Where open fires are used, a suitable fire guard should be in place when the fire is lit.
- Any matches / lighters should be appropriately stored.
- 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.
- Any prescription medication and drugs should be kept safely especially when hosting young students.
- Alcohol should be appropriately stored.
- The homestay should have an awareness of basic food hygiene when preparing meals for students.
- The homestay should ensure that any food purchased by the students is properly stored
- The homestay may wish to ask students to use UK plugs only and not use overseas adaptor as these can be source of fire

Glamour Edu Ltd will ensure home stay accommodation is safe and comfortable make clear areas that are out of bounds. Glamour Edu Ltd delegate person will re-visit annually to ensure the following standards are maintained:

- That the overall state of the accommodation is clean and well maintained
- The size of the student bedroom is appropriate
- The bedroom is clean and there a good level of ventilation
- There is appropriate storage space for the student – to hang/put their clothes away
- There is appropriate storage for their suitcase
- There is a desk where they can study – either in the room or in a quiet area in the house
- Agree out of bounds area
- Check that the number of bathrooms/showers and toilets is appropriate for the number of people using the facilities
- The smoke alarms and carbon monoxide alarms are tested.
- Comprehensive notes of this visit is recorded within the Homestay file

Summary Responsibility of Glamour Edu Ltd:

- To confirm that the host family has met their responsibilities in accordance with accepted Health and Safety Standards
- To ensure that the arrangements for first aid are put into practice and reviewed annually to ensure the provision remains adequate
- To ensure that the health and safety policy remains of high importance and is developed accordingly

- To provide for adequate instruction, information and training to the principle carer and recommend suitable "off the job" training where necessary
- To provide the opportunity for discussion of health and safety arrangements
- Agree with the host family effective procedures for use in case of fire and for evacuating the premises
- Carry out regular inspections of premises used by the organization and approve suitability of home stay accommodation against check list
- Make sure that insurance arrangements provide full cover for claims arising from actions of students and host family

Summary Responsibilities of Host family:

- Exercise effective supervision over all those for whom they are responsible
- To use their best endeavors at all times to secure the welfare of students in the same way that parents might be expected to act towards their children
- Be aware of and implement safe working practices and to set a good example personally
- Identify any actual and potential hazards and introduce procedures to minimize the possibility of accident
- 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
- Take reasonable care for the health and safety of themselves and of any person who might be affected by their acts or omissions at work
- Co-operate with meeting of statutory requirements not interfere with or misuse anything provided in the interests of health, safety and welfare
- Make themselves aware of all safety rules, procedures and safe working practices applicable to their posts; where in doubt they must seek immediate clarification from the Principal
- Ensure that equipment is in good condition and correct any defects
- 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

Summary Responsibilities of Students:

- Exercise personal responsibility for the safety of themselves and their host family
- Observe standards of dress consistent with safety and/or hygiene include carrying of knives and other items considered dangerous
- Observe all the safety rules of the premises and in particular the instructions of the primary carer in the event of an emergency

- Use but not willfully misuse or interfere with things provided for safety purposes not to leave the premises without the accompaniment or written consent of the primary carer.
- Not to enter areas of the premises declared as out of bounds
- During trips and visits not to leave the company of the primary carer without agreement
- Not to disclose to any third-party details for access to the premises using any key or pad codes
- Make sure the overseas adaptors are safe to use otherwise use UK mobile phone and laptop adaptors instead.