Academic Guardians UK

Health & Safety Policy

London Registered Office
Kemp House, 152-160 City Road, London, EC1V 2NX

Telephone
+44 (0) 203 515 8880
+44 (0) 203 815 7943

Mobile
+44 (0) 7931 954 106
+44 (0) 7823 321 993

Email
info@academic-guardians.co.uk

Online
www.academic-guardians.co.uk

Policy owner	Updated	Review date
Andrew Kettle	August 2024	August 2025

Academic Guardians UK Ltd – Heath, Safety & Wellbeing Policy Statement

1. Academic Guardians UK Ltd - Organisational Responsibilities:

1.1 Academic Guardians UK Ltd (AGUK) acknowledges health, safety and wellbeing as an integral component of all our management and operational functions, supporting excellent performance. We aspire to an empowering work culture, which goes together with our commitment to minimise risks to the health, safety and wellbeing of staff, homestay host families, drivers, students, contractors and all others affected by our work activities. We will ensure the provision of expert specialist advice by a team of competent professional advisers, as well as the development of health and safety competency across the organisation to support the high-quality management of our activities.

1.2 We strive towards continual improvement of our health and safety management systems, and the enhanced wellbeing of our community. Together we will support this goal by providing the necessary leadership and resources, investing in the required competence and encouraging workforce engagement in this area.

1.3 We are committed to:

- Preventing injury and ill health to colleagues, students in our care or others who may be affected by our work activities.
- Seeking continuous improvement in our safety management systems, health and safety performance and safety & wellbeing culture – benefiting from the contributions of safety representatives and workforce engagement, including our health and safety meetings.
- Investing and learning from accidents and incidents, acting to reduce and prevent future accidents.
- Defining individual health and safety responsibilities and competencies across the operation, while encouraging people to take personal responsibility for their own safety, health and wellbeing and those colleagues, students and teams around them.
- Complying with relevant health and safety Legislation; Approved Codes of Practice; British Standards; guidance, good practice and other requirements.
- Operating a safety management system which puts in place effective control measures which are proportionate to the level of risk. Documenting, implementing and maintaining this system around our three key areas of risk (i) operational activity, (ii) office environment, and (iii) student welfare

1.4 It is equally a duty under the Health and Safety at Work Act, for everyone engaged in AGUK activities to exercise responsibility and care in the prevention of injury and ill health to themselves and to others who may be affected by acts and omissions at work. Those who supervise work at whatever level, have special obligations to ensure that they do not endanger the health and safety of students, parents and other individuals. No person shall intentionally interfere with, or misuse anything provided by AGUK in the interests of health, safety or welfare. Individuals are required to comply with any rules or requirements made under the authority of this Policy.

2. Health and Safety Assessment – Homestay Host Families

2.1 AGUK must ensure the organisation has properly addressed its responsibilities when placing students in the homes of homestay hosts which it has recruited.

2.2 The organisation has a Safer Recruitment Policy which forms part of the overall Safeguarding responsibilities of Academic Guardians UK Ltd. A copy of all companies polices are available on the organisations intranet SharePoint Site, company website at https://www.academic-guardians.co.uk/our-policies.

2.3 Part of the safer recruitment process is to ensure that all Health and Safety considerations have been addressed and correctly recorded. This process is repeated annually, to ensure ongoing safety measures are properly monitored and adhered to.

2.4 During the annual update with the homestay host any legislative changes are shared and discussed as well as any improved best practices when considering all health and safety needs.

2.5 The minimum health and safety checks undertaken by AGUK when recruiting potential new homestay hosts and completing annual updates are as follows:

- A minimum of one smoke alarm is installed and working on every floor
- A carbon monoxide alarm is installed in any room containing a gas, liquid or solid fuel burring appliance
- Annual gas safety certificate checks are undertaken by a Gas Safe registered engineer and a copy of the certificate made available to AGUK.
- Ensure that all the electrical systems appear safe and have been installed in accordance with UK legislation. Check that sockets and light fittings are not overloaded and any appliances used by the student are safe.
- Check that the homestay host has in place either a written or verbal fire evacuation procedure, which they share with the students as part of their meet and greet and ongoing discussions. Any doors and windows with locks must be properly considered and explained clearly where keys are stored and how they are to be used.
- Any fire extinguishers or blankets in the property must be suitably serviced.
- Where open fires are used a suitable fireguard should be in place when the fire is lit
- A basic first aid kit should be available and include plasters, sterile eye-pad, triangular bandage, safety pins, non-medicated wound dressing, disposable gloves.
- All prescription medication and drugs should be kept safely, especially when hosting young students.
- All alcohol to be appropriately stored
- The homestay should have an awareness of basic food hygiene when preparing meals and storing food.

2.6 The Homestay host administration portal provides updates to expiring Gas Safety Certificates to support the homestay hosts in remaining compliant with Health & Safety legislation regarding this matter. The office administration team notifies, by email, these families and monitors the expiration dates.

3. Policy Review

This policy will be reviewed every 3 years, or sooner if required.

Signature:

Andrew Kettle

Company Director Date: October 2023 Review: August 2026