

## Health and Safety Statement

SEE is committed to providing a safe living, working and learning environment for all students, host families and members of staff.

This Health and Safety statement is to be read in conjunction with SEE's other policies, in particular with the Emergency Procedure statement.

Hazard	Responsibility	Action to be taken
<b>General</b>		
Accidents	Office staff, director	All accidents (students, host families or staff) to be recorded in accident book
<b>Students and Host Families</b>		
Safeguarding Issues (criminal behaviour, sexual exploitation, bullying etc)	Director (DSL) (recruitment, safeguarding), deputy DSL (safeguarding)  National manager (monitoring and reporting)  DSL	<p>Safer Recruitment checks to be completed for new staff / new host families. To include regular DBS checks and references.</p> <p>National Manager to report any suspected issues to DSL immediately</p> <p>All staff and host families to receive basic safeguarding training every 3 years</p>

Date: 3 Nov 2021

24h emergency phone line: +44 (0)7796 997780  
Second emergency line: +44 07795 842565

Review by: 3 Nov 2022

South England Exchange Ltd, 12 Russell Mews, Brighton BN1 2HZ

info@southenglandexchange.org  
www.southenglandexchange.org

## Health and Safety Statement

Safeguarding issues	DSL, deputy DSL	DSL and deputy DSL to receive appropriate training
Physical harm in the home	National Manager	Each home to be inspected by the national manager or another member of staff prior to placing the first student. Inspections repeated annually. Initial and annual visit to host families to include health and safety check with smoke alarm and carbon monoxide alarm testing, fireplace safety, evacuation route discussion, first aid kit check, landlord gas safety check and other suitable checks (details included in initial and annual visit booklets). Simple risk assessment to be undertaken. Notes of this visit to be kept on host family's file.
	National Manager	Home insurance check
Car accidents	Staff members, host families	Host families and staff members only to drive students in own car if driver is over 21 and holds licence
	National manager	Car insurance check
Medical emergencies	National Manager, Director	All students to be registered with GP
		All students encouraged to register with dentist

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Medical emergencies		Medical insurance required from June 2021
Travel	<p>All staff</p> <p>Communication: National Manager, Director</p> <p>Communication: director. Report: host family</p> <p>Trip leader (staff)</p>	<p>All SEE organised travel to be logged in database and shared with partner organisations</p> <p>Students encouraged to carry travel permission letter</p> <p>Students must fill in travel release form before travelling out of their local area</p> <p>Host families to alert national manager if travel is planned without form being filled in (they receive automated email when form is filled in)</p> <p>All SEE led trips to be individually risk assessed</p> <p>Taxi journeys with tried and tested companies only who provide confirmation that their drivers are DBS checked on a regular basis</p>
<b>Staff</b>		
Office rooms	Director	<p>Fire blanket</p> <p>Health and safety law poster displayed</p>

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Office rooms		First Aid box Accident book
Safeguarding issues	Director	Safer recruitment checks before employment to include DBS checks and references

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