

Health and Safety Policy

Table of changes

Date	Version	Summary of Amendments	Author
2 May 2024	1	n/a	JC

This policy is to be read in conjunction with

- South England Exchange (SEE) Absent or missing student policy
- SEE Emergency plan
- SEE Online safety policy
- SEE Anti-bullying policy
- SEE Risk assessment policy

Statement

SEE is committed to protecting the health and safety of all students, hosts and staff. This can be best achieved if everyone co-operates according to this policy.

This policy sets out the responsibilities for various aspects of health and safety management, the mechanisms to control risk and specific control measures to be implemented. Planning, organising, arranging, monitoring, reviewing and adapting new safety measures are key for ensuring a safe environment.

This policy will be reviewed annually and revised when necessary.

Legislation

This policy is based on the following legislation:

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

Premises

Date: 2 May 2024

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

Review by: 2 May 2025

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

info@southenglandexchange.org
 www.southenglandexchange.org

Health and Safety Policy

SEE maintains no premises. All staff work from home.

Responsibilities

Overall responsibility for health and safety lies with the director.

Director

The director will always

- Ensure that health and safety standards are kept up to date and follow the latest legislation and guidance
- Ensure that staff, students and visitors are aware of all aspects of health and safety management that concern them, and the behaviour expected of them
- Liaise with external bodies such as local health and safety authorities
- Arrange for health and safety provisions to be made according to this policy and all risk assessments carried out in accordance with this policy
- Monitor and review this policy and the arrangements based on it on a regular basis, at least annually
- Receive advice from external bodies such as Aegis and local health and safety authorities about making adaptations to this policy and the arrangements for health and safety
- Plan and implement changes suggested by own reviews or external advice
- Budget for health and safety measures
- Designate staff for specific health and safety roles such as risk assessors, fire marshals, first aiders, appointed first aid person to co-ordinate all first aid matters
- Identify staff training requirements and arrange for suitable training for all staff with specific roles and monitor renewal of training
- Monitor the accident book and ensure that all incidents which must be reported under RIDDOR 2013 are reported in the required timeframe
- Monitor incidents and identify trends, adapt health and safety arrangements and this policy accordingly
- Instigate disciplinary proceedings if staff or pupils continuously or severely disregard health and safety rules

Staff

Date: 2 May 2024

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

Review by: 2 May 2025

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

info@southenglandexchange.org
www.southenglandexchange.org

Health and Safety Policy

All staff are responsible for their own safety and that of other persons by observing health and safety rules.

Staff will

- Keep themselves informed of health and safety arrangements
- Follow safe working procedures
- Familiarise themselves with specific risk assessments in their area of responsibility and follow the measures prescribed by them
- Carry out visual inspections of their work area and report faults and risks to the director; make the work area safe until the fault is repaired
- Carry out visual inspections of their equipment and report faults to the director; make the equipment safe or switch it off until the fault is repaired
- Enter all accidents and injuries in the accident book (which is kept electronically)
- Undergo health and safety or first aid training when required to do so by the director, and renew this training on a regular basis
- Undertake risk assessments for specific activities inside and outside
- Inform students of safety requirements before engaging in hazardous activities
- Conduct health and safety checks and simple risk assessments in host family homes

Students

Students will

- Observe health and safety rules
- Follow rules on behaviour
- Treat all equipment and facilities with respect and according to its use
- Heed warnings by staff and other students

Mechanisms to control risk

SEE adopts the following risk control approach:

Identify

Date: 2 May 2024

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

Review by: 2 May 2025

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

info@southenglandexchange.org
www.southenglandexchange.org

Health and Safety Policy

Hazards and risk are identified through communication, observation and inspection. This involves visual inspections of any location. Students and staff are encouraged to communicate any concerns to the director for additional risk assessment.

Arrange

Where a risk is identified, SEE will assess this risk and the impact it can have on students, staff and hosts. The risk assessment must propose adequate control measures to lower the risk to an acceptable level. Where such controls are not possible and the risk cannot be made acceptable, SEE will avoid the hazardous area / host family home / activity until such controls do become possible. Staff training and information are important parts of the company's risk management.

Monitor and Review

SEE regularly monitors its accident book and unusual incident form on Zoho to identify trends. Activities and trips are subject to evaluation of past health and safety controls. Newly identified risks must be specifically assessed and the findings used to review this policy and related risk assessments or to create new assessments.

Specific arrangements

Health issues

Students are never allowed to smoke, vape, consume alcohol or non-medical drugs.

Staff whose judgment is impaired by alcohol or drug consumption may be subject to disciplinary proceedings at the discretion of the director.

Pregnant staff or students should inform the director of their condition at the earliest convenience. The director must conduct a risk assessment of their tasks to ensure the health and wellbeing of mother and unborn child. Where the risk assessment identifies a risk, this must be countered by appropriate measures before the expectant mother can continue in her work / study.

Users of DSE (Display screen equipment) are encouraged to self-assess their work station and report any health risks to the director. DSE users are also encouraged to have regular eye tests. The director conducts risk assessments and agrees on mitigating strategies with the DSE user where a problem is identified.

Public health incidents (Covid-19 and similar)

Date: 2 May 2024

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

Review by: 2 May 2025

Second emergency line: +44 07795 842565

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

info@southenglandexchange.org
www.southenglandexchange.org

Health and Safety Policy

SEE monitors and follows government and NHS advice on control measures. Students, staff and families will be updated when changes occur.

Trips

SEE is responsible for risk assessing and all health and safety matters on trips arranged by SEE.

Where SEE uses the services of a third party for trips, it will limit this to contracting parties with appropriate safety standards and liability insurance. Ideally, companies and organisations meeting nationally recognised standards such as the Learning Outside the Classroom Quality Badge are preferred. In the absence of such standards, SEE will take into account the third party's health and safety policy, their safeguarding arrangements, risk assessments, control measures, vehicle use, staff qualifications, licensing, accommodation standards and possible sub-contracting.

All trip activities associated with higher risk such as, but not limited to, trekking, caving, climbing, adventure, water sports must be risk assessed before the start of the trip.

Drivers of minibuses must have the appropriate D1 licence. Driving licences acquired before 1997 automatically include this licence; licences issued in or after 1997 must take an additional test. Drivers must be aged over 23 and have held a driving licence for 2 years or more.

Host families homes

SEE conducts an initial inspection of every new host family's home before a student is placed there. During this visit, health and safety and suitability checks are undertaken. All findings are noted in the Family visits database. If the family continues hosting after the first year, SEE will visit them annually and repeat these checks.

Host family home inspections include checks for the following:

- A minimum of 1 smoke alarm per storey
- A carbon monoxide alarm in every room containing a fuel burning appliance
- An annual landlord gas safety check must be evidenced by showing a certificate
- Safety of the electrical system in the home
- Ensuring host families know to discuss evacuation routes and keys with students
- Fire guards for open fires
- Appropriate storage of matches, lighters, alcohol, medical drugs and medicines
- Availability of First Aid Kit (where not available, SEE will provide a kit)
- Ensuring host families have awareness of basic food hygiene

Health and Safety Policy

SEE will visit each family on an annual basis after the first visit, if they continue hosting.

A simple risk assessment forms part of each host family home visit and is kept in the Family visit database.

Record Keeping

The following records are kept:

Record	Location	Retention period
Accident book	Online (Zoho)	10 years
Medicine log	Online (Zoho)	10 years
Risk assessments	Online (Google drive, Zoho)	10 years
First aid training	Online (Zoho)	10 years
Health and safety training	Online (Zoho)	10 years
DSE assessment by headteacher	Online (Google drive)	10 years
Electrical equipment testing	Online (Google drive)	10 years
Family visit database	Online (Zoho)	10 years

Reporting

SEE is aware of its reporting duties under RIDDOR 2013.