

6.1.1 Welfare, Health and Safety

BOSS UK acknowledges has a duty of care to ensure that its Staff, Parents, Students and Homestays are safe and is committed to ensuring that there is compliance with UK safety laws, by following UK standards, guidance and codes of good practice, including risk assessments. This compliance applies particularly to those relating to fire, smoke, gas and electrical safety.

1. Key applicable regulations and acts that apply

- 1.1. The Workplace (Health, Safety and Welfare) Regulations 1992 (second edition 2013) which cover a wide range of basic health, safety and welfare issues and apply to most workplaces (see appendix D).
- 1.2. Health and Safety at Work Act 1974 (also referred to as HSWA, the HSW Act, the 1974 Act or HASAWA) is the primary piece of legislation covering occupational health and safety in Great Britain. The Health and Safety Executive, with local authorities (and other enforcing authorities) is responsible for enforcing the Act and a number of other Acts and Statutory Instruments relevant to the working environment (see appendix D).

2. Homestay expected minimum standards

- 2.1. A minimum of one smoke alarm to be installed on every storey.
- 2.2. A carbon monoxide alarm to be installed in any room containing a gas, liquid or solid fuel-burning appliance.
- 2.3. An annual gas safety check to be undertaken by a Gas Safe registered engineer and provide a copy of the certificate to the GO.
- 2.4. 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.
- 2.5. 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. It is not an AEGIS requirement for homestays to have fire extinguishers or fire blankets unless the property is classed as a house in multiple occupation¹⁹. If fire extinguishers and fire blankets are provided they must be suitably serviced.
- 2.6. Where open fires are used, a suitable fireguard should be in place when the fire is lit.
- 2.7. Any matches / lighters should be appropriately stored.
- 2.8. 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.

- 2.9. Any prescription medication and drugs should be kept safely especially when hosting young students.
- 2.10. Alcohol should be appropriately stored.
- 2.11. The homestay should have an awareness of basic food hygiene when preparing meals for students.
- 2.12. The homestay should ensure that any food purchased by the students is properly stored.
- 2.13. **We highly recommend that students use UK plugs only and do not to use overseas adaptors, as these can be a source of fire.**

3. Assessment & Annual Visit

- 3.1. The GO will conduct an initial assessment visit in person to each homestay before placing any students within the household.
- 3.2. During this visit, suitable health and safety checks will be conducted and a simple risk assessment of the property undertaken along with a check on the suitability of the accommodation. This will be recorded in the Interview and Assessment form completed.
- 3.3. The GO will perform an annual visit in person to the homestay to ensure they still meet the Health & Safety requirements
- 3.4. As part of our initial assessment visit and annual inspection visit we will check that the homestay meets the minimum Health and Safety requirements noted in section 2. This will include a check of the homestays smoke alarms and also carbon monoxide monitors if appropriate.

4. Record Keeping and Confidentiality

- 4.1. A written record will be kept by the BOSSS UK of all homestay assessments and annual visits.
- 4.2. All correspondence, statements and records relating to homestay assessments and annual visits will be kept confidential except where the Secretary of State (or someone acting on his/her behalf) requests access to them.