

# Health and Safety Policy

Health and Safety policy for Education Together Ltd.

## 1. Policy statement

Education Together is committed to providing a safe and healthy environment for all young people, staff, homestay hosts, and partners involved in our programmes. We recognise our responsibilities under the Health and Safety at Work Act 1974 and related regulations, and we take all reasonable steps to prevent accidents and protect welfare.

## 2. Scope

This policy applies to:

- Students (aged 12–18) taking part in residential programmes, tours, or other activities.
- Students under our guardianship or living with homestay hosts.
- Staff, directors, volunteers, and homestay providers engaged by the company.
- Short-term residential events, trips, and day-to-day support services.

## 3. Responsibilities

- **Directors:** Overall responsibility for health and safety arrangements and policy review.
- **Designated Health and Safety Lead (DHSL):** Day-to-day monitoring, risk assessment oversight, and ensuring safe practice.
- **Staff and contractors:** Follow all safety guidance, report hazards, and take reasonable care of themselves and others.
- **Homestay hosts:** Maintain safe household conditions and report any concerns to the company immediately.

## 4. Risk assessment

- Risk assessments will be carried out for residential trips, transport, homestay placements, and any planned activities.
- Activities with higher risk (e.g. adventure or water-based activities) will only be undertaken with accredited providers who hold the relevant licences and insurance.

## 5. Emergencies and incident reporting

- A 24-hour urgent contact number is available for all students and parents whenever we are providing support
- Accidents, incidents, or near misses must be reported promptly to the Health and Safety Lead. Records will be maintained, and action taken to reduce future risks.
- In medical emergencies, staff will act in the student's best interests and contact emergency services as required.

## 6. Transport safety

- Group transport (e.g. coach hire) will only be arranged with licensed, reputable providers.
- Seatbelts must be used where provided, and supervision will be maintained during journeys.

## 7. Parental consent

Parental or guardian consent will always be obtained for:

- Overnight stays outside of school or homestay or other residential accommodation organised by Education Together.
- Independent travel arrangements.

In a medical emergency, Education Together staff and homestay hosts will act promptly to secure appropriate medical assistance. We recognise that medical practitioners have a duty of care to act in the best interests of the child, including providing life-saving or urgent treatment without parental consent if delay would put the child at risk. Parents/carers will be contacted at the earliest possible opportunity thereafter to ensure they can provide input and support for ongoing care.

## 8. Monitoring and review

- This policy will be reviewed annually, or sooner if activities change or new risks emerge.
- Feedback from staff, students, and parents will be used to improve practice.

## APPENDIX A – DHSL Contacts

### Designated Health & Safety Lead (DHSL)

- Jon Bell
- Phone: +44 7562185095
- Email: [jon@education-together.org](mailto:jon@education-together.org)

### Support Outside of Office Hours

- Out of Hours: +44 3301228245
- Note that this number is only available when we are directly caring for young people.

## Appendix B: Health & Safety Responsibilities Checklist

This checklist is designed to help staff, contractors, and homestay hosts meet their responsibilities under Education Together's Health and Safety Policy.

### General responsibilities

- Follow all company health and safety guidance.
- Take reasonable care of your own safety and the safety of others.
- Report hazards, risks, or unsafe conditions immediately.
- Record and report all accidents, incidents, or near misses.

### Homestay hosts

- Maintain a safe home environment (e.g. working smoke and carbon monoxide alarms, safe gas/electrical appliances).
- Provide a clean, hygienic, and adequately heated living space.
- Ensure safe food storage and preparation practices.
- Supervise students appropriately, respecting safeguarding and privacy.
- Report any health, safety, or safeguarding concerns promptly.

### Residential trips and activities

- Carry out (or follow) risk assessments before trips or events.
- Ensure students are supervised at an appropriate level.
- Use only licensed, reputable providers for transport, non-homestay accommodation, and higher-risk activities.
- Ensure parental/guardian consent is obtained for overnight stays, independent travel.
- Keep emergency contact details available at all times.

### Transport safety

- Use only licensed coach/minibus operators.
- Check that seatbelts are available and used where fitted.
- Maintain supervision during journeys.

### Emergency procedures

- Know how to contact emergency services (999 or 112 in the UK).
- Use Education Together's out of hours support line for urgent support (+44 3301229245).
- Follow safeguarding and incident reporting procedures without delay.
- Record details of any emergency response for follow-up and review.

Updated: August 2026

Review Date: August 2027

**END**