

# Health and Safety Statement



## Table of changes

Date	Version	Summary of Amendments	Author
3 Nov 2021	1	n/a	JC
9 May 2022	2	Change to CEE, removal of area managers	JC

CEE 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 CEE'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)	Safer Recruitment checks to be completed for new staff / new host families. To include regular DBS checks and references.

Date: 5 May 2022

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

Review by: 5 May 2023

Cultural Experience England Ltd, 12 Russell Mews, Brighton BN1 2HZ

info@southenglandexchange.org  
www.culturalexperienceengland.com

# Health and Safety Statement



Safeguarding issues	All staff (monitoring and reporting)	All staff to report any suspected issues to DSL immediately
	DSL	All staff and host families to receive basic safeguarding training every 3 years
	DSL, deputy DSL	DSL and deputy DSL to receive appropriate training
Physical harm in the home	Staff	Each home to be inspected by a 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.
	Staff	Home insurance check

Date: 5 May 2022

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

Review by: 5 May 2023

Cultural Experience England Ltd, 12 Russell Mews, Brighton BN1 2HZ

info@southenglandexchange.org  
 www.culturalexperienceengland.com

# Health and Safety Statement



Car accidents	Staff members, host families  National manager	Host families and staff members only to drive students in own car if driver is over 21 and holds licence  Car insurance check
Medical emergencies	National Manager, Director	All visa students to be registered with GP. Others to be informed about using doctor’s services as private patient / on EHIC  All students encouraged to register with dentist  Medical insurance required from June 2021
Travel	All staff  Create: Office manager  Communication: National Manager, Director  Communication: director. Report: host family	All CEE organised travel to be logged in database and shared with partner organisations  Students encouraged to carry travel permission letter issued by CEE  Students must fill in travel release form before travelling out of their local area  Host families to alert national manager if travel is planned without form being filled in (they receive automated email when form is filled in)

Date: 5 May 2022

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

Review by: 5 May 2023

Cultural Experience England Ltd, 12 Russell Mews, Brighton BN1 2HZ

info@southenglandexchange.org  
www.culturalexperienceengland.com

# Health and Safety Statement



	Trip leader (staff)	All CEE led trips to be individually risk assessed  Taxi journeys with tried and tested companies only who provide confirmation that their drivers are DBS checked on a regular basis
<b>Staff</b>		
Work space (CEE does not have office rooms as all staff work from home)	Staff, director	Staff to ensure their work space is safe and suitable for use (no obstructions, comfortable chair, sufficient light). Where this is not achievable, contact director for discussion of alternative working space
Display screen equipment	Staff, director	Devices supplied by CEE. Staff to ensure their DSE is safe and maintained up to standard. Where this is in doubt, contact director to discuss alternatives / repair
Safeguarding issues	Director	Safer recruitment checks before employment to include DBS checks and references

Date: 5 May 2022

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

Review by: 5 May 2023

Cultural Experience England Ltd, 12 Russell Mews, Brighton BN1 2HZ

info@southenglandexchange.org  
www.culturalexperienceengland.com