

Welfare, Health, and Safety Policy

QED Education Group

1. Introduction

QED is committed to maintaining a safe, healthy, and supportive environment for all employees, contractors, visitors, and stakeholders. This policy outlines our approach to welfare, health, and safety, ensuring compliance with legal requirements and fostering a culture of responsibility and care.

2. key objectives

To prevent accidents, injuries, and ill-health by identifying, evaluating, and controlling risks.
To promote the physical and mental well-being of all individuals associated with QED.
To comply with all applicable health and safety legislation, codes of practice, and industry standards.
To provide necessary resources, training, and support to enable a safe and healthy workplace.

3. Scope

This policy applies to all QED employees, homestays who involved in activities under QED's control.

4. Responsibilities

4.1 Management Responsibilities:

Ensure that health and safety considerations are integrated into all decision-making processes.
Provide and maintain safe facilities, equipment, and systems of work.
Conduct regular risk assessments and implement measures to control identified risks.
Ensure all employees receive adequate information, instruction, and training regarding health, safety, and welfare.
Monitor compliance with this policy and continuously improve health and safety practices.

4.2 Employee & homestay Responsibilities:

Follow all health and safety procedures and instructions.
Report hazards, unsafe conditions, or practices to the appropriate personnel.
Take reasonable care for their own health and safety and that of others who may be affected by their actions.
Participate in health and safety training as required.

5. Welfare Provisions

Ensure access to clean and sanitary restrooms, break areas, and drinking water.

Provide suitable facilities for rest and, where applicable, dining.

Address workplace stress and mental health issues through support programs and resources.

Maintain effective communication channels to address employee concerns promptly.

6. Health Provisions

Promote a healthy lifestyle and work-life balance among employees.

Offer health screenings, vaccinations, and access to occupational health services where feasible.

Implement ergonomic practices to minimize strain and discomfort in the workplace.

7. Safety Provisions

Regularly inspect and maintain equipment and premises to ensure safety standards are met.

Establish clear emergency procedures, including evacuation plans and first-aid provisions.

Provide personal protective equipment (PPE) as necessary for specific tasks.

Record and investigate all incidents to prevent recurrence.

8. Training and Awareness

QED will:

Deliver regular health and safety training tailored to roles and responsibilities.

Promote awareness of this policy and associated procedures through communication and signage.

Encourage active participation in health and safety initiatives.

9. Health and Safety in Homestays

9.1 Initial Assessment Visits:

Conduct an initial in-person assessment visit to each homestay before placing any students within the household.

Perform suitable health and safety checks and a simple risk assessment of the property.

Check the suitability of the accommodation and record comprehensive notes within the Homestay File.

9.2 Ongoing Monitoring:

Conduct at least an annual in-person visit to each homestay.

Provide support to homestays and undertake suitable checks for safety and suitability, recording any changes and ensuring they are acceptable.

9.3 Minimum Health and Safety Requirements:

- Install at least one smoke alarm on every storey of the property.
 - Install a carbon monoxide alarm in any room containing a fuel-burning appliance.
 - Ensure an annual landlord gas safety check by a Gas Safe registered engineer with a copy of the certificate provided.
 - Verify the electrical system is safe, with secure sockets, fittings, and safe appliances for student use.
 - Discuss evacuation routes with students and ensure keys are accessible if doors or windows are locked.
 - Provide a fire guard for open fires and appropriately store matches and lighters.
 - Maintain a basic first aid kit including plasters, sterile eye-pad, triangular bandage, safety pins, non-medicated wound dressing, disposable gloves, and first-aid guidance.
 - Ensure prescription medication and drugs are securely stored.
 - Appropriately store alcohol and follow basic food hygiene practices when preparing meals.
- 9.4 Advisory:
- Encourage students to use UK plugs and avoid overseas adaptors as these can pose fire risks.

10. Monitoring and Review

- Conduct periodic audits and reviews of health and safety practices to ensure effectiveness.
- Update the policy as needed to reflect changes in legislation, industry standards, or organizational needs.
- Seek employee feedback to improve health and safety measures.

11. Implementation and Communication

- This policy will be:
 - Made available to all employees, homestays, and visitors.
 - Displayed prominently in the workplace and accessible on the company intranet.
 - Reviewed annually or as required to ensure ongoing relevance and compliance.

Review

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: ...08/01/2025...

Signed:Ni Li.....

Date:08/01/2025.....