



# HEALTH & SAFETY POLICY

CALEDONIAN ENGLISH BARLETTA - 2020

Caledonian English has a health and safety policy statement in line with current health and safety guidelines available on the HSE website at [www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc](http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc) and in accordance with local Government regulations in Italy at <https://www.certifico.com/guide-sicurezza-lavoro-in-italia>. Caledonian English genuinely cares for its staff and students and wants to portray this in its health and safety policy. Please refer to the Health and Safety Policy Manual for full details.

Director: **David MacFarlane**  
Barletta

## Caledonian School of English

### Barletta

Caledonian English provides Teaching Consulting Services to a network of Language schools and to participating state schools. We provide a range of educational services including EFL Teacher training and recruitment; course and syllabus creation and management; Examination Centre setup and management and more. Most of our services are coordinated by our main Centre in Barletta (previously in Reggio Calabria) which also provides EFL courses and examinations to students of all level and ages locally and online.

The main Centre in Barletta is headed by Managers and Founders Mr and Mrs David and Hanane Macfarlane. The Teaching and examinations are conducted by David Macfarlane and Hanane Macfarlane in collaboration with other teachers, examiners etc. from other accredited schools and partners.

The Barletta centre is open Monday to Friday 10.00-12.30 / 15:00-20:00 and cleaning is shared by office-based staff.

Caledonian English has produced this health and safety policy statement, in line with current health and safety guidelines available on the HSE website at [www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc](http://www.hse.gov.uk/risk/risk-assessment-and-policy-template.doc) and in accordance with local Government regulations in Italy at <https://www.certifico.com/guide-sicurezza-lavoro-inail>.

Caledonian English genuinely cares for its staff and students and wants to portray this in its health and safety policy.

This policy was put together using an official HSE template and is informed by the policy statement and other guidance available on the HSE website at [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk). The HSE (UK) and the INAIL (Italy) serve as checklists for the things that should be documented and built into Caledonian English's own health and safety policy, such as remote working, personal protective equipment, staff consultation and training etc. Given the small size of the school it has been decided that the Director David MacFarlane and Co-Director Hanane MacFarlane would be the most competent (experienced and capable) people to take responsibility for health and safety issues.

If new staff members are employed David MacFarlane will present the policy statement at staff meetings and review and update the document every year or immediately if there are any major changes in the workplace.

The new premises is located in a listed building on the ground floor with the main entrance directly onto the public main street alongside other commercial activities and shops. This means that aside from Caledonian English's own internal Health & Safety policy and checks, the building undergoes additional Health & safety checks by local authorities who ensure compliance with local Health and safety regulations. Such checks include structural safety, the correct installation and maintenance of Fire Extinguishers, Emergency exits, signage etc.

For further information see

- UK: [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk).
- ITALY: <https://www.certifico.com/guide-sicurezza-lavoro-inail>.
- <https://www.studioessepi.it/magazine/sicurezza/sicurezza-nelle-scuole-mini-guida-per-educatori-e-docenti>
- <https://www.scuolasicurezza.it/sicurezza-nelle-scuole-obblighi-competenze/>
- <https://www.inail.it/cs/internet/attivita/prevenzione-e-sicurezza/promozione-e-cultura-della-prevenzione/linee-guida.html>

**Updated and Reviewed by the Director: David MacFarlane 21/05/2020**



**Assistant Director: Hanane MacFarlane 21/05/2020**



<b>This is the statement of general policy and arrangements for:</b>		<b>Caledonian English - Barletta</b>
<b>David Macfarlane - Manager</b>		<b>has overall and final responsibility for health and safety</b>
<b>Hanane Macfarlane – Assistant Manager</b>		<b>has day-to-day responsibility for ensuring this policy is put into practice</b>
<b>Statement of general policy</b>	<b>Responsibility of: Name/Title</b>	<b>Action/Arrangements</b>
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace	David Macfarlane Hanane Macfarlane – Assistant Manager	Relevant risk assessments completed and actions arising out of those assessments implemented. (Risk assessments reviewed when working habits or conditions change.)
Provide clear instructions and information, and adequate training, to ensure employees are competent to do their work	David Macfarlane Hanane Macfarlane – Assistant Manager	Yearly training cycle
Engage and consult with employees on day-to-day health and safety conditions	David Macfarlane Hanane Macfarlane – Assistant Manager	Staff routinely consulted on health and safety matters as they arise but also formally consulted at regular health and safety performance review meetings or sooner if required
Implement emergency procedures – evacuation in case of fire or other significant incident. In accordance with standard fire risk assessment guidelines: <a href="https://www.gov.uk/workplace-fire-safety-your-responsibilities">https://www.gov.uk/workplace-fire-safety-your-responsibilities</a>	David Macfarlane Hanane Macfarlane – Assistant Manager	Escape routes well signed and kept clear at all times. Evacuation plans are tested from time to time and updated as necessary.
Maintain safe and healthy working conditions, provide and maintain electrical equipment and ensure safe storage/use of substances	David Macfarlane Hanane Macfarlane – Assistant Manager	Toilets, washing facilities and drinking water provided. System in place for routine inspections and testing of equipment and for ensuring that action is promptly taken to address any defects.

Signed: David Macfarlane		Date:	03/02/2020
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This policy is revised on a regular basis.

Health and safety manual:	Reception Area
First-aid box is located:	Reception Area
Extinguisher:	Reception Area

Accidents and ill health at work are reported in accordance with local Regulations.

External References: -

- ITALY: <https://www.studioessepi.it/magazine/sicurezza/sicurezza-nelle-scuole-mini-guida-per-educatori-e-docenti>
- ITALY: <https://www.scuolasicurezza.it/sicurezza-nelle-scuole-obblighi-competenze/>
- ITALY: <https://www.inail.it/cs/internet/attivita/prevenzione-e-sicurezza/promozione-e-cultura-della-prevenzione/linee-guida.html>
- UK: <https://www.hse.gov.uk/simple-health-safety/index.htm>