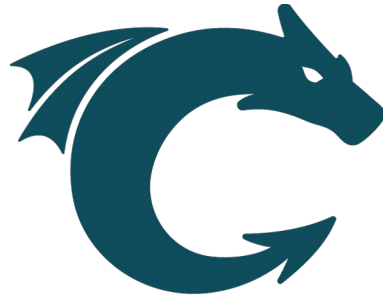




CLARE HOUSE SCHOOL PORTHCAWL

HEALTH AND SAFETY POLICY

Intended effective date: September 2026 (on school opening)

Review date: July 2027

Approved by: Board of Directors

Owner: Head of School

Applies to: Whole School

Proprietor: CHS Porthcawl Ltd

This document sets out the intended policy and procedural framework of Clare House School from the date of opening. It has been prepared as part of the registration application to Welsh Government under the Independent School Standards (Wales) Regulations 2024.

1. Statement of Intent

Clare House School is committed to ensuring, so far as is reasonably practicable, the health, safety and welfare of pupils, staff, visitors and contractors. The school will: provide safe and well-maintained premises; provide safe equipment and safe systems of work; assess and manage risks; prevent accidents and work-related ill health; ensure adequate supervision; provide appropriate training; maintain effective emergency procedures; and monitor and review health and safety arrangements.

Health and safety is a shared responsibility across the school community. These arrangements apply across the full extended educational day.

2. Legal Framework

This policy is written in accordance with:

- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- Regulatory Reform (Fire Safety) Order 2005
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)
- The Independent School Standards (Wales) Regulations 2024
- Keeping Learners Safe (Welsh Government, 2022)
- Equality Act 2010

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- First Aid Policy
- Risk Assessment Policy

- Behaviour, Rewards and Sanctions Policy
- Additional Learning Needs (ALN) Policy
- Educational Visits Policy

This policy also has regard to the Control of Substances Hazardous to Health Regulations 2002 (COSHH), the Control of Asbestos Regulations 2012, and the Approved Code of Practice L8 (Legionella). Specific risk assessments and management plans for these areas will be in place before the school opens.

3. Responsibilities

Board of Directors

The Board of Directors has overall responsibility for health and safety governance. It ensures compliance with statutory requirements, ensures adequate resources are allocated to health and safety, reviews this policy annually, and receives reports on accidents, incidents and risk management.

Head of School

The Head of School is responsible for: implementing this policy; promoting a positive safety culture; ensuring risk assessments are carried out; ensuring appropriate supervision; ensuring staff training is maintained; ensuring emergency procedures are effective; and reporting significant matters to the Board of Directors.

Health and Safety Lead

The Head of School will designate a Health and Safety Lead before the school opens. The Health and Safety Lead will: coordinate risk assessments; maintain accident and incident logs; oversee fire safety procedures and drills; liaise with contractors; monitor compliance checks; and report issues to senior leadership. The school will appoint a competent person to assist in meeting its health and safety obligations in accordance with the Management of Health and Safety at Work Regulations 1999. This role may be combined with another leadership role depending on staffing structure.

All Staff

All staff must: take reasonable care for their own safety and that of others; follow school procedures; report hazards or concerns immediately; supervise pupils appropriately; and participate in required training.

4. Risk Assessment

The school will operate a structured risk assessment process. Risk assessments will be undertaken for: curriculum activities (including practical subjects); educational visits; transport use; fire safety; contractors working on site; individual pupil needs; behaviour risk; and use of equipment and hazardous substances. Risk assessments will identify hazards, identify who may be harmed, evaluate risk, identify control measures, be recorded, and be reviewed annually or when circumstances change. Risk assessments will take account of the needs of pupils with disabilities and ALN, including where Personal Emergency Evacuation Plans (PEEPs) are required. Lone working will be risk assessed and managed appropriately.

5. Premises and Site Safety

The school will ensure: safe access and egress across all buildings; maintenance of buildings and infrastructure; safe storage of equipment and materials; adequate lighting and ventilation; safe playgrounds and external areas; and secure perimeter arrangements. Regular site inspections will be conducted and recorded at least once per term, and more frequently where risk assessment indicates the need.

6. Educational Visits and Residential Trips

All off-site visits will be approved by the Head of School, have a completed risk assessment, have appropriate staff-to-pupil ratios, consider safeguarding, medical and ALN needs, and include emergency contact arrangements. Residential visits will additionally include accommodation risk assessments, safeguarding supervision plans, and clear staff responsibilities. Full arrangements are set out in the Educational Visits Policy.

7. Transport Arrangements

Where transport is arranged for off-site visits: drivers must hold appropriate licences; vehicles must be maintained and insured; pre-journey checks must be completed; supervision arrangements must be

clear; and risk assessments must be completed for journeys. Transport arrangements will prioritise pupil safety.

8. Fire Safety and Emergency Procedures

The school will: maintain a fire risk assessment in accordance with the Regulatory Reform (Fire Safety) Order 2005; identify and appoint a responsible person for fire safety; conduct termly fire drills; maintain fire alarm and detection systems; ensure clear evacuation routes; and train staff in evacuation procedures. Emergency procedures will be clearly displayed and regularly rehearsed.

9. First Aid and Medical Needs

First aid arrangements are set out in the First Aid Policy. The school will ensure: adequate numbers of trained first aiders; appropriate first aid equipment; secure recording of medical information; and prompt communication with parents following significant incidents.

10. Accidents and Incident Reporting

All accidents, incidents and near misses are recorded in the school's accident and incident log held on Compass and reportable accidents are notified to the Health and Safety Executive in accordance with RIDDOR 2013. Investigations will be undertaken where necessary to prevent recurrence. Patterns of incidents will be monitored by senior leadership.

11. Contractors and Visitors

Where required by their role and level of access, contractors will be subject to appropriate checks prior to working with or near pupils. Contractors must: sign in and out; provide relevant risk assessments and method statements where required; comply with site safety rules; and adhere to safeguarding procedures. Visitors must follow school safety procedures at all times.

12. Welfare and Wellbeing

The school will provide: suitable welfare facilities; safe drinking water; adequate supervision during break times; and clean and hygienic facilities. Health and safety arrangements will support pupils' physical and emotional wellbeing. The school recognises its duty to assess and manage risks to staff mental health and wellbeing.

13. Monitoring and Review

Health and safety performance will be monitored through: accident records; risk assessment reviews; site inspections; fire drill records; and termly review meetings.

This policy will be reviewed annually each July by the Head of School and approved by the Board of Directors, or sooner if legislation or guidance changes.

This policy supports compliance with Part 3 (Welfare, Health and Safety of Pupils) of the Independent School Standards (Wales) Regulations 2024.