Health and Safety Policy

Updated October 2026

1. Introduction

Gaelscoil na bhFál is committed to maintaining a safe and healthy workplace for all employees, contractors, and visitors. Our health and safety policy reflects our dedication to preventing accidents, promoting wellbeing, and complies with the Health and Safety at Work (NI) Order 1978, Management of Health and Safety at Work Regulations (NI) 2000, and guidance from the Education Authority. Through continuous improvement and active participation, we strive to create an environment where safety is a shared responsibility and priority.

2. Responsibilities

- **Board of Governors**: Overall accountability for health and safety, including ensuring that appropriate policies and procedures are in place and reviewed regularly.
- **Principal**: Responsible for the day-to-day implementation and monitoring of health and safety procedures, ensuring staff are trained and that risk assessments are carried out.
- **Staff**: Expected to follow health and safety procedures, report hazards, and contribute to a safe working environment.
- **Caretaker**: Responsible for maintaining the physical environment of the school, ensuring that buildings, grounds, and equipment are safe and in good working order. This includes conducting regular playground inspections, identifying and addressing hazards, and supporting emergency procedures.
- **EA**: Provides oversight, guidance, and support to ensure compliance with statutory obligations.

3. Risk Management

- **Principal**: Leads the risk management process, ensuring regular and systematic risk assessments for all areas of the school, including classrooms, playgrounds, and off-site activities.

- Implement control measures to mitigate identified risks and ensure safe practices.
- Ensure that contractors working on site are vetted and follow school safety protocols.

4. Training and Communication

- Include health and safety education in the curriculum to promote awareness among pupils.
- Display clear signage for fire exits, first aiders, and emergency procedures.
- Maintain open communication channels for reporting concerns and incidents.
- Encourage staff to document any health and safety concerns or observed hazards in a designated logbook which is reviewed regularly by caretaker and Principal.

5. Accident and Incident Reporting

- **Principal /Caretaker**: Responsible for ensuring all incidents are logged using EA's Online Accident Reporting System
- Investigate all accidents promptly and thoroughly.
- Maintain records of incidents and actions taken to prevent recurrence.
- Inform parents/guardians of any incidents involving their children.
- Review incident data regularly to identify trends and areas for improvement.

6. Visitor Management

- **Senior Clerical Officer and Principal**: Responsible for ensuring all visitors sign in at reception and wear visible identification badges.
- Ensure that visitors are escorted by staff unless they have prior clearance.
- Monitor and control access points to prevent unauthorized entry.

7. Monitoring and Review

- This policy will be reviewed annually.