

GEMS HS FORM 15:

HEALTH AND SAFETY COMMITTEE ACTION PLAN

The following form can be used in order to capture information obtained during the monthly health and safety committee meetings. All schools are required to establish a Health and Safety Committee; the committee must meet each and every month and submit the completed minutes to the Health and Safety Department via HSE Guard.

The suggested agenda and further information relating to health and safety committees can be found within IMS-MGT 05 – Health and Safety Committees. Below are the key agenda items:

- Summary and feedback from last minutes, this includes identifying open and closed actions.
- Issues arising from health and safety and fire inspections.
- Audit review - this includes reviewing the findings from any internal or external related audits.
- Incidents and & accidents - this includes reviewing any incident investigations, risk assessments, trends, etc.
- Training needs and upcoming training courses.
- Policies and procedures - this includes looking at any new policies or identifying potential gaps in policy.
- Current or upcoming activities which represent potential risks.
- Risk assessments – this can be a separate working group and should look at areas such as: review of risk assessment, identifying work activities which require a risk assessment, communication of the risk assessments, etc.

In order to track and monitor agenda items the tracking sheet below should be used. The actions should be discussed with the Principal and agreed, prior to sending the Health and Safety Department. The action plan must be submitted prior to the end of each month.

HEALTH AND SAFETY COMMITTEE MEETING ACTION PLAN

SCHOOL:		The Westminster School, Dubai (TWS)		DATE:	Wednesday, April 8, 2026, 12:00 PM-13:00PM	
ATTENDEES:		Dr. Vijayakumari Sathyan, Ms. Chanda, Ms. Grace Aluoka, Mr. Ahmed, Ms. Binny, Dr. Suriya, Mr. Kiran Bhasker, Ms. Neelofar Ali, Mr. Eluid, Mr. Sushil Apologies: Mr. Carl- KHDA meeting				
KEY TOPICS COVERED		School Re-opening status- (Green / Amber / Red).				
REF	ISSUE/TOPIC RAISED	ACTION REQUIRED	BY WHO	TARGET DATE	UPDATE	
1	Followed up on the agenda items for the month of March 2026	`	MSO			
2	School Re-opening status- (Green / Amber / Red).	All high-severity action items have been followed up, and the details are outlined below. We are on track to complete these works, should the authorities decide to reopen the school on Monday, 13th Ap	MSO	12.04.2026		
2.1	School Re-opening status- (Green / Amber / Red).	All necessary certifications will be obtained, and joint inspections will be conducted prior to declaring the projects as completed.	MSO	12.04.2026		

2.2	School Re-opening status- (Green / Amber / Red).	Members from the GCO Property Team will also review the school as part of the final validation process. MSO to work with Mr. Carl & Dr. Viji	MSO	09.04.2026	
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2.3	School Re-opening status- (Green / Amber / Red).	EFS to review and certify that all remaining low-severity items, including water ingress and leakage issues, will not impact the health and safety of the school in the absence of further rainfall, and that TWS is fit for reopening.	MSO	10.04.2026	
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PTO

Description	Location	Severity (HIGH/MEDIUM/LOW)	Recommendation	Current Status (Red/Amber/Green)	Owner	Remarks
Drinking Water Stations – Cleaning, Sanitization, and Disinfection	Various Locations (16)	High	Approved vendor to carry out the process	Green	TWS	
Water Tank Cleaning and Disinfection	Overhead Tanks and Basketball Area	High	EFS to carry out the process	Amber	EFS	All approvals received. Work was scheduled post weather clearance to avoid repetition. Drinking

						water has already been addressed.
TWS Shades – Main	4 Locations	High	Approved vendor to carry out the process	Amber	TWS	
Astroturf – Styrene-Butadiene Rubber (Crumb Rubber / Rubber Infill) Allocation	Astroturf	High	Both approved vendors have reviewed. SIS Pitches (PPM vendor) will complete the work during scheduled PPM	Amber	TWS	Work to be completed before school reopening (approx. 6 hours). Awaiting weather clearance
Combination of Electrical Connections and Water Exposure	Various Locations	High	EFS has completed PPM for all electrical connections across TWS following the rain impact and confirmed that there is no hazard due to electrical and water interaction. This will be re-verified prior to school reopening	Amber	EFS / TWS	TWS will ensure certification and proper documentation before school re-opening

Water Ingress & Leakage Issues

- Ceiling leakages in multiple locations
- Leakage through windows, doors, and pipe gaps
- Water seepage from raisers, AC trenching, and duct gaps
- Window panel and door threshold leakages

2. Structural & Civil Defects

- Cracks in walls, ceilings, compound walls, and expansion joints
- Roof wall damage and building wall cracks
- Paint damage across internal and external surfaces

. Drainage & Slope Issues

- Multiple instances of inverted slope
- Poor drainage leading to water logging
- Issues around entrances, gates, and astro turf area

4. Roofing & Waterproofing Failures

- Ceiling tile damage
- Waterproofing failures in roofs and pump/LV rooms
- Roof edge and cabinet protection issues

Electrical & Infrastructure Risks

- Electrical piping damage
- Cable tray leakage
- EL cabinet exposure

External Areas & Facilities Damage

- Basketball court and floor damage

- Interlock pathway slope issues
- Compound wall cracks
- Astro turf drainage deficiencies

Overall Summary

- Majority of issues are related to water ingress, drainage, and waterproofing failures
- Recurring theme: slope correction + waterproofing + sealing gaps