

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:	Monday, May 18, 2026 3:00 PM-04:00 PM	
ATTENDEES:		Mr. Carl, Dr. Vijayakumari Sathyan, Ms. Chanda, Ms. Grace Aluoka, Mr. Ahmed, Ms. Binny, Dr. Suriya, Mr. Kiran Bhasker, Ms. Neelofar Ali, Mr. Eluid, Apologies- Mr. Sushil(Annual Leave)				
KEY TOPICS COVERED		Shelter In Place Protocols, Bus dispersal on Fridays, LIFT usage and protocols				
REF	ISSUE/TOPIC RAISED	ACTION REQUIRED	BY WHO	TARGET DATE	UPDATE	
1	Followed up on the agenda items for the month of April 2026		MSO			
2	Shelter In Place Protocols	Whole school drill for the week of 18.05.2026 to 22.05.2026 to be conducted.	MSO	22.05.2026		
3	Bus dispersal on Fridays	FS students will board the buses last. FS teachers will hand over the students directly to the Bus Guardians (BGs). The BGs will remain on the bus throughout the journey to ensure continuous supervision and student safety.	Ms. Paromita, Ms. Glaceia, Ms. Ivan, MSO	22.05.2026		
4	LIFT usage and protocols	FM to propose the access control process for TWS lifts. Proposal and quotation to be reviewed by the SLT before implementation.	MSO	05.06.2026		
5	GEMS Logo Lights- Across School	As part of our marketing protocols, please ensure that all GEMS logo lights across the school are fully	MSO/Lead Security	Ongoing starting from 19.05.2026		

		functional daily from the evening until the following morning. In case there are any discrepancies or outages, the Core Operations Team should be informed immediately so that the issue can be rectified on a priority basis.			
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TWS – Operational Guidelines: Use of Outdoor Areas and the Continuity of Educational, Extracurricular Activities and School Events

Further to the latest guidance from KHDA- Knowledge and Human Development Authority, Sunday, April 26, 2026, 11:57:26 AM which is in line with current stable conditions.

Please note the following operational updates for implementation at TWS.

1. Preparedness Shelter-in-Place

- All students and staff joining the school for the first time this term must be trained in Shelter-in-Place procedures.
- Awareness and implementation of the Shelter-in-Place protocol remains critical.
- Periodic drills will be initiated and led by the ERP Team.

2. Gates & Student Arrival

- All gates, including Gate 4, will be fully operational.
- Gates will open at 07:00 AM.

- Multiplus will not be used as an early student holding area.
- Tracking of early arrivals will resume, with reports shared with Assistant Principals (APs).
- Ms. Neelofar and MSO will lead on:
 - Parent communication
 - Tracking and reporting on early arrivals and late dispersals
 - Incident reporting via HSE Guard
 - Regular updates to SLT

3. Gates & Student Dispersal

- Normal dispersal will resume.
- Parents are not required to enter the school premises for student collection.

4. Morning Assembly

- Outdoor morning assemblies will resume.
- However, it is recommended that assemblies be conducted in classrooms for the week:
27 April 2026 – 01 May 2026.
- Contingency plans remain in place to move to safe shelter areas if required.

5. Canteen Operations

- Canteen 1 will be fully operational.
- Students are encouraged to bring packed lunches.

- The trolley system will continue for the week:
27 April 2026 – 01 May 2026.

6. Outdoor Facilities & Break Times

- All outdoor facilities, including the FS play area, will be operational.
- Outdoor breaks will resume with the following controls:
 - Avoid overcrowding in outdoor/open areas.
 - Ensure a clear supervision plan is always in place.
 - Students must have safe and timely access to Shelter-in-Place areas.
 - Avoid situations where students are spread across areas such as:
 - AstroTurf
 - Basketball courts
without clear access to safe shelter zones.
- The Medical Team will continue to share the daily Heat Index to guide safe usage.

7. Activities & Events (On Campus)

- KHDA approval is mandatory for all activities.
- The standard approval process must be strictly followed.

8. Field Trips

- No specific additional restrictions currently.

- TWS will follow the standard process, including:
 - KHDA approval as the first step
 - All existing safety and compliance protocols

9. Roles & Responsibilities

- Student supervision always remains the top priority.
- Ensure:
 - Clear evacuation routes from open areas to safe shelter zones are identified and approved
 - Continuous awareness of students, staff, and parents on safety protocols
- The Shelter-in-Place protocol remains active and relevant.

10. Emergency Protocol

- In the event of any official alert, these guidelines will be immediately suspended.
- The school will revert to the approved Emergency Response Plan (ERP) to ensure:
 - Unified action
 - Rapid and safe response

