

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, March 30, 2026 12:00 PM-13:00 PM	
ATTENDEES:		Dr. Vijayakumari Sathyan,; Ms. Grace Aluoka, Mr. Ahmed, Ms. Binny, Dr. Suriya, Mr. Kiran Bhasker, Ms. Neelofar Ali, Mr. Eluid, Mr. Sushil				
		Apologies: Mr. Carl- KHDA Meeting, Ms. Chanda-Emergency Leave				
KEY TOPICS COVERED		Extreme Weather Impact/ Extreme Weather Preparedness- 06.04.2026, Monday				
REF	ISSUE/TOPIC RAISED	ACTION REQUIRED	BY WHO	TARGET DATE	UPDATE	
1	Followed up on the agenda items for the month of Feb 2026	,	MSO			
2	Extreme Weather Impact/ Extreme Weather Preparedness- 06.04.2026, Monday	• Please ensure that all action plans are colour-coded (Green / Amber / Red) for the next update scheduled on 05.04.2026. • All electrical connections exposed to water must be treated as critical and urgent, with immediate rectification and necessary safety measures in place. • For Al Huda Building (Staff Accommodation),	MSO. AMSO, EFS	06.04.2026	05.04.2026	

		communication has already been shared highlighting the importance of storing adequate drinking water and essential supplies. Please remain vigilant as inclement weather is expected from 31.03.2026 to 03.04.2026 and ensure all preventive and safety measures are implemented accordingly.			
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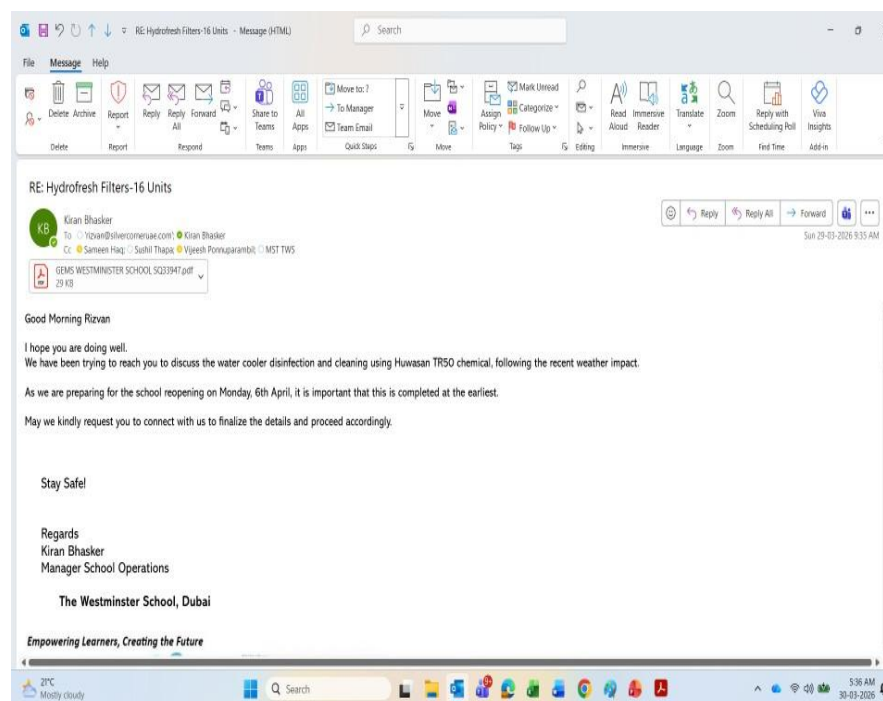
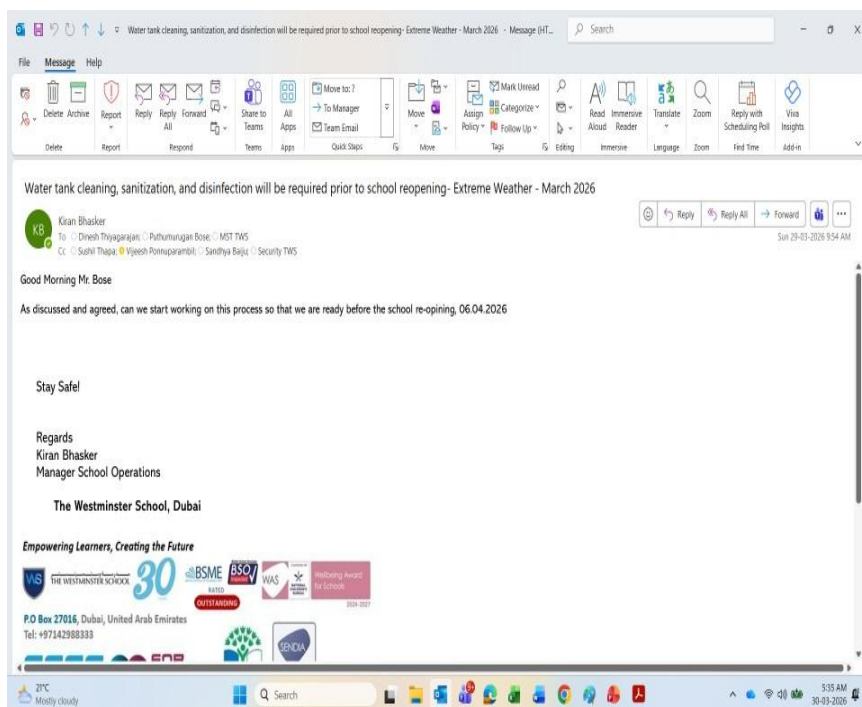
Post Extreme Weather (March 2026) Readiness Plan

Objective

To ensure that The Westminster School (TWS) campus is safe, compliant, and fully operational prior to reopening, following the impact of extreme weather conditions in March 2026.

Timeline: 05.04.2026, Sunday

Urgent – Water Tank & Drinking Water System Disinfection (Post Weather Impact)



TWS- Shades- Down before Storm(4 Places)



TWS- Shades- Down Installed(2 Places)

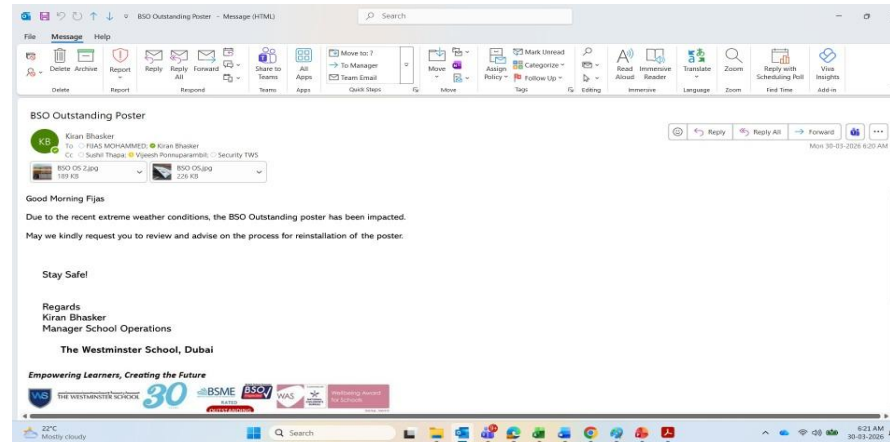


TWS- Astroturf



Rooftop Damages





Backup Files



Microsoft Word
Document



Microsoft Excel
Worksheet



Outlook Item

Incident Id	Date Created	Category	Description	Date Occured
			Dear Team, Please note that the mosaic steps have sustained further damage due to the recent rain. In addition, the steps leading towards Exit No. 09 now have sharp metal edges, which pose a safety risk. We request that all such damaged areas be identified and rectified before the school reopens, especially in light of the extreme weather alert. As per the UAE Meteorological Center advisory, there is a possibility of extreme weather conditions developing sometime next week, after Saturday, 21 March 2026. The exact timing is not yet confirmed, and further warnings may be issued closer to the event. Given this, it is important that all related maintenance and safety actions are completed on priority to ensure the campus is safe and ready. Regards, Kiran	
11137173	21 Mar 2026	Property damage / issue		21 Mar 2026
11137177	23 Mar 2026	Property damage / issue	Extreme Weather- Continuous rain on 23.03.2026. Leak from the walls in Head of FS Office.	23 Mar 2026
			Extreme weather conditions - Water Leakages from different locations: 1. NB/SF Biology lab, inside chemical storage room ,water leaks from window to the floor 2. Inside chemistry lab NB/SF ,Water is soaked in the cracked ceiling wall 3. First floor Primary computer lab water leaking from trunking cable 4. Water leakage from the window above the IDF 5. Second floor Art room water leaking from the top window 6. Girls library water from windows 7. Water leaking from new cracked on second floor Primary building corridor near KS2 Staff room 8. Staircase P4 second floor landing side 9. Second floor girls block female staff washroom 10. Classroom 9G5 water leakage from the roof. 11. Girls block second floor staircase	
11137178	23 Mar 2026	Property damage / issue		23 Mar 2026
			1. Inside multiplus ,water leaks through ceiling. 2. Inside multi-plus's 2nd exit ,water leaks through ceiling. 3. Above Access control device next to exit 3A , found water leaking through ceiling. 4. The OB staircase/Girls block leading to 2nd floor leaking. 5.	
11137185	24 Mar 2026	Property damage / issue		24 Mar 2026
11137192	25 Mar 2026	Property damage / issue	1. Paint came of from the building near canteen 3, NB Boys Block. 2. Primary building reception side wall paint also damages in various location.	25 Mar 2026

11137193	25 Mar 2026	Property damage / issue	EPDM-Basket ball area floor damage in various location.	25 Mar 2026
			1. CEILING - Cracks appeared in all rooms of NB GF. 2. CEILING- Also found cracks in NB GF corridors too. 3. CEILING - Cracks appeared in all rooms of NB SF. 4. CLB1 wall crack appeared.	
11137197	26 Mar 2026	Property damage / issue		26 Mar 2026
			Extreme weather condition- Heavy rain and strong wind. Shades at various places have been damaged.	
11137203	27 Mar 2026	Property damage / issue		26 Mar 2026
			1. Power Cable trays on the rooftop new building damaged. 2. New building LPG roof cabinet was damaged. 3. GF 194 AC outdoor unit top cover is missing. 4. BSO outstanding signboard at gate 7 has fallen down	
11137207	27 Mar 2026	Property damage / issue		27 Mar 2026
			External Wall paint washed due to rain: 1. Staircase wall Primary building first floor. 2. Behind HR and PRE office paints peeling off.	
11137212	27 Mar 2026	Property damage / issue		27 Mar 2026
			Extreme weather condition- Damaged wall 1. Capital school side boundary wall. 2. Astro Football field side wall. 3. Paints outside main server room.	
11137225	27 Mar 2026	Property damage / issue		27 Mar 2026

11137227	28 Mar 2026	Property damage / issue	1. Cracked on pump room roof. 2.Second floor chemistry lab window cracked. 3.Canteen 3 side wall paint damaged. 4.EPDM - Basketball court floor damaged. 5. BB COURT STEPS DAMAGED. 6.EPDM-Canteen 03 basketball court floor damaged. 7.Joint cracked on the boundary wall cricket pitch. 8.Cricket gate damaged. 9. Boundary wall damaged-In front of exit 10 New building.	28 Mar 2026
11137228	29 Mar 2026	Environmental / Hygiene issue	Subject: Urgent – Water Tank & Drinking Water System Disinfection (Post Weather Impact) Dear Mr. Bose, Good Morning. Following the recent extreme weather conditions, all water tanks and drinking water stations require thorough cleaning, sanitization, disinfection, and PPM prior to school reopening. As discussed and agreed, may we please proceed with initiating this process to ensure readiness before the school reopening on 06.04.2026. Dear Rizvan, Good Morning. I hope you are doing well. We have been trying to reach you regarding the water cooler disinfection and cleaning using Huwasan TR50 chemical, following the recent weather impact. As we are preparing for the school reopening on Monday, 6th April, it is critical that this process is completed at the earliest. May we kindly request you to connect with us to finalize the details and proceed accordingly. We appreciate your urgent support in ensuring compliance and readiness	29 Mar 2026



Questions or Suggestions Please