

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, October 1, 2025, 12:00 PM To 13:00	
ATTENDEES:		Mr. Carl, Dr. Vijayakumari Sathyan, Ms. Chanda Pant; Ms. Grace Aluoka, Mr. Eluid (Lead Security), Ms. Binny, Dr. Suriya, Mr. Kiran Bhasker Mr. Ahmed- Apologies				
KEY TOPICS COVERED:		Review HSE Committee for 2025-26, Arrival and dispersal duties- communication to All staff, Preparation update on the Fire Drill with CD on 2 nd Oct				
REF	ISSUE/TOPIC RAISED	ACTION REQUIRED	BY WHO	TARGET DATE	UPDATE	
1	Followed up on the agenda items for the month of September 2025	Check with Mr. Carl about additional SG	MSO	03.10.2025		
2	Arrival and dispersal duties- communication to All staff	Updated file sent to APs to validate	DLS/MSO	03.10.2025		
3	Preparation update on the Fire Drill with CD on 2 nd Oct	Detailed shared with HSE Team. Follow up meeting to be done after the drill	MSO	03.10.2025		