

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, January 28, 2026, 12:00 to 13:00		
ATTENDEES:		Dr. Vijayakumari Sathyan, Ms. Chanda Pant; Ms. Grace Aluoka, Mr. Ahmed, Ms. Binny, Dr. Suriya, Mr. Eluid (Lead Security), Mr. Sushil Thapa, Mr. Kiran Bhasker					
		Apologies					
		Mr. Carl- WSR					
		Dr. Suriya- Vaccination drive for TWS					
KEY TOPICS COVERED:		Lost & Found Policy, Student Bus Behaviour Reporting, Safeguarding Update, Updated HSE Committee					
REF	ISSUE/TOPIC RAISED		ACTION REQUIRED		BY WHO	TARGET DATE	UPDATE
1	Followed up on the agenda items for the month of December 2025		`		MSO		
2	TWS Lost and found policy to be rolled out		Get the PNP approved by Mr. Carl		MSO	06.02.2026	
3	Student Bus Behaviour Reporting and Escalation Process. Review and approve the process		New process has been implemented from Term 2 onwards. Send the updated process to TWS All Staff		MSO	06.02.2026	
4	Ms. Claire & Ms. Amal- Visting TWS- 22.01.2026- Update		During the visit, it was observed that one of the male EFS staff members was not wearing or displaying his ID card. Upon being spoken to, the staff member retrieved the ID from his pocket and wore it. As wearing and visibly displaying an ID is a basic yet critical requirement. Reminder Email to EFS		MSO	29.01.2026	Completed
5	Add Ms. Neelofar to the HSE committee		Add Ms. Neelofar to the HSE committee		MSO	29.01.2026	Completed